



# CITIZENS SUMMARY

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## Findings in the audit of Pike County

Sales Tax Rollback	Property tax reductions were not sufficient to offset 50 percent of sales tax monies, and property tax reduction amounts were not accurately calculated. Section 67.505, RSMo, requires the county to reduce property taxes for a percentage of sales taxes collected. At December 31, 2012, the insufficient reduction totaled approximately \$77,900. Additional or increased property tax levy rollbacks will be required in future years to offset this liability.
Property Tax System Controls and Procedures	As noted in our prior report, the County Clerk does not maintain an account book with the County Collector, as required by state law. Therefore, the County Clerk and County Commission do not have information readily available and do not adequately review the annual settlements, and errors and irregularities could go undetected.
Capital Assets and Vehicles	Procedures have not been developed to identify capital asset purchases and dispositions throughout the year, and physical inventories were not performed in 2012. The county maintains logs of fuel dispensed from bulk fuel tanks, but these logs are not used to reconcile to fuel purchased and are not reviewed by a supervisor for reasonableness. Two road and bridge supervisors are allowed to use county vehicles to commute to and from home daily but do not complete vehicle logs and the personal commuting use is not reported to the Internal Revenue Service as required.
Payroll	The county does not compensate law enforcement personnel in accordance with county policy. The county's policy provides that law enforcement personnel accrue compensatory leave at time and a half for any time worked over 171 hours during a 28 consecutive day period, but the county provided compensatory leave at time and a half to law enforcement personnel who worked more than 80 hours in a two week period and gave an hour of compensatory leave for each hour worked in excess of scheduled hours. The County Clerk's office does not adequately review timesheets and vacation and sick leave records, so some errors were not detected.
Public Administrator	Annual settlements are not filed in a timely manner as required by state law. The Public Administrator has not filed an annual settlement for two cases since 2008 and has not filed a settlement for another case since 2009. One settlement prepared for the period December 2009 through January 2013 had not been finalized and filed with the court as of April 2013, because discrepancies were identified. The settlement did not include two disbursements totaling \$16,410 and did not reflect some income earned. The Public Administrator has not filed a final settlement for one 2008 case for a deceased ward. The estate's assets have not been distributed to the ward's heirs, and the estate continues to accrue storage costs for the estate's property.

Sheriff	Receipt slips are not issued for some monies received, which increases the risk of loss or misuse. The Sheriff does not turn over profits from commissary sales to the county treasury, as required by state law, and uses these monies to purchase items for the prisoners and the Sheriff's department. As noted in our prior report, procedures are not in place to ensure month-end liabilities are reconciled to the inmate bank balance, and the reconciliation done at our request revealed an unidentified difference of \$335.
Prosecuting Attorney	The Prosecuting Attorney does not adequately monitor court ordered restitution due from defendants. The restitution clerk periodically reviews the files, but a complete list of accounts receivable is not maintained. Uncollectable accounts are adjusted to zero with a write-off, but adjustments are not formally approved by a person independent of the transaction postings and supporting documentation is not always maintained.
Sunshine Law	The county has not adopted a policy regarding public access to county records, as required by Section 610.023, RSMo.
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**.\*

American Recovery and Reinvestment Act (Federal Stimulus)	Pike County did not receive any federal stimulus monies during the audited time period.
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\*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.