Scott Fitzpatrick
Missouri State Auditor

CITIZENS SUMMARY

Findings in the audit of Webster County

Sheriff's Controls and Procedures	Controls and procedures in the Sheriff's office need improvement. Procedures for receipting, recording, and depositing need improvement. The Sheriff's office has not established procedures to follow up on outstanding checks. The Sheriff's office has not established adequate controls and procedures over seized property. Office personnel indicated they are unsure when a physical inventory of seized property was last performed. Office personnel prepare a monthly list of liabilities for the inmate commissary account, but the liabilities are not agreed to the reconciled bank balance. The Sheriff's office does not maintain cumulative book balances for the bond, revolving, and civil and general bank accounts.
Prosecuting Attorney's Controls and Procedures	Controls and procedures in the Prosecuting Attorney's office need improvement. The Prosecuting Attorney has not adequately segregated accounting duties or performed documented supervisory reviews of detailed accounting and bank records. The Prosecuting Attorney does not prepare bank reconciliations, a cumulative book balance, and a monthly list of liabilities. In addition, the Prosecuting Attorney does not disburse interest accrued to the County Treasurer. Office personnel do not always accurately record the method of payment and do not restrictively endorse checks when received.
County Clerk's Controls and Procedures	Controls and procedures in the County Clerk's office need improvement. The County Clerk's office does not have adequate procedures for receipting, recording, and transmitting money.
Public Administrator Receipting	Controls and procedures in the Public Administrator's office need improvement. Public Administrator's office personnel do not issue receipt slips for or log checks received in the mail.
County Collector's Bank Reconciliations	County Collector's office personnel do not prepare adequate bank reconciliations or maintain an accurate book balance for the main bank account. The February 2025 main account reconciliation included 8 checks, totaling $4,471, that were in the accounting system and had already cleared the bank or been turned over to the County Treasurer for transfer to the State Treasurer's Unclaimed Property Division, but were not marked cleared or voided in the accounting system.
County Collector Commissions	The county does not report personal commissions received by the County Collector for the collection of city taxes as employee compensation to the Internal Revenue Service (IRS) or the Missouri Department of Revenue. The County Treasurer paid the County Collector commissions totaling $37,736 for the collection of city taxes during the fiscal year ended February 29, 2025, outside of the county payroll process.
Sheriff's Compensation	The County Commission authorized mid-term salary increases totaling $25,581 to the Sheriff in violation of constitutional provisions.

Electronic Data Security	Controls over county computers are not sufficient. As a result, county records are not adequately protected and are susceptible to unauthorized access or loss of data. The County Assessor and Recorder of Deeds have not established adequate password controls to reduce the risk of unauthorized access to computers and data.
Electronic Communication Policy	The county has not developed a records management and retention policy that includes electronic communication in compliance with the Missouri Secretary of State Records Services Division guidance, as approved by the Missouri Local Records Commission.
Additional Comments	Because counties are managed by several separately elected individuals, an audit finding made with respect to one office does not necessarily apply to the operations in another office. The overall rating assigned to the county is intended to reflect the performance of the county as a whole. It does not indicate the performance of any one elected official or county office.

In the areas audited, the overall performance of this entity was **Fair**.*

*The rating(s) cover only audited areas and do not reflect an opinion on the overall operation of the entity. Within that context, the rating scale indicates the following:

Excellent: The audit results indicate this entity is very well managed. The report contains no findings. In addition, if applicable, prior recommendations have been implemented.

Good: The audit results indicate this entity is well managed. The report contains few findings, and the entity has indicated most or all recommendations have already been, or will be, implemented. In addition, if applicable, many of the prior recommendations have been implemented.

Fair: The audit results indicate this entity needs to improve operations in several areas. The report contains several findings, or one or more findings that require management's immediate attention, and/or the entity has indicated several recommendations will not be implemented. In addition, if applicable, several prior recommendations have not been implemented.

Poor: The audit results indicate this entity needs to significantly improve operations. The report contains numerous findings that require management's immediate attention, and/or the entity has indicated most recommendations will not be implemented. In addition, if applicable, most prior recommendations have not been implemented.

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RECOMMENDATION SUMMARY

Recommendations in the audit of Webster County

Sheriff's Controls and Procedures	The Sheriff: 1.1 Ensure checks are restrictively endorsed immediately upon receipt, and ensure money received is deposited timely. In addition, issue prenumbered bond forms for all bond receipts. 1.2 Establish procedures to routinely investigate outstanding checks and ensure old outstanding checks are voided and reissued to payees that can be readily located. If payees cannot be located, the money should be disbursed in accordance with state law. 1.3 Maintain a complete and accurate seized property evidence listing, including updating the list for any items returned or destroyed, and ensure periodic physical inventories are conducted and reconciled to the seized property evidence listing. Any differences should be investigated and resolved. 1.4 Prepare a monthly list of liabilities, including individual inmate balances, and reconcile the monthly list of liabilities to the reconciled bank balance. Any differences should be promptly investigated and resolved. 1.5 Ensure an accurate and up-to-date book balance is maintained and reconciled to the bank balance monthly for all bank accounts.
Prosecuting Attorney's Controls and Procedures	The Prosecuting Attorney: 2.1 Segregate accounting duties or perform documented supervisory reviews of detailed accounting and bank records. In addition, the Prosecuting Attorney should require a supervisory review and approval for all accounting adjustments and write-offs made to the accounting system. 2.2 Ensure a cumulative book balance, adequate bank reconciliations, and monthly lists of liabilities are prepared and reconciled timely. In addition, ensure interest accrued is disbursed monthly to the County Treasurer. Any discrepancies between accounting records and reconciliations should be promptly investigated and resolved. 2.3 Ensure receipt slips are entered into the system accurately, including method of payment, and checks and money orders are restrictively endorsed at the time of receipt.
County Clerk's Controls and Procedures	The County Clerk ensure prenumbered receipt slips are issued for all money received, receipts are transmitted timely, and credit card fees are appropriately charged.
Public Administrator Receipting	The Public Administrator issue prenumbered receipt slips for all money received.

County Collector's Bank Reconciliations	The County Collector ensure adequate monthly bank reconciliations and accurate up-to-date book balances are prepared and reconciled to the bank balance.
County Collector Commissions	The County Commission should work with the County Clerk and County Collector to ensure all compensation is paid through the county's normal payroll process, properly taxed, and reported to the IRS and the state as employee compensation.
Sheriff's Compensation	The County Commission ensure mid-term salary increases comply with constitutional provisions and consider various methods of possible recoupment of any mid-term salary increases already paid.
Electronic Data Security	The County Commission work with other county officials to require each employee to use a password that contains a minimum number of characters.
Electronic Communication Policy	The County Commission work with other county officials to develop a written records management and retention policy to address electronic communications management and retention to comply with Missouri Secretary of State Records Services Division electronic communications guidelines.