



CITIZENS SUMMARY

Findings in the audit of Schuyler County

Payroll Controls and Procedures	As noted in our prior audit report, salaried non-exempt employees do not prepare timesheets, and the County Clerk's office is not notified of actual time worked or leave taken for these employees. The County Clerk does not keep centralized records of employee leave or compensatory time balances, which would help demonstrate compliance with the Fair Labor Standards Act (FLSA) of 1938. The Sheriff's time and leave policies may not comply with the FLSA, as deputies might be entitled to overtime or compensatory time.
Disbursements	Under the current procedures, the Sheriff and one deputy could receive duplicate mileage reimbursement payments. The Sheriff and one deputy use their personal vehicles and are reimbursed each month for mileage, but they are separately reimbursed for mileage incurred to transport prisoners to the Missouri Department of Corrections and to serve court documents. Current procedures do not separately document this mileage, and duplicate mileage payments could occur. As noted in our prior audit report, the County Commission does not require officeholders or supervisors to review invoices or document receipt of goods or services prior to payment.
Road and Bridge	The Road and Bridge Department does not maintain mileage and fuel use logs, and fuel use is not reviewed or reconciled to fuel purchases, which could allow theft or misuse of fuel to go undetected. As noted in our prior audit report, the county needs to improve its procedures for the sale of rock and culverts. Currently, the county has little assurance all materials picked up from the Road and Bridge Department were paid in full or will be billed, which could result in lost revenues.
Capital Assets	As noted in our prior audit report, the county does not regularly update its capital asset records for property purchases and dispositions throughout the year. The county does not complete annual physical inventories or affix asset tags. These steps would help the county comply with state law, which requires counties to account for personal property costing \$1,000 or more.
Sheriff's Controls and Procedures	As noted in our prior audit report, the Sheriff's office does not adequately segregate accounting duties, and the Sheriff performs no supervisory review of accounting records. Receipting and depositing is in need of improvement, as some receipts were not recorded immediately and receipt slips were not issued for some monies received. Recording receipts on a cash control ledger would provide a means for reconciling receipts to deposits and transmittals. At the time of our audit, a bank reconciliation had not been conducted in over 2 years, and a checkbook register balance had not been maintained for months. The office does not prepare a monthly list of liabilities, does not reconcile liabilities to the bank account balance, and could not identify \$874 held in the bank account. The Sheriff does not always transmit fees to the County Treasurer on a timely basis and does not

request or receive receipt slips when bond monies are transmitted directly to the Circuit Clerk. The office does not adequately track or pursue collection of all board of prisoner costs and civil process fees, resulting in lost revenues. The office lacks adequate controls over seized property. All officers have access to the seized property room, there are no procedures to track who enters the room, and no inventory records were maintained until a log of firearms only was prepared in 2011.

**Prosecuting Attorney's
Controls and Procedures**

Accounting duties are not adequately segregated, and adequate supervisory reviews are not performed and documented. The Prosecuting Attorney's office lacks an adequate system for accounting for the receipt and disposition of bad check complaints. Complaint forms are not numbered, separate case files are not prepared for each filing, the same sequence of prenumbered receipt slips is used when a complaint form is received and when payment is received, and monthly transaction ledgers do not allow for adequate tracking when a complaint and the related payment are received in two different months. The office does not always transmit bad check restitution payments to merchants in a timely manner and does not document when merchants are notified to pick up the funds.

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

An additional report, No. 2011-112, *Schuyler County, County Collector and Property Tax System*, was issued in December 2011, which reported missing property tax monies of at least \$568,974.

**American Recovery and
Reinvestment Act 2009
(Federal Stimulus)**

Schuyler County received a \$62,145 Homelessness Prevention and Rapid Re-housing Program grant. The county spent \$15,261 in 2010 to provide homelessness prevention assistance and rapid re-housing assistance.

*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.