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CITIZENS SUMMARY

Findings in the audit of Montgomery County

Sales Tax Procedures	Some capital improvement sales tax revenue was spent for purposes not allowable under state law. In addition, \$250,000 in loans made during 2013 from the Capital Improvements Fund to the General Revenue Fund have not been repaid. The county has not sufficiently reduced the property tax levy to offset 50 percent of sales tax monies received by approximately \$106,000 at December 31, 2015, and property tax reduction amounts were not accurately calculated. The county has imposed 2 sales taxes, totaling 3/4-cent, which exceeds the statutory maximum allowed for general sales taxes per Section 67.547, RSMo, by 1/4-cent.
Sheriff's Controls and Procedures	The Sheriff has not adequately segregated accounting duties and does not ensure adequate supervisory reviews of detailed accounting and bank records are performed. Neither the Office Manager nor the Office Assistant prepares monthly lists of liabilities for the fee and inmate commissary accounts, and consequently, liabilities are not agreed to the reconciled bank balances. The Sheriff has not turned over commissary net proceeds to the county Inmate Prisoner Detainee Security Fund as required by state law. In addition, the Sheriff used commissary net proceeds to purchase items for jail operations outside the normal county procurement or budget process and bid documentation was not retained for all applicable purchases. The Sheriff's office charges \$5 more for serving civil garnishments than allowable by state law. The Sheriff's office does not maintain records to account for phone cards purchased and sold to inmates, and inventory remaining on hand, or conduct periodic physical inventory counts.
County Assessor's Controls and Procedures	The County Assessor has not adequately segregated accounting duties and does not perform adequate supervisory reviews of detailed accounting records. The County Assessor has not established proper controls or procedures for receipting and transmitting monies.
Prosecuting Attorney's Segregation of Duties	The Prosecuting Attorney has not adequately segregated accounting duties and does not perform adequate supervisory reviews of detailed accounting and bank records.
Public Administrator's Annual Settlements	The Circuit Court, Probate Division, does not perform sufficient reviews of the activity of cases assigned to the Public Administrator. In addition, the Public Administrator does not file supporting documentation with the Circuit Court, Probate Division when filing annual settlements and also does not file the bank statement for the last month of the annual settlement period until the following year when the next settlement is filed.
Electronic Data Security	The County Assessor and Recorder of Deeds have not established adequate password controls to reduce the risk of unauthorized access to computers and data.

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 **Poor**.*

*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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