



Office of Missouri State Auditor
Nicole Galloway, CPA

**Holt County Collector and
Property Tax System**

Report No. 2018-059
August 2018

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Nicole Galloway, CPA
Missouri State Auditor

CITIZENS SUMMARY

Findings in the audit of the Holt County Collector and Property Tax System

Background

The County Collector bills and collects property taxes for the county and most local governments. Donna Cotton served as County Collector until May 16, 2018. Samantha Timothy was appointed the Holt County Collector and sworn into office on May 30, 2018. The former County Collector received compensation of \$9,460 for the period March 1, 2018, to May 16, 2018, including \$571 of commissions earned for collecting city, levee district, and drainage district property taxes. During the year ended February 28, 2018, the former County Collector received compensation of \$77,437 including \$37,722 of commission earned for collecting city, levee district, and drainage district property taxes.

Findings

The audit identified no significant deficiencies in internal controls, and no significant noncompliance with legal provisions. No findings resulted from our audit.

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

*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.

Holt County Collector and Property Tax System

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NICOLE GALLOWAY, CPA

Missouri State Auditor

County Commission
and
County Collector
Holt County, Missouri

We have audited the County Collector and Property Tax System of Holt County. Section 52.150, RSMo, requires the State Auditor to audit the office of the County Collector after being notified of a vacancy in that office. On May 16, 2018, a vacancy occurred in the office of the County Collector of Holt County. A successor was appointed and sworn into office effective May 30, 2018. The scope of our audit included, but was not necessarily limited to, the period of March 1, 2018, to May 16, 2018, and the year ended February 28, 2018. The objectives of our audit were to:

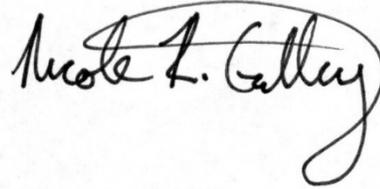
1. Evaluate the county's internal controls over significant property tax functions.
2. Evaluate the county's compliance with certain legal provisions.

Our methodology included reviewing written policies and procedures, financial records, and other pertinent documents; interviewing various personnel of the county, as well as certain external parties; and testing selected transactions. We obtained an understanding of internal controls that are significant within the context of the audit objectives and assessed whether such controls have been properly designed and placed in operation. We tested certain of those controls to obtain evidence regarding the effectiveness of their design and operation. We also obtained an understanding of legal provisions that are significant within the context of the audit objectives, and we assessed the risk that illegal acts, including fraud, and violations of applicable contract, grant agreement, or other legal provisions could occur. Based on that risk assessment, we designed and performed procedures to provide reasonable assurance of detecting instances of noncompliance significant to those provisions.

We conducted our audit in accordance with the standards applicable to performance audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform our audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides such a basis.

The accompanying Organization and Statistical Information is presented for informational purposes. This information was obtained from the County Collector and county management and was not subjected to the procedures applied in our audit of the County Collector and Property Tax System.

Section 52.150, RSMo, requires the County Commission to accept the State Auditor's report and, if necessary, to take certain specific actions if the State Auditor finds any monies owed to the county or the former County Collector. For the areas audited, we identified (1) no significant deficiencies in internal controls, and (2) no significant noncompliance with legal provisions. No findings resulted from our audit of the County Collector and Property Tax System of Holt County.

A handwritten signature in black ink that reads "Nicole R. Galloway". The signature is written in a cursive style with a large, looping flourish at the end of the name.

Nicole R. Galloway, CPA
State Auditor

The following auditors participated in the preparation of this report:

Director of Audits:	Randall Gordon, M.Acct., CPA, CGAP
Audit Manager:	Julie A. Moulden, MBA, CPA
In-Charge Auditor:	Alex Bruner, MBA, CFE

Holt County Collector and Property Tax System Organization and Statistical Information

The County Collector bills and collects property taxes for the county and most local governments. Pursuant to Section 52.015, RSMo, the term for which collectors are elected expires on the first Monday in March of the year in which they are required to make their last final settlement for the tax book collected by them. Annual settlements are to be filed with the county commission for the fiscal year ended February 28 (29).

Donna Cotton served as County Collector until May 16, 2018. Samantha Timothy was appointed the Holt County Collector and sworn into office on May 30, 2018.

The former County Collector received compensation of \$9,460 for the period March 1, 2018, to May 16, 2018, including \$571 of commissions earned for collecting city, levee district, and drainage district property taxes. During the year ended February 28, 2018, the former County Collector received compensation of \$77,437 including \$37,722 of commissions earned for collecting city, levee district, and drainage district property taxes. Compensation was in accordance with statutory provisions.