

**REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS  
AGREED-UPON PROCEDURES ENGAGEMENT  
OF THE  
MONROE COUNTY CLERK**

**For The Period  
January 1, 2020 Through December 31, 2020**



**MIKE HARMON  
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**MIKE HARMON  
AUDITOR OF PUBLIC ACCOUNTS**

**SUMMARY OF PROCEDURES AND FINDINGS**

**AGREED-UPON PROCEDURES OF THE  
MONROE COUNTY CLERK**

For The Period January 1, 2020 Through December 31, 2020

The Monroe County Clerk applied for and received approval from the Auditor of Public Accounts (APA) to obtain an Agreed-Upon Procedures (AUP) engagement for calendar year 2020 in accordance with KRS 43.070(1)(c). AUP reports present the procedures performed and the results of those procedures, called findings. The summary below presents those findings for which an exception was identified during the AUP engagement.

During the AUP engagement of the Monroe County Clerk, the following exceptions were noted:

- The county clerk's operating disbursements were compared to the county clerk's approved budget and the county clerk overspent her operating budget by \$58,136.
- The selected disbursements agreed to paid invoices or other supporting documentation and cancelled checks. Disbursements were for official business. The county clerk did not pay overtime as required by KRS 337.285 to one individual to assist with elections who worked over forty hours in one week. The county clerk does not use a credit card.
- The county clerk's maximum salary order for deputies was overspent by \$3,009.
- The county clerk was paid \$90,632. The statutorily required salary was \$90,562.

Findings related to procedures for which there were no exceptions identified, and official responses to exceptions are not included in the summary above, but can be found in the full report. A copy of this report is available on the Auditor of Public Accounts' website at [www.auditor.ky.gov](http://www.auditor.ky.gov).

Respectfully submitted,

Mike Harmon  
Auditor of Public Accounts  
June 23, 2021



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**MIKE HARMON**  
**AUDITOR OF PUBLIC ACCOUNTS**

Independent Accountant's Report  
On Applying Agreed-Upon Procedures

The Honorable Mitchell Page, Monroe County Judge/Executive  
The Honorable Teresa Sheffield, Monroe County Clerk  
Members of the Monroe County Fiscal Court

We have performed the procedures enumerated below, which were agreed to by the Monroe County Clerk, related to the county clerk's compliance with the Department for Local Government's *County Budget Preparation and State Local Finance Officer Policy Manual* regarding the accountability for receipts and disbursements, excess fees, recordkeeping, and leases, contracts, and liabilities for the period January 1, 2020 through December 31, 2020. The Monroe County Clerk is responsible for compliance with these requirements. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. Procedure -

Determine if the county clerk has a fourth quarter financial statement, a receipts ledger, and a disbursements ledger.

Finding -

No exceptions were found as a result of applying the procedure.

2. Procedure -

Determine that the county clerk's fourth quarter financial statement agrees to the county clerk's receipts ledger and disbursements ledger. Variances in total receipts or total disbursements that exceed 1% of gross receipts or exceed \$20,000 will be reported.

Finding -

No exceptions were found as a result of applying the procedure.



The Honorable Mitchell Page, Monroe County Judge/Executive  
 The Honorable Teresa Sheffield, Monroe County Clerk  
 Members of the Monroe County Fiscal Court  
 (Continued)

3. Procedure -

Compare the county clerk's operating disbursements (fourth quarter or settlement amounts) to the budget approved by fiscal court to determine if the county clerk overspent the budget.

Finding -

The county clerk's operating disbursements were compared to the county clerk's approved budget and the county clerk overspent her operating budget by \$58,136.

*County Clerk's Response: Budget should have been amended before end of yr, 2020. But was not aware that it could not be done when I made my settlement in March, 2021. The state deposited money in wrong account. Therefore had to be a transfer of funds to correct error made by the state.*

4. Procedure -

Determine if the county clerk has a settlement of excess fees that was approved by the fiscal court.

Finding -

No exceptions were found as a result of applying the procedure.

5. Procedure -

Obtain a list of accounts prepared by the county clerk that are applicable to the current calendar year.

Finding -

No exceptions were found as a result of applying the procedure. The county clerk maintains a fee account.

6. Procedure -

Determine if the county clerk reconciles all bank accounts monthly. Re-perform the bank reconciliations for all accounts as of December 31, 2020, to determine the reconciled ending balances and if bank reconciliations are accurate.

Finding -

No exceptions were found as a result of applying the procedure. The December 31, 2020 bank reconciliation was accurate. The balances of the county clerk's accounts are:

<u>Account Name:</u>	<u>Reconciled</u>	<u>Account Balance:</u>
Fee Account	\$	0

The Honorable Mitchell Page, Monroe County Judge/Executive  
 The Honorable Teresa Sheffield, Monroe County Clerk  
 Members of the Monroe County Fiscal Court  
 (Continued)

7. Procedure -

Determine if receipts are properly accounted for by comparing batched receipts to daily check-out sheets, deposit tickets, receipts ledger, and bank statements for a randomly selected week.

Finding -

No exceptions were found as a result of applying the procedure.

8. Procedure -

Determine if the county clerk prepared 12 monthly reports for delinquent tax. Test payments to districts for one randomly selected month's delinquent tax disbursements to confirm that payments were made timely and disbursement agreed to the monthly report.

Finding -

No exceptions were found as a result of applying the procedure.

9. Procedure -

Judgmentally select 15 operating disbursements from the county clerk's records and agree amounts paid to invoices or other supporting documentation and cancelled checks. Determine if the disbursement is for official business. Inspect all credit card statements (if any) to determine if disbursements are for official business.

Finding -

The selected disbursements agreed to paid invoices or other supporting documentation and cancelled checks. Disbursements were for official business. The county clerk did not pay overtime as required by KRS 337.285 to one individual to assist with elections who worked over forty hours in one week. The county clerk does not use a credit card.

10. Procedure -

Determine excess fees due to fiscal court by recalculating the difference between total receipts and total disbursements. Verify amounts paid to determine if additional excess fees are due to the fiscal court.

Finding -

Excess fees due to the fiscal court were recalculated and there are no additional excess fee due to the fiscal court.

Total Receipts	\$ 2,737,854
Total Disbursements	<u>2,637,485</u>
Excess Fees Due County for 2020	100,369
Payment to Fiscal Court	<u>100,369</u>
Balance Due Fiscal Court	<u><u>\$ 0</u></u>

The Honorable Mitchell Page, Monroe County Judge/Executive  
The Honorable Teresa Sheffield, Monroe County Clerk  
Members of the Monroe County Fiscal Court  
(Continued)

11. Procedure -

Verify the county clerk's maximum salary order for deputies was not overspent.

Finding -

The county clerk's maximum salary order for deputies was overspent by \$3,009.

*County Clerk's Response: The total for maximum salary was correct. The fiscal court approved raise after budget was presented to fiscal court and not amended before the end of yr 2020, therefore did not reflect the raise.*

12. Procedure -

Determine whether payroll charges are properly supported by verifying that timesheets are completed, maintained, approved, and support hours paid by inspecting one pay period's timesheets for all employees. (Not applicable to fee pooling counties)

Finding -

No exceptions were found as a result of applying the procedure.

13. Procedure -

Determine that the county clerk was paid the statutory salary as fixed by the Department for Local Government salary schedule.

Finding -

The county clerk was paid \$90,632. The statutorily required salary was \$90,562.

*County Clerk's Response: The discrepancy was a result of miscalculation/error made by the previous County Finance/Payroll Clerk. The discrepancy will be paid back.*

14. Procedure -

Scan lease agreements and service contracts and compare to actual payments. Determine if services received were appropriate, for official business, and properly authorized. Determine if liabilities requiring disclosure were properly disclosed on the fourth quarter financial statement.

Finding -

No exceptions were found as a result of applying the procedure.

15. Procedure -

Verify the county clerk is properly bonded for the period covered by the agreed upon procedures.

Finding -

No exceptions were found as a result of applying the procedure.

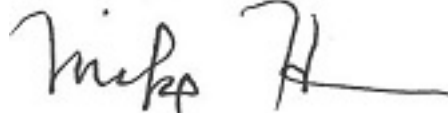


The Honorable Mitchell Page, Monroe County Judge/Executive  
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Members of the Monroe County Fiscal Court  
(Continued)

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States. We were not engaged to, and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on compliance with specified requirements. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

The purpose of this report is to present the procedures performed and the results of those procedures and is not suitable for any other purpose. This report is intended solely for the information and use of the Monroe County Clerk and the Monroe County Fiscal Court, and is not intended to be and should not be used by anyone other than the specified parties.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mike Harmon", with a long horizontal line extending to the right.

Mike Harmon  
Auditor of Public Accounts

June 23, 2021