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# CITIZENS SUMMARY

## Findings in the audit of Dunklin County

### County Collector-Treasurer's Annual Settlements

The county collector-treasurer lacks procedures to ensure all property tax receipts and disbursements are accounted for properly. As similarly reported in prior audits, the county collector-treasurer has not prepared annual settlements of property taxes since taking office in April 2009. As of December 2015, the county collector-treasurer had not prepared the annual settlement for the year ending February 28, 2015, and in previous years, the county clerk's office had prepared annual settlements for the county collector-treasurer. The February 28, 2014, annual settlement incorrectly reported the county collector's commissions twice, causing the settlement to show \$58,000 more had been disbursed than collected. The county commission does not review the annual settlements as required by law, so the \$58,000 error was not discovered prior to the audit.

### Sheriff's Controls and Procedures

The sheriff has not adequately segregated duties or performed documented supervisory reviews of the fee account or the inmate commissary account maintained by his office. One employee performs nearly all the accounting duties for each account, increasing the risk of loss, theft or misuse without documented independent reviews. The sheriff also has not established adequate controls or procedures over receipts and deposits for the inmate commissary account. Therefore, the reason for a \$114 cash shortage could not be determined. Bank reconciliations for the inmate commissary account have not been prepared since May 2014, and employees do not prepare monthly lists of liabilities for either bank account. At auditors' request, the office prepared lists of liabilities and determined an unidentified balance of \$1,195 in the fee account and a shortage of \$74 in the inmate commissary account. The sheriff has not turned over all net proceeds from commissary commissions and fees to the county treasury as required by state law, and the office does not always refund inmate money upon an inmate's release. The office was holding \$13,819 for 1,438 inactive inmates as of December 31, 2014. Records also showed 563 active inmate accounts totaling more than \$6,000, while the justice center has a capacity of only 174 inmates. The sheriff's office also collected a \$1.25 set-up fee from inmates that is not allowed by state law.

### Prosecuting Attorney's Controls and Procedures

The prosecuting attorney's office clerk does not prepare timely monthly bank reconciliations. As of March 2015, the clerk had not performed bank reconciliations since the previous June. She also does not prepare a monthly list of liabilities and was unable to create one at auditors' request. Audit staff prepared a list of liabilities and found that liabilities exceeded the bank balance by \$2,682. The prosecuting attorney's office also has not established procedures to follow up on outstanding checks. As of the most recent bank reconciliation in June 2014, the restitution bank account had 199 checks totaling more than \$32,000 outstanding for over a year, of which nearly \$13,000 had been outstanding since 2011 or earlier. Personnel also do not prepare lists of unpaid restitution and do not proactively identify and follow up on cases with unpaid amounts.

One-Time Salary Payments	As reported in the previous audit, the county made one-time payments totaling \$50,117 in lieu of permanent cost of living adjustments to employees and elected officials that may be in conflict with the Missouri Constitution. Each full-time employee and elected official (except the prosecuting attorney) was paid \$650 in 2014, and part-time employees were paid a percentage of \$650 based on the number of hours they worked. Payments were not based on additional duties performed or performance appraisals and were not considered raises. Awarding additional pay to employees and officials on a discretionary basis conflicts with Article III, Section 39 of the Missouri Constitution. In addition, state law requires cost of living adjustments to be the same percentage for all county elected officials. However, since most county officials' salaries are not the same, the one-time payment amounts would constitute different percentages of the elected officials' salaries and could be a violation of state law.
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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