



Nicole Galloway, CPA
Missouri State Auditor

CITIZENS SUMMARY

Findings in the audit of Henry County

Prosecuting Attorney's Controls and Procedures	The Prosecuting Attorney has not adequately segregated accounting duties and does not perform a documented supervisory review of detailed accounting records and transmittals. The Prosecuting Attorney has not established adequate procedures for recording receipts.
Sheriff's Controls and Procedures	The Sheriff's office does not always record or correctly record the method of payment on receipt slips issued for the fee account. The Sheriff's office does not prepare adequate bank reconciliations for the inmate commissary account. The Sheriff's office has not established procedures to follow up on outstanding checks and other reconciling items. The Sheriff's office has not performed a physical inventory of all seized property.
Electronic Data Security	The County Clerk, Prosecuting Attorney, and County Collector-Treasurer have not established adequate password controls to reduce the risk of unauthorized access to computers and data. The County Clerk, County Collector-Treasurer, Sheriff, and County Assessor do not have security controls in place to lock computers after a certain number of incorrect logon attempts.
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 **Good**.*

*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 Henry County

**Prosecuting Attorney's
Controls and Procedures**

The Prosecuting Attorney:

- 1.1 Segregate accounting duties or ensure independent or supervisory reviews of detailed accounting and transmittal records are performed and documented.
- 1.2 Perform reconciliations between the manual receipt slips and the case management systems on a periodic basis. Any differences should be investigated and resolved in a timely manner. In addition, the Prosecuting Attorney should account for the numerical sequence of transactions numbers in the case management systems and evaluate the need to maintain two systems.

**Sheriff's Controls and
Procedures**

The Sheriff:

- 2.1 Indicate the method of payment on all receipt slips and reconcile the composition of receipts to the composition of deposits.
- 2.2 Ensure adequate monthly bank reconciliations are prepared using outstanding checks, deposits in transit, and other reconciling items. In addition, prepare a monthly list of liabilities and reconcile the listing to the available cash balance. Any differences between accounting records and reconciliations should be promptly investigated and resolved.
- 2.3 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 money should be disposed of in accordance with state law. The Sheriff should also ensure other reconciling items are investigated and resolved timely.
- 2.4 Ensure a periodic inventory is conducted and reconciled to the seized property evidence log, and investigate any differences.

Electronic Data Security

The County Commission work with other county officials to:

- 3.1 Require passwords for each employee that are confidential, contain a minimum number of characters, and are periodically changed.
- 3.2 Require county computers have security controls in place to lock each computer after a specified number of incorrect logon attempts and after a certain period of inactivity.