



Findings in the audit of the Ray County

Missing Money	From January 2018 through December 2020, Sheriff's office personnel receipted \$2,549 in conceal carry weapon permit and \$443 in sex offender registry fees that were not transmitted to the County Treasurer and are missing.
Sheriff's Controls and Procedures	Controls and procedures in the Sheriff's office needed significant improvement. Neither the prior nor the current Sheriff adequately segregated accounting duties or performed supervisory reviews of accounting and bank records. The procedures for receipting, recording, depositing and transmitting money were inadequate and, as a result, there is no assurance all money collected was properly receipted, recorded, and deposited or transmitted. The Sheriff's office did not prepare bank reconciliations or monthly lists of liabilities for the civil process, inmate, commissary, inmate security, and bond accounts. Additionally, Sheriff's office personnel did not ensure bills were paid timely and bank account balances were not properly monitored, and the office did not properly retain many financial records.
Inmate Account and Commissary Controls and Procedures	Controls over non-monetary adjustments posted to inmate accounts need improvement. During the year December 31, 2020, the Sheriff's office spent at least \$5,543 on unsupported and/or questionable purchases with commissary account funds. The office does not disburse commissary net proceeds to the county Inmate Prisoner Detainee Security Fund as required by state law. In addition, the Sheriff's office does not maintain records of commissary net proceeds, and does not have adequate procedures to ensure all inmate money is refunded upon release. The Sheriff's office does not charge sales taxes on commissary sales and remit them to the Department of Revenue.
Sunshine Law	The County Commission did not always ensure compliance with the Sunshine Law for closed meetings and notices and agendas.
Prosecuting Attorney's Controls and Procedures	The Prosecuting Attorney has not adequately segregated accounting duties or ensured documented supervisory reviews. Office procedures for receipting, recording, and depositing money need improvement. The Prosecuting Attorney's office did not timely disburse restitution payments to victims. Additionally, the office did not ensure bank reconciliations were accurately prepared for the restitution and bad check accounts, monthly lists of liabilities were not prepared to reconcile to the available cash balance, and procedures to routinely follow-up on outstanding checks have not been established.
Personnel Policies and Procedures	County officials do not always follow personnel policies. In addition, procedures to monitor compensatory time balances are not sufficient.
Electronic Communications Policy	The county has not developed a records management and retention policy that includes electronic communication in compliance with the Missouri Secretary of State Records Services Division guidance, as approved by the Missouri Local Records Commission.

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.



Recommendations in the audit of Ray County

Missing Money

The Sheriff work with the County Commission and other law enforcement officials regarding the missing money and take the necessary actions to seek restitution for amounts missing.

Sheriff's Controls and Procedures

The Sheriff:

- 2.1 Segregate accounting duties to the extent possible and/or ensure independent or supervisory reviews of accounting and bank records are performed and documented.
- 2.2 Require receipt slips be issued for all money received with the method of payment indicated, the numerical sequence of receipt slips be accounted for, the composition of receipts be reconciled to the composition of amounts recorded and transmitted or deposited, and money received be transmitted or deposited timely and intact. In addition, reconcile inmate and bond money received through the kiosks to deposits and kiosk reports, and ensure receipt slips, and supporting documentation for transfers between accounts, are retained. Further, ensure checks are restrictively endorsed immediately upon receipt.
- 2.3 Prepare lists of liabilities, calculate book balances, and ensure adequate monthly bank reconciliations are prepared for all bank accounts. The Sheriff should reconcile the lists of liabilities to the available cash balances. Any differences between accounting records and reconciliations should be promptly investigated and resolved.
- 2.4 Implement procedures to ensure bills are paid timely and bank account balances are sufficient to avoid late fees, finance charges, and bank overdraft fees.
- 2.5 Retain all records in accordance with state law.

Inmate Account and Commissary Controls and Procedures

The Sheriff:

- 3.1 Ensure all adjustments made to inmates' accounts are properly recorded. In addition, ensure all adjustments made to the commissary system are properly approved and compared to actual changes posted to the commissary system, and documentation of all adjustments is retained.
- 3.2 Ensure adequate supporting documentation is maintained for all disbursements and all disbursements are necessary and prudent uses of public funds.
- 3.3 Ensure existing and future commissary net proceeds are disbursed timely to the County Treasurer for deposit in the Inmate Prisoner Detainee Security Fund.

