

**REPORT OF THE AUDIT OF THE  
ROWAN COUNTY  
SHERIFF**

**For The Year Ended  
December 31, 2020**



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

The Honorable Harry Clark, Rowan County Judge/Executive  
The Honorable Matt Sparks, Rowan County Sheriff  
Members of the Rowan County Fiscal Court

Independent Auditor's Report

**Report on the Financial Statement**

We have audited the accompanying Statement of Receipts, Disbursements, and Excess Fees - Regulatory Basis of the Sheriff of Rowan County, Kentucky, for the year ended December 31, 2020, and the related notes to the financial statement.

**Management's Responsibility for the Financial Statement**

Management is responsible for the preparation and fair presentation of this financial statement in accordance with accounting practices prescribed or permitted by the laws of Kentucky to demonstrate compliance with the Commonwealth of Kentucky's regulatory basis of accounting and budget laws. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of a financial statement that is free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express an opinion on the financial statement based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, and the *Audit Guide for County Fee Officials* issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



The Honorable Harry Clark, Rowan County Judge/Executive  
The Honorable Matt Sparks, Rowan County Sheriff  
Members of the Rowan County Fiscal Court

**Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles**

As described in Note 1 of the financial statement, the financial statement is prepared by the Rowan County Sheriff on the basis of the accounting practices prescribed or permitted by the laws of Kentucky to demonstrate compliance with the Commonwealth of Kentucky’s regulatory basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

The effects on the financial statement of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

**Adverse Opinion on U.S. Generally Accepted Accounting Principles**

In our opinion, because of the significance of the matter discussed in the Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles paragraph, the financial statement referred to above does not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Rowan County Sheriff, as of December 31, 2020, or changes in financial position or cash flows thereof for the year then ended.

**Opinion on Regulatory Basis of Accounting**

In our opinion, the financial statement referred to above presents fairly, in all material respects, the receipts, disbursements, and excess fees of the Rowan County Sheriff for the year ended December 31, 2020, in accordance with the basis of accounting practices prescribed or permitted by the Commonwealth of Kentucky as described in Note 1.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated August 23, 2021, on our consideration of the Rowan County Sheriff’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Rowan County Sheriff’s internal control over financial reporting and compliance.

Based on the results of our audit, we have presented the accompanying Schedule of Findings and Responses, included herein, which discusses the following report comments:

- 2020-001 The Sheriff’s Fourth Quarter Report Was Materially Misstated
- 2020-002 The Sheriff Failed To Follow Bid Requirements

Respectfully submitted,



Mike Harmon  
Auditor of Public Accounts

August 23, 2021

ROWAN COUNTY  
MATT SPARKS, SHERIFF  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES - REGULATORY BASIS

For The Year Ended December 31, 2020

Receipts

State - Kentucky Law Enforcement Foundation Program Fund (KLEFPF)	\$	39,198
State Fees For Services:		
Finance and Administration Cabinet	\$	85,352
Sheriff Security Service		7,450
Cabinet For Health And Family Services		93,640
		<u>838</u>
Circuit Court Clerk:		
Fines and Fees Collected		812
Fiscal Court		227,008
County Clerk - Delinquent Taxes		37,148
School Resource Officer		63,897
Commission On Taxes Collected		480,391
Fees Collected For Services:		
Auto Inspections		14,081
Accident and Police Reports		1,075
Serving Papers		32,840
Carry Concealed Deadly Weapon Permits		52,846
		<u>4,850</u>
Other:		
Add-On Fees		26,445
Telecommunications Tax		5,349
Miscellaneous		32,349
		<u>555</u>
Interest Earned		179
Borrowed Money:		
State Advancement		245,000
		<u>245,000</u>
Total Receipts		1,272,468

The accompanying notes are an integral part of this financial statement.

ROWAN COUNTY  
MATT SPARKS, SHERIFF  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES - REGULATORY BASIS  
For The Year Ended December 31, 2020  
(Continued)

Disbursements

Operating Disbursements and Capital Outlay:

Personnel Services-		
Deputies' Salaries	\$	366,268
Part-Time Salaries		95,353
Other Salaries		78,842
Overtime		93
Employee Benefits-		
Employer's Share Social Security		46,194
Contracted Services-		
Advertising		311
Vehicle Maintenance and Repairs		70,000
Contract Labor		800
Materials and Supplies-		
Office Materials and Supplies		10,000
Uniforms		8,793
Other Charges-		
Conventions and Travel		1,045
Dues		814
Postage		7,813
Bond		81
Miscellaneous		3,495
Tow/Impound		1,150
Cell Phone/Radio/Pager		11,370
Computer Software		7,623
Paper Service to Fiscal Court		5,380
Capital Outlay-		
Office Equipment		7,000
Vehicle Equipment		10,000
Vehicles		89,788
	\$	822,213
Debt Service:		
State Advancement		245,000
Vehicle Lease Payments		11,181
		256,181
Total Disbursements		<u>\$ 1,078,394</u>

The accompanying notes are an integral part of this financial statement.



ROWAN COUNTY  
MATT SPARKS, SHERIFF  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES - REGULATORY BASIS  
For The Year Ended December 31, 2020  
(Continued)

Net Receipts	\$ 194,074
Less: Statutory Maximum	<u>97,031</u>
Excess Fees Due County for 2020	97,043
Payment to Fiscal Court - March 5, 2021	<u>87,825</u>
Balance Due Fiscal Court at Completion of Audit	<u>\$ 9,218</u>

The accompanying notes are an integral part of this financial statement.

ROWAN COUNTY  
NOTES TO FINANCIAL STATEMENT

December 31, 2020

Note 1. Summary of Significant Accounting Policies

A. Fund Accounting

A fee official uses a fund to report on the results of operations. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fee official uses a fund for fees to account for activities for which the government desires periodic determination of the excess of receipts over disbursements to facilitate management control, accountability, and compliance with laws.

B. Basis of Accounting

KRS 64.820 directs the fiscal court to collect any amount, including excess fees, due from the sheriff as determined by the audit. KRS 134.192 requires the sheriff to settle excess fees with the fiscal court at the time he files his annual settlement with the fiscal court on or before September 1 of each year. KRS 64.830 requires an outgoing sheriff to settle excess fees with the fiscal court of his county by March 15 immediately following the expiration of his term of office.

The financial statement has been prepared on a regulatory basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. This basis demonstrates compliance with the laws of Kentucky and is a special purpose framework. Under this regulatory basis of accounting, receipts and disbursements are generally recognized when cash is received or disbursed, with the exception of accrual of the following items (not all-inclusive) at December 31 that may be included in the excess fees calculation:

- Interest receivable
- Collection on accounts due from others for 2020 services
- Reimbursements for 2020 activities
- Tax commissions due from December tax collections
- Payments due other governmental entities for payroll
- Payments due vendors for goods or services provided in 2020

The measurement focus of a fee official is upon excess fees. Remittance of excess fees is due to the county treasurer in the subsequent year.

C. Cash and Investments

KRS 66.480 authorizes the sheriff's office to invest in obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

ROWAN COUNTY  
NOTES TO FINANCIAL STATEMENT  
December 31, 2020  
(Continued)

Note 2. Employee Retirement System and Other Post-Employment Benefits

The sheriff's office has elected to participate, pursuant to KRS 78.530, in the County Employees Retirement System (CERS), which is administered by the Board of Trustees of the Kentucky Retirement Systems (KRS). This is a cost-sharing, multiple-employer, defined benefit pension plan, which covers all eligible full-time employees and provides for retirement, disability, and death benefits to plan members. Benefit contributions and provisions are established by statute.

Nonhazardous

Nonhazardous covered employees are required to contribute five percent of their salary to the plan. Nonhazardous covered employees who begin participation on or after September 1, 2008, are required to contribute six percent of their salary to be allocated as follows: five percent will go to the member's account and one percent will go to the KRS insurance fund.

In accordance with Senate Bill 2, signed by the Governor on April 4, 2013, plan members who began participating on or after January 1, 2014, were required to contribute to the Cash Balance Plan. The Cash Balance Plan is known as a hybrid plan because it has characteristics of both a defined benefit plan and a defined contribution plan. Members in the plan contribute a set percentage of their salary each month to their own accounts. Nonhazardous covered employees contribute five percent of their annual creditable compensation. Nonhazardous members also contribute one percent to the health insurance fund which is not credited to the member's account and is not refundable. The employer contribution rate is set annually by the KRS Board of Directors based on an actuarial valuation. The employer contributes a set percentage of the member's salary. Each month, when employer contributions are received, an employer pay credit is deposited to the member's account. A member's account is credited with a four percent employer pay credit. The employer pay credit represents a portion of the employer contribution.

Benefits fully vest on reaching five years of service for nonhazardous employees. Aspects of benefits for nonhazardous employees include retirement after 27 years of service or age 65. Nonhazardous employees who begin participation on or after September 1, 2008, must meet the rule of 87 (member's age plus years of service credit must equal 87, and the member must be a minimum of 57 years of age) or the member is age 65, with a minimum of 60 months service credit.

The county's contribution rate for nonhazardous employees was 24.06 percent for the year.

Hazardous

Hazardous covered employees are required to contribute eight percent of their salary to the plan. Hazardous covered employees who begin participation on or after September 1, 2008, are required to contribute nine percent of their salary to be allocated as follows: eight percent will go to the member's account and one percent will go to the KRS insurance fund.

In accordance with Senate Bill 2, signed by the Governor on April 4, 2013, plan members who began participating on, or after, January 1, 2014, were required to contribute to the Cash Balance Plan. The Cash Balance Plan is known as a hybrid plan because it has characteristics of both a defined benefit plan and a defined contribution plan. Members in the plan contribute a set percentage of their salary each month to their own accounts. Hazardous members contribute eight percent of their annual creditable compensation and one percent to the health insurance fund which is not credited to the member's account and is not refundable. The employer contribution rate is set annually by the Board based on an actuarial valuation.

ROWAN COUNTY  
 NOTES TO FINANCIAL STATEMENT  
 December 31, 2020  
 (Continued)

Note 2. Employee Retirement System and Other Post-Employment Benefits (Continued)

Hazardous (Continued)

The employer contributes a set percentage of the member's salary. Each month, when employer contributions are received, an employer pay credit is deposited to the member's account. A hazardous member's account is credited with a seven and one-half percent employer pay credit. The employer pay credit represents a portion of the employer contribution.

Aspects of benefits for hazardous employees include retirement after 20 years of service or age 55. For hazardous employees who begin participation on or after September 1, 2008, aspects of benefits include retirement after 25 years of service or the member is age 60, with a minimum of 60 months of service credit.

The county's contribution rate for hazardous employees was 39.58 percent for the year.

Other Post-Employment Benefits (OPEB)

A. Health Insurance Coverage - Tier 1

CERS provides post-retirement health care coverage as follows:

For members participating prior to July 1, 2003, years of service and respective percentages of the maximum contribution are as follows:

<b>Years of Service</b>	<b>% Paid by Insurance Fund</b>	<b>% Paid by Member through Payroll Deduction</b>
20 or more	100%	0%
15-19	75%	25%
10-14	50%	50%
4-9	25%	75%
Less than 4	0%	100%

As a result of House Bill 290 (2004 General Assembly), medical insurance benefits are calculated differently for members who began participation on or after July 1, 2003. Once members reach a minimum vesting period of ten years, non-hazardous employees whose participation began on or after July 1, 2003, earn ten dollars per month for insurance benefits at retirement for every year of earned service without regard to a maximum dollar amount. This dollar amount is subject to adjustment annually based on the retiree cost of living adjustment, which is updated annually due to changes in the Consumer Price Index.

Hazardous employees whose participation began on or after July 1, 2003, earn 15 dollars per month for insurance benefits at retirement for every year of earned service without regard to a maximum dollar amount. Upon the death of a hazardous employee, the employee's spouse receives ten dollars per month for insurance benefits for each year of the deceased employee's hazardous service. This dollar amount is subject to adjustment annually based on the retiree cost of living adjustment, which is updated annually due to changes in the Consumer Price Index.

Benefits are covered under KRS 161.714 with exception of COLA and retiree health benefits after July 2003.

ROWAN COUNTY  
 NOTES TO FINANCIAL STATEMENT  
 December 31, 2020  
 (Continued)

Note 2. Employee Retirement System and Other Post-Employment Benefits (Continued)

Other Post-Employment Benefits (OPEB) (Continued)

B. Health Insurance Coverage - Tier 2 and Tier 3 - Nonhazardous

Once members reach a minimum vesting period of 15 years, earn ten dollars per month for insurance benefits at retirement for every year of earned service without regard to a maximum dollar amount. This dollar amount is subject to adjustment annually by 1.5 percent. This was established for Tier 2 members during the 2008 Special Legislative Session by House Bill 1. During the 2013 Legislative Session, Senate Bill 2 was enacted, creating Tier 3 benefits for members.

The monthly insurance benefit has been increased annually as a 1.5 percent cost of living adjustment (COLA) since July 2003 when the law changed. The annual increase is cumulative and continues to accrue after the member's retirement.

Tier 2 member benefits are covered by KRS 161.714 with exception of COLA and retiree health benefits after July 2003. Tier 3 members are not covered by the same provisions.

C. Health Insurance Coverage - Tier 2 and Tier 3 - Hazardous

Once members reach a minimum vesting period of 15 years, earn fifteen dollars per month for insurance benefits at retirement for every year of earned service without regard to a maximum dollar amount. This dollar amount is subject to adjustment annually by 1.5 percent. Upon the death of a hazardous employee, the employee's spouse receives ten dollars per month for insurance benefits for each year of the deceased employee's hazardous service. This was established for Tier 2 members during the 2008 Special Legislative Session by House Bill 1. During the 2013 Legislative Session, Senate Bill 2 was enacted, creating Tier 3 benefits for members.

The monthly insurance benefit has been increased annually as a 1.5 percent COLA since July 2003 when the law changed. The annual increase is cumulative and continues to accrue after the member's retirement.

D. Cost of Living Adjustments - Tier 1

The 1996 General Assembly enacted an automatic cost of living adjustment (COLA) provision for all recipients of KRS benefits. During the 2008 Special Session, the General Assembly determined that each July beginning in 2009, retirees who have been receiving a retirement allowance for at least 12 months will receive an automatic COLA of 1.5 percent. The COLA is not a guaranteed benefit. If a retiree has been receiving a benefit for less than 12 months, and a COLA is provided, it will be prorated based on the number of months the recipient has been receiving a benefit.

E. Cost of Living Adjustments - Tier 2 and Tier 3

No COLA is given unless authorized by the legislature with specific criteria. To this point, no COLA has been authorized by the legislature for Tier 2 or Tier 3 members.

F. Death Benefit

If a retired member is receiving a monthly benefit based on at least 48 months of service credit, KRS will pay a \$5,000 death benefit payment to the beneficiary designated by the member specifically for this benefit. Members with multiple accounts are entitled to only one death benefit.

ROWAN COUNTY  
NOTES TO FINANCIAL STATEMENT  
December 31, 2020  
(Continued)

Note 2. Employee Retirement System and Other Post-Employment Benefits (Continued)

KRS Annual Financial Report and Proportionate Share Audit Report

KRS issues a publicly available annual financial report that includes financial statements and required supplementary information on CERS. This report may be obtained by writing the Kentucky Retirement Systems, 1260 Louisville Road, Frankfort, KY 40601-6124, or by telephone at (502) 564-4646.

KRS also issues proportionate share audit reports for both total pension liability and other post-employment benefits for CERS determined by actuarial valuation as well as each participating county's proportionate share. Both the Schedules of Employer Allocations and Pension Amounts by Employer and the Schedules of Employer Allocations and OPEB Amounts by Employer reports and the related actuarial tables are available online at <https://kyret.ky.gov>. The complete actuarial valuation report, including all actuarial assumptions and methods, is also available on the website or can be obtained as described in the paragraph above.

Note 3. Deposits

The Rowan County Sheriff maintained deposits of public funds with federally insured banking institutions as required by the Department for Local Government's (DLG) *County Budget Preparation and State Local Finance Officer Policy Manual*. The DLG Manual strongly recommends perfected pledges of securities covering all public funds except direct federal obligations and funds protected by federal insurance. In order to be perfected in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement between the sheriff and the depository institution, signed by both parties, that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, which approval must be reflected in the minutes of the board or committee, and (c) an official record of the depository institution. These requirements were met.

Custodial Credit Risk - Deposits

Custodial credit risk is the risk that in the event of a depository institution failure, the sheriff's deposits may not be returned. The Rowan County Sheriff does not have a deposit policy for custodial credit risk, but rather follows the requirements of the DLG *County Budget Preparation and State Local Finance Officer Policy Manual*. As of December 31, 2020, all deposits were covered by FDIC insurance or a properly executed collateral security agreement.

Note 4. Kentucky Agency For Substance Abuse Policy (KY-ASAP) Local Funds

The Rowan County Sheriff's office maintains an account for the purpose of receiving funds awarded from the Rowan County Local KY-ASAP Board. The funds are to be used for specific drug enforcement activities. On January 1, 2020, the balance was \$3,040. There were no receipts or disbursements in the account during the year, leaving the balance at \$3,040 as of December 31, 2020.

Note 5. Donation Account

The Rowan County Sheriff's office maintains an account for donations made to help with office operations. On January 1, 2020, the balance was \$465. There was no receipts or disbursements in the account during the year, leaving the balance at \$465 as of December 31, 2020.

ROWAN COUNTY  
 NOTES TO FINANCIAL STATEMENT  
 December 31, 2020  
 (Continued)

Note 6. Short-term Debt

A. Direct Borrowing and Direct Placements

1. State Advancement

Between December 24, 2019 and November 2, 2020, the Finance and Administration Cabinet issued 11 separate advancement payments, for a sum of \$245,000 to the Rowan County Sheriff's office, per KRS 64.140. The state advancement was repaid in full by December 31, 2020.

B. Changes in Short-term Debt

	Beginning Balance	Additions	Reductions	Ending Balance
Direct Borrowings and Direct Placements	\$	\$ 245,000	\$ 245,000	\$
Total Short-term Debt	<u>\$ 0</u>	<u>\$ 245,000</u>	<u>\$ 245,000</u>	<u>\$ 0</u>

Note 7. Long-Term Debt

A. Direct Borrowing and Direct Placements

1. Vehicles

On March 23, 2017, a loan in the amount of \$51,600 was issued for the purpose of purchasing three vehicles for the sheriff's office. Principal and interest, which was calculated at a fixed rate of 3.15 percent was due annually on the 23rd beginning on April 23, 2017. The loan was secured by a first security interest in the vehicles being purchased. In the event of default, the vehicles will be repossessed by the financial institution. The balance of this note was \$13,683 as of December 31, 2020. Future principal and interest payments are as follows:

	Calendar Year Ended	
	December 31	
2021	Principal \$ 10,902	Interest \$ 278
2022	<u>2,780</u>	<u>15</u>
Totals	<u>\$ 13,682</u>	<u>\$ 293</u>

B. Changes In Long-term Debt

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Direct Borrowings and Direct Placements	\$ 24,243	\$	\$ 10,561	\$ 13,682	\$ 10,902
Total Long-term Debt	<u>\$ 24,243</u>	<u>\$ 0</u>	<u>\$ 10,561</u>	<u>\$ 13,682</u>	<u>\$ 10,902</u>

ROWAN COUNTY  
NOTES TO FINANCIAL STATEMENT  
December 31, 2020  
(Continued)

Note 8. Asset Seizure Account

The Rowan County Sheriff's office maintains an account for the purpose of retaining assets seized during the course of criminal investigations. On January 1, 2020, the balance was \$21,713. During calendar year 2020, the account received seizures of \$7,386 and interest of \$16. Per court orders, the account transferred \$10,708 to the sheriff's asset forfeiture account. The balance as of December 31, 2020 was \$18,407.

Note 9. Asset Forfeiture Account

The Rowan County Sheriff's office maintains an account for the purpose of receiving assets forfeited as a result of drug related legal proceedings. On January 1, 2020, the balance was \$29,493. During calendar year 2020, the account received forfeitures of \$10,708, court ordered payments of \$6,373, and interest of \$22. Per court orders, the account remitted \$1,284 to proper authorities, and expended \$5,377 for direct law enforcement purposes. The balance was \$39,935 as of December 31, 2020.

Note 10. Sheriff's Project Fund

The Rowan County Sheriff's office maintains an account funded by the fiscal court to be used to combat the opioid and med epidemic and other drug abuse problems. On January 1, 2020, the balance was \$55,344. Funds totaling \$1,150 were expended for drug enforcement purposes. The balance was \$54,194 as of December 31, 2020.



REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND  
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF THE FINANCIAL  
STATEMENT PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

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

The Honorable Harry Clark, Rowan County Judge/Executive  
The Honorable Matt Sparks, Rowan County Sheriff  
Members of the Rowan County Fiscal Court

Report On Internal Control Over Financial Reporting And  
On Compliance And Other Matters Based On An Audit Of The Financial  
Statement Performed In Accordance With *Government Auditing Standards*

Independent Auditor's Report

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the Statement of Receipts, Disbursements, and Excess Fees - Regulatory Basis of the Rowan County Sheriff for the year ended December 31, 2020, and the related notes to the financial statement and have issued our report thereon dated August 23, 2021. The Rowan County Sheriff's financial statement is prepared on a regulatory basis of accounting, which demonstrates compliance with the Commonwealth of Kentucky's regulatory basis of accounting and budget laws, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statement, we considered the Rowan County Sheriff's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statement, but not for the purpose of expressing an opinion on the effectiveness of the Rowan County Sheriff's internal control. Accordingly, we do not express an opinion on the effectiveness of the Rowan County Sheriff's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying Schedule of Findings and Responses, we identified certain deficiencies in internal control that we consider to be material weaknesses.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statement will not be prevented, or detected and corrected on a timely basis. We consider the deficiencies described in the accompanying Schedule of Findings and Responses as items 2020-001 and 2020-002 to be material weaknesses.

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Report On Internal Control Over Financial Reporting And  
On Compliance And Other Matters Based On An Audit Of The Financial  
Statement Performed In Accordance With *Government Auditing Standards*  
(Continued)

### Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Rowan County Sheriff's financial statement is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statement. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying Schedule of Findings and Responses as items 2020-001 and 2020-002.

### Views of Responsible Official and Planned Corrective Action

The Rowan County Sheriff's views and planned corrective action for the findings identified in our audit are described in the accompanying Schedule of Findings and Responses. The Rowan County Sheriff's responses were not subjected to the auditing procedures applied in the audit of the financial statement and, accordingly, we express no opinion on them.

### Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Respectfully submitted,



Mike Harmon  
Auditor of Public Accounts

August 23, 2021

## SCHEDULE OF FINDINGS AND RESPONSES

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ROWAN COUNTY  
MATT SPARKS, SHERIFF  
SCHEDULE OF FINDINGS AND RESPONSES

For The Year Ended December 31, 2020

FINANCIAL STATEMENT FINDINGS:

2020-001 The Sheriff's Fourth Quarter Report Was Materially Misstated

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The fourth quarter report presented to auditors and to the Department for Local Government (DLG) contained material errors. The fourth quarter report was compared to the bank statement receipts and disbursements and auditors discovered that disbursements in the amount of \$81,951 were not posted to the fourth quarter report. The fourth quarter report was prepared and submitted to DLG on February 10, 2021; however, the disbursements not posted were paid in March 2021.

According to the sheriff, these disbursements were omitted since the invoices were received and paid for after the fourth quarter report was prepared. The invoices were a final payment on items ordered prior to the year-end, and were not to be paid until the sheriff's office received them. Further, the sheriff did not have controls in place to ensure that all disbursements were posted to the fourth quarter report. As a result, the fourth quarter report did not reflect these disbursements. Inaccurate financial records provide misleading information to the users of the information. When the sheriff's financial information is incorrect, the sheriff is unable to submit accurate year-end reports to DLG. Also, while errors can be corrected during the audit, there is typically a significant amount of time that passes before that occurs, which could create budgeting difficulties for fiscal court.

KRS 68.210 gives the state local finance officer the authority to prescribe a uniform system of accounts. The *County Budget Preparation and State Local Finance Officer Policy Manual* requires accurate financial reporting.

We recommend the sheriff implement procedures for ensuring the accuracy of financial information. The fourth quarter report should agree to ledgers and to the bank balance. Receipts and disbursements ledgers should be reconciled to the bank receipts and disbursements on a monthly basis. This would reduce reporting errors.

*Sheriff's Response: The reason this report was misstated was because we had purchased two vehicles in 2020 but had not paid to outfit the vehicles; striping, emergency lighting, radios, etc...until the company doing the work had the equipment needed. Our quarterly report was due prior to the time we paid the company to outfit the cars, so there was no possible way to include these expenses in that report. Since we had purchased the vehicles in 2020 and the vehicles were not complete/usable for us without being outfitted, it was our belief these expenses should be paid from the same account the vehicles had been purchased from.*

Auditor's Reply: To assist with future bookkeeping, the quarterly report allows for unpaid outstanding items, like these, to be shown in the Unpaid Obligations 12/31 column.

2020-002 The Sheriff Failed To Follow Bid Requirements

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The sheriff failed to advertise for bids on two vehicles that he purchased from a vendor in the amount of \$70,230. The sheriff's office adopts the Rowan County Fiscal Court's administrative code which requires bidding for all purchases in excess of \$20,000. According to the sheriff, he preferred to do business locally, especially when they were the lowest quote after he visited three other dealerships. However, the sheriff did not have controls in place to ensure he was complying with bid laws. Since bidding procedures were not followed, it is possible that the sheriff did not get the lowest rate for the vehicles. Strong internal controls require management to monitor disbursements to ensure compliance with bid laws, and to keep good records of bid transactions.

ROWAN COUNTY  
MATT SPARKS, SHERIFF  
SCHEDULE OF FINDINGS AND RESPONSES  
For The Year Ended December 31, 2020  
(Continued)

FINANCIAL STATEMENT FINDINGS: (Continued)

2020-002 The Sheriff Failed To Follow Bid Requirements (Continued)

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KRS 424.260(1) states in part, “[e]xcept where a statute specifically fixes a larger sum as the minimum for a requirement of advertisement for bids, no city, county, or district, or board or commission of a city or county, or sheriff or county clerk, may make a contract, lease, or other agreement for materials, supplies except perishable meat, fish, and vegetables, equipment, or for contractual services other than professional, involving an expenditure of more than thirty thousand dollars (\$30,000) without first making newspaper advertisement for bids[.]”

In addition, KRS 424.260(2) states “[i]f the fiscal court requires the sheriff or county clerk advertise for bids on expenditures of less than thirty thousand dollars (\$30,000), the fiscal court requirement shall prevail.” The Rowan County Fiscal Court’s administrative code requires bids on purchases exceeding \$20,000.

We recommend the sheriff monitor all disbursements to ensure that bidding procedures are followed for all qualifying disbursements.

*Sheriff’s Response: We did not follow bid requirements but did compare pricing to make certain we were giving a fair price for the purchases. Due to mechanical issues with our current fleet, we found ourselves in urgent need of vehicles. I personally drove to three other auto dealerships and got price quotes for the type of vehicles we were interested in. I also looked online for price comparisons. Our local dealer was approximately \$1,500 less expensive than any other dealer. Due to the difficulty of getting vehicles in a timely manner last year, the fact that we service our vehicles locally and this dealership was the only one in our county who sells new [brand name redacted] vehicles, I made the decision to purchase the vehicles without taking bids. I will not make these type of purchase in the future without following bid requirements.*