



Nicole Galloway, CPA
Missouri State Auditor

CITIZENS SUMMARY

Findings in the audit of the Forty-Fifth Judicial Circuit Lincoln County

Disbursements	Significant weaknesses exist in the controls and procedures over the disbursements of the Circuit Clerk's office. The former Circuit Clerk made purchases from the Interest Fund that were not in compliance with statutory restrictions and did not maintain supporting documentation for some Interest Fund disbursements. The current Circuit Clerk did not have adequate controls and procedures over municipal fine receipts and disbursements.
Accounting Controls and Procedures	We identified significant weaknesses with accounting controls and procedures. The former Circuit Clerk did not adequately segregate accounting duties or perform adequate independent and/or supervisory reviews of accounting and bank records. The former and current Circuit Clerks did not perform monthly bank reconciliations for all bank accounts maintained by the office and supervisory reviews of bank reconciliations performed by the former Circuit Clerk for the general bank account were not always documented. The Circuit Clerk's office has not performed procedures to routinely follow up on outstanding checks. The office's accounting clerks are allowed to void monetary transactions without independent review or approval and no independent or supervisory reviews are performed for fee adjustments in the Judicial Information System (JIS). Periodic reviews of user access to data and other information in the JIS are not performed to ensure access rights are commensurate with job responsibilities and remain appropriate. The former Circuit Clerk did not maintain passport fees and report passport fee expenditures in accordance with state law.
Non-Judiciary Email	The current Circuit Clerk did not comply with OSCA electronic security policies.

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.



Recommendations in the audit of Forty-Fifth Judicial Circuit Lincoln County

Disbursements	1.1	Establish procedures to ensure Interest Fund disbursements are reasonable, necessary to the operations of the office, in compliance with statutory restrictions, sufficiently documented, and properly authorized. The Circuit Clerk should also ensure all disbursements receive supervisory and/or independent review.
	1.2	Ensure adequate controls and procedures are in place to ensure coding of fines and fees and related disbursements are complete and accurate. In addition, the Circuit Clerk's office should ensure any concerns brought to the attention of the office are timely investigated and resolved.
Accounting Controls and Procedures	2.1	Segregate accounting duties to the extent possible or ensure independent and/or supervisory reviews of detailed accounting and bank records are performed and documented.
	2.2	Perform monthly bank reconciliations of all bank accounts timely and ensure supervisory reviews of bank reconciliations are documented.
	2.3	Establish procedures to routinely investigate outstanding checks. Old outstanding checks should be voided and reissued to payees that can be readily located. If payees cannot be located, the monies should be disposed of in accordance with state law.
	2.4	Require an independent and/or supervisory review and approval of all voided transactions and fee adjustments made in the JIS.
	2.5	Periodically review user access to data and other information resources within the JIS to ensure access rights are commensurate with job duties and responsibilities.
	2.6	Ensure passport fees are maintained and reported as required by state law. To ensure compliance with statutory requirements, the Circuit Clerk should work with county officials to return the transferred passport fees to the Circuit Clerk's office.
Non-Judiciary Email		The Circuit Clerk ensure email messages for court business are sent and received only through the judiciary user's official assigned email address.