



Office of Missouri State Auditor
Nicole Galloway, CPA

**Callaway County Collector and
Property Tax System**



Nicole Galloway, CPA
Missouri State Auditor

CITIZENS SUMMARY

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

<p>Background</p>	<p>On March 15, 2018, information was brought to the attention of the Prosecuting Attorney regarding suspicious activity in a bank account under the custody of the County Collector. The Prosecuting Attorney contacted the Sheriff, and they referred this matter to the Federal Bureau of Investigation (FBI). The Sheriff and the Presiding Commissioner then met with the County Collector, and Pamela Oestreich subsequently resigned on March 15, 2018, as County Collector, effective immediately.</p> <p>State law requires an audit be conducted after a vacancy occurs in the office of the County Collector. In addition, due to the circumstances of the vacancy, the County Commission passed a resolution on March 19, 2018, to request the State Auditor conduct an audit of the County Collector's office. We began an audit of the office on March 26, 2018.</p> <p>An investigation by the FBI is ongoing. The Prosecuting Attorney requested the appointment of a special prosecutor and the Missouri Attorney General accepted that appointment. The U.S. Attorney for the Western District of Missouri is handling the criminal prosecution of former County Collector Pamela Oestreich. The Sheriff, current County Collector, County Auditor, County Clerk, and County Commission continue to cooperate with state and federal investigators and prosecutors.</p>
<p>Misappropriated Monies</p>	<p>Between January 1, 2016, and March 15, 2018, monies totaling at least \$316,758 were misappropriated from the County Collector's office. Cash shortages totaling at least \$244,782 were identified as well as \$71,976 in improper disbursements the County Collector made to herself.</p>
<p>Questionable Transactions</p>	<p>The County Collector made questionable disbursements totaling \$8,414, and abated a protested tax bill for \$7,208 after the monies had been distributed.</p>
<p>Property Tax System Controls and Procedures</p>	<p>We noted significant weaknesses in controls and procedures over the county's property tax system. The County Collector's annual settlements for the years ended February 28, 2018, and 2017, were not complete and accurate. The County Clerk does not prepare the current tax books and does not verify the accuracy of the current tax books. The financial activities of the County Collector were not adequately reviewed by the County Clerk, the County Auditor, or the County Commission. The County Commission and the County Clerk do not adequately review changes (e.g., additions, abatements, and deletions) entered into the property tax system.</p>

County Collector's Controls and Procedures

Significant weaknesses existed in the County Collector's accounting controls and procedures. Accounting duties were not adequately segregated and independent reviews of accounting and bank records were not performed. The County Collector did not record property tax collections totaling \$217,936, in the property tax records. The County Collector made unsupported transfers totaling \$76,778 from the general account to the installment account between January 2018 and March 2018. The County Collector did not have adequate procedures for receipting, recording, reconciling, and depositing monies; and handling cash. Bank reconciliations prepared by the County Collector for the general account were not always complete and accurate and bank reconciliations for the installment account were not always complete, accurate or timely prepared. The lists of liabilities prepared by the County Collector for the general and installment accounts were not complete and accurate. The County Collector did not issue checks in numerical sequence for the installment account.

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.

Callaway County Collector and Property Tax System

Table of Contents

State Auditor's Report	2
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Introduction	
Background	4

Management Advisory Report - State Auditor's Findings	
1. Misappropriated Monies.....	7
2. Questionable Transactions	11
3. Property Tax System Controls and Procedures	13
4. County Collector's Controls and Procedures.....	18

Appendixes	26
A Supporting Documentation - Cash Deposit Shortages - General Account January 1, 2016, through March 15, 2018	26
B Supporting Documentation - Cash Receipt Shortages - General Account January 1, 2016, through March 15, 2018	29
C Supporting Documentation - Improper Disbursements Issued to the County Collector from the Installment Account January 1, 2016, through March 15, 2018	30
D Supporting Documentation - Improper Deposits/Transfers into the Installment Account January 1, 2016, through March 15, 2018	31



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Missouri State Auditor

County Commission
and
County Collector
Callaway County, Missouri

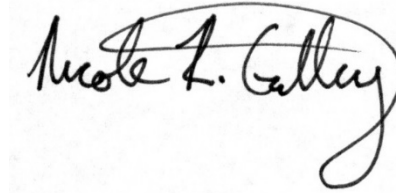
We have audited the County Collector and Property Tax System of Callaway County. Section 52.150, RSMo, requires the State Auditor to audit the office of the County Collector after being notified of a vacancy in that office. In addition, under Section 50.055, RSMo, the County Commission of Callaway County, Missouri, requested the State Auditor to audit the office of County Collector of Callaway County, Missouri. On March 15, 2018, a vacancy occurred in the office of the County Collector of Callaway County. A successor was appointed and sworn into office effective April 11, 2018. The scope of our audit included, but was not necessarily limited to, the period from January 1, 2016, through March 15, 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.
3. Determine the extent of monies misappropriated from the County Collector's office.

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 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.

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) deficiencies in internal controls, (2) noncompliance with legal provisions, and (3) misappropriated monies totaling at least \$316,758. The accompanying Management Advisory Report presents our findings arising from our audit of the County Collector and Property Tax System of Callaway 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

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Callaway County Collector and Property Tax System

Introduction

Background

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). Property taxes and other monies collected by the Callaway County Collector's office totaled approximately \$44.1 million during the year ended February 28, 2018.

Pamela Oestreich was elected Callaway County Collector in November 1998 and took office in March 1999, and was subsequently elected to the position every 4 years thereafter. During the year ended February 28, 2018, she received compensation of \$57,092, which includes \$5,000 of commissions for collecting city property taxes. Compensation was in accordance with statutory provisions. The County Collector supervised the daily operations of the County Collector's office and employed 3 full-time employees as of February 28, 2018.

On March 15, 2018, information was brought to the attention of the Prosecuting Attorney regarding suspicious activity in a bank account under the custody of the County Collector. The Prosecuting Attorney contacted the Sheriff, and they referred this matter to the Federal Bureau of Investigation (FBI). The Sheriff and the Presiding Commissioner then met with the County Collector, and Pamela Oestreich subsequently resigned on March 15, 2018, as County Collector, effective immediately.

The Governor appointed Tim Wilkerson as County Collector and he was sworn into office on April 11, 2018. With the exception of finding recommendations, which are addressed to the current County Collector, the use of County Collector throughout the report is in reference to Pamela Oestreich.

Under Section 52.150, RSMo, the State Auditor must commence an audit within 20 days of notification by the person appointed to fill the vacancy in the County Collector's office. However, due to the circumstances of the vacancy, the County Commission passed a resolution on March 19, 2018, to request the State Auditor conduct an audit of the County Collector's office. Under Section 50.055, RSMo, second class counties such as Callaway County may request the State Auditor audit any particular officer or office of the county. This request allowed the audit process to be expedited, rather than waiting until after the appointment of a new county collector.

We began an audit of the County Collector's office on March 26, 2018. The scope of our audit included, but was not necessarily limited to, the period from January 1, 2016, through March 15, 2018. In coordination with law enforcement officials, we reviewed the activity of the County Collector's bank



Callaway County Collector and Property Tax System Introduction

accounts, including the general operating bank account (general account) and the installment payment plan bank account (installment account), and reviewed property tax records maintained by the County Collector's office. After identification of monies misappropriated and the methods used to perpetrate and conceal the theft, we also applied limited procedures to certain property tax records and bank records for the period February 1, 2012, through December 31, 2015.

Installment account

Our review identified improper deposits and disbursements involving the installment account. The installment program was established in January 2012, as authorized by a court order of the County Commission and Section 139.052, RSMo. The account is maintained by the County Collector's office to manage payments made by taxpayers on an installment basis, with transactions beginning in February 2012. For each taxpayer enrolled in the installment program, quarterly payments are made towards the taxpayer's upcoming tax liability. Beginning in January 2017, each taxpayer provided authorization for the County Collector's office to process automated quarterly payments directly from the taxpayer's bank account. Prior to 2017, the taxpayers were responsible for making quarterly payments to the County Collector's office. Taxpayers who are also county employees may participate in the program by having amounts withheld from their semimonthly pay. After each payroll cycle, the amounts withheld are transferred from a county bank account to the installment account.

Installment payments are held in escrow in the installment account and payments are tracked for each taxpayer on a spreadsheet ledger until the tax bill is fully paid, whereupon a check is issued from the installment account to transfer the monies to the general account. The County Collector's office may issue a separate check from the installment account for each taxpayer as his/her tax liability is paid in full, or one check may be issued from the installment account to transfer monies for several taxpayers. Once the monies are transferred from the installment account, the payments are recorded in the property tax system for each respective taxpayer to reflect the payment of his/her tax liability, and the monies are deposited into the general account for distribution to applicable taxing authorities. As of December 2017, there were approximately 100 taxpayers and 50 county employees participating in the installment program. In addition, according to bank records, deposits and disbursements for the installment account totaled¹ \$366,122 and \$295,225 for the year ended December 31, 2017, and \$150,013 and \$111,483 for the year ended December 31, 2016.

¹ Totals have not been adjusted for errors or improper transactions discussed throughout the report.



Callaway County Collector and Property Tax System Introduction

Criminal investigation

The Prosecuting Attorney and Sheriff referred the matter to federal law enforcement authorities. An investigation by the FBI is ongoing. The Prosecuting Attorney requested the appointment of a special prosecutor and the Missouri Attorney General accepted that appointment. The U.S. Attorney for the Western District of Missouri is handling the criminal prosecution of former County Collector Pamela Oestreich. The Sheriff, current County Collector, County Auditor, County Clerk, and County Commission continue to cooperate with state and federal investigators and prosecutors.

Callaway County Collector and Property Tax System Management Advisory Report State Auditor's Findings

1. Misappropriated Monies

Between January 1, 2016, and March 15, 2018, monies totaling at least \$316,758² were misappropriated from the County Collector's office. During this period, we identified cash shortages totaling at least \$244,782. The County Collector also made improper disbursements to herself, totaling \$71,976, from the County Collector's installment payment plan bank account (installment account). In addition, to conceal the monies misappropriated, property tax collections totaling \$267,130 were mishandled.

See Appendix A for details regarding cash deposit shortages occurring because cash was taken after the daily deposit had been prepared but before the deposit had been taken to the bank. See Appendix B for details regarding cash receipt shortages occurring because cash was taken from the daily cash drawer before the daily deposit had been prepared. See Appendix C for details regarding improper disbursements issued to the County Collector and Appendix D for improper deposits/transfers into the installment account. The misappropriation went undetected due to a lack of segregation of duties, inadequate controls, and the absence of proper oversight. The following table provides a summary of the amounts misappropriated.

Method	Year Ended December 31,		Period Ended March 15, 2018	Total
	2016	2017		
Cash Deposit Shortages - General Account (Appendix A)	\$ 12,670	109,512	82,224	204,406
Cash Receipt Shortages - General Account (Appendix B)	17,376	22,000	1,000	40,376
Total Cash Shortages	30,046	131,512	83,224	244,782
Improper Disbursement Issued to the County Collector (Appendix C)	1,826	48,650	21,500	71,976
Total Misappropriation	\$ 31,872	180,162	104,724	316,758

Cash deposit shortages

Cash collections totaling \$204,406 and recorded on the County Collector's daily deposit records were not deposited into the County Collector's general operating account (general account).

Near the end of each business day, the cash drawers were balanced and a daily balance sheet report was prepared, typically by the Chief Deputy Collector. The daily balance sheet report was prepared to summarize the taxes collected for the day by method of payment (e.g., cash, check, or credit card) and to identify any miscellaneous deposits made into the general account. Cash collections were physically taken to a local bank usually by the County Collector, for deposit into the general account, while checks received were scanned by employees using a remote deposit system and electronically

² Amounts presented in the report findings are rounded, whereas amounts presented in Appendixes A, B, C, and D are not rounded.



Callaway County Collector and Property Tax System Management Advisory Report - State Auditor's Findings

deposited into the general account, and credit card collections were electronically deposited into the general account. The cash deposit amount reported on the daily balance sheet report agreed to the cash amount deposited per the original daily deposit slip, unless the deposit included checks or money orders not processed through the remote deposit system.

Our review of daily balance sheet reports, County Collector's office copies of deposit slips (when available), and bank backup documentation obtained for each cash deposit for the period January 1, 2016, through March 15, 2018, identified 102 instances where the cash deposit amount per the County Collector's records was more than the actual cash amount deposited per the bank documentation. These discrepancies, identified as cash deposit shortages, totaled \$204,406 (see Appendix A). In 67 instances the cash shortage represented a portion of the total cash to be deposited for the day, and in 35 instances, the cash shortage represented the entire amount of cash to be deposited for the day.

For 84 of these deposits, a check had been issued from the installment account to substitute for the cash shortage amount. Each of these installment account checks was signed only by the County Collector. Per our understanding of the office's procedures, and discussions with office employees, there is no legitimate reason for a check from the installment account to be inserted into the general account deposit after the cash drawers had been balanced and the daily balance sheet report prepared. Our comparison of the copies of the deposit slips included with the bank backup documentation to the County Collector's office copies of the original deposit slips (when available), identified numerous instances where the cash amounts recorded on original deposit slips had been altered and the installment checks had been added to the deposit slips. For some deposits, new deposit slips had been prepared with decreased or no cash amounts and the addition of the installment checks. In addition, for installment checks issued for a portion of the cash deposit amount, the check amounts were usually round dollar amounts, such as \$1,000, \$2,000, \$3,000, etc., which is suspicious. Also, most installment account checks used to substitute for the cash deposit shortages discussed earlier, had no description or purpose written on the memo line.

We also identified 4 deposits where a check had been issued from the general account to substitute for the cash shortage amount. In addition, we identified 2 deposits where checks from both the installment account and the general account were substituted for cash in the same deposit. The disbursement of these checks from the general account is questionable and no documentation could be provided to support the purpose of these checks. For details regarding each of these questionable disbursements, see MAR finding number 2.



Callaway County Collector and Property Tax System
Management Advisory Report - State Auditor's Findings

For the remaining 12 deposits with cash shortages, we found no evidence to indicate the cash shortage amount was replaced, and for these deposits the entire cash shortage amount was unaccounted for.

Cash receipt shortages

In addition to the shortages noted in the cash deposit amounts, we identified an additional \$40,376 in cash shortages in daily receipt collections.

When real estate and personal property tax receipts were collected and recorded in the property tax system, the method of payment was also recorded in the property tax system. County Collector's office personnel did not reconcile the composition of receipts recorded in the property tax system with the composition of receipts deposited; therefore, composition differences were not investigated or documented (see MAR finding number 4.4). They did ensure the total monies deposited for the day agreed to total monies received in the property tax system.

Our comparison of the composition of recorded receipts to the composition of monies to be deposited per the daily balance sheet identified 30 instances, totaling \$40,376, where checks issued from the installment account were used to substitute for cash receipts collected during the day (see Appendix B). By substituting the installment account checks for the cash receipts, the total amount of monies to be deposited still agreed to the total receipts recorded per the property tax system report. Because office personnel do not reconcile the composition of receipts recorded to the composition of receipts to be deposited, cash receipts were removed from the cash drawer and substituted with checks from the installment account without detection. Each of these installment account checks used to substitute for cash receipts was signed only by the County Collector.

When a taxpayer participating in the installment program had paid his/her tax liability in full, a check was issued from the installment account to transfer the monies to the general account and the taxpayer's name was to be recorded on the memo line of the installment check. However, our review noted the taxpayer's name was not always written on the memo line of the installment account check. In addition, in late December or early January, one installment check was usually written to transfer monies to the general account for several taxpayers. For the installment checks issued to substitute for cash receipt shortages, there was no evidence or documentation to support that these checks were issued for the payment of a taxpayer's tax liability. Although some of these checks had a name written on the memo line, only the surname was identified, and the surnames were generally just common names. No correlation was found between the names noted on those installment checks and the taxpayers with paid tax liabilities on the corresponding days. In addition, as noted on Appendix B, the installment checks were usually round dollar amounts, such as \$1,000, \$2,000, \$2,500, etc. It is uncommon for



Callaway County Collector and Property Tax System
Management Advisory Report - State Auditor's Findings

checks issued from the installment account for the payment of a tax liability to be round dollar amounts.

Improper disbursements to the County Collector

Improper checks totaling \$71,976 were written to the County Collector personally from the installment account (see Appendix C). Our review noted the County Collector issued 25 checks from the installment account with the payee as "Pam Oestreich," "Pamela J. Oestreich," or "Pamela Oestreich," not as County Collector. Again, these checks were usually round dollar amounts. There is no reasonable explanation for these disbursements to be issued to the County Collector personally.

The checks issued from the installment account used to substitute for cash deposit and receipt shortages discussed earlier were paid to the order of the County Collector, and were typically restrictively endorsed with a stamp for the County Collector. In addition, the checks issued from the installment account to legitimately transfer tax monies to the general account were also paid to the order of the County Collector and restrictively endorsed with a stamp for the County Collector. In comparison, the endorsement for the checks paid to the County Collector personally consisted of Pamela Oestreich's scripted signature. Also, we found no evidence to indicate these checks paid to the County Collector personally had been deposited into the general account.

Concealment of misappropriation

Because monies were improperly disbursed from the installment account, the account balance was not sufficient to pay the total tax liability of taxpayers participating in the installment program. To conceal the installment account shortage, property tax collections totaling \$267,130, which included some railroad and utility property tax payments and a real estate property tax payment, were improperly deposited or transferred into the installment account (see Appendix D).

By improperly depositing or transferring property tax monies into the installment account, some of these monies were not properly recorded as collections in the property tax records,³ and were therefore, not distributed to various political subdivisions. See MAR finding number 4.2 for details regarding the undistributed property tax collections.

Conclusion

The lack of segregation of duties, inadequate controls, and the absence of proper oversight as discussed in the remainder of this report, resulted in cash shortages occurring in the general account and the use of installment account monies to substitute for these cash shortages; improper disbursements to the

³ Real estate and personal property tax collections are recorded in a computerized property tax system. However, railroad and utility property tax collections are recorded in a manual tax book. Collectively, the computerized system and any manual records have been referred to as property tax records.



Callaway County Collector and Property Tax System
 Management Advisory Report - State Auditor's Findings

County Collector from the installment account; and some property tax collections not being properly recorded, deposited, and distributed.

Recommendation

The County Commission and the County Collector work with law enforcement officials regarding criminal prosecution related to the misappropriated monies and take the necessary actions to obtain restitution.

Auditee's Response

The County Commission and the County Collector have been working with law enforcement and will continue to work with law enforcement to pursue criminal prosecution of Pamela Oestreich for offenses committed. The County Commission will continue to pursue all available avenues to recover losses to the county and all other entities involved.

2. Questionable Transactions

The County Collector made questionable disbursements totaling \$8,414, and abated a protested tax bill for \$7,208 after the monies had been distributed.

Questionable disbursements

The County Collector issued questionable checks totaling \$8,414 from the general account. A purpose was noted on the memo line of each check, but no documentation could be provided by County Collector's office personnel to support these checks were written for the purpose indicated. Each of these checks was subsequently redeposited into the general account and used to substitute for cash shortages in deposits made to the general account. The following table identifies the questionable disbursements.

Purpose	Payee	Check Date	Check Number	Amount
Bankruptcy payment 2015 real estate	Callaway County Collector	10/05/2016	6129	\$ 1,452
Bankruptcy payment	Callaway County Collector	10/14/2016	6131	1,486
Bankruptcy payment	Callaway County Collector	06/12/2017	6312	413
Bankruptcy payment	Callaway County Collector	08/01/2017	6325	825
2017 land sale	Callaway County Collector	02/06/2018	6445	4,238
Total				\$ 8,414

For 3 of these checks totaling \$2,690 the purpose noted was "bankruptcy payment." The County Collector's office maintains bankruptcy payments in the general account until the tax liability has been paid in full. A check is then issued from the general account for the amount of the tax liability, the payment is recorded in the property tax system, and the check is redeposited into the general account. Our review found no related tax payments were recorded in the property tax system for these payments. The County Collector's office does not issue receipt slips for bankruptcy payments, does not maintain a ledger to account for bankruptcy activity, and office personnel could not produce documentation to support why these disbursements occurred.



Callaway County Collector and Property Tax System
Management Advisory Report - State Auditor's Findings

For the \$1,486 check issued with the purpose noted as "2015 real estate," we reviewed the activity of this account, but found no explanation for this disbursement.

For the \$4,238 check issued with the purpose noted as "2017 land sale," no documentation could be provided by County Collector's office personnel to support or explain this disbursement. A land sale occurred on August 28, 2017, involving the parties noted on the check, however, the purchaser backed out of the sale and subsequently placed a stop payment on the land sale purchase check of \$4,600. On February 6, 2018, the purchaser paid the 25 percent penalty of \$1,150 for backing out of the sale. The County Collector deposited the penalty payment check in the general account and issued a check to the County Treasurer for the same amount. Also on February 6, 2018, the County Collector issued the check for \$4,238.

Each of these checks was redeposited into the general account. In addition, as discussed in MAR finding number 1, these checks were used to substitute for cash shortage amounts after the daily deposits had been prepared for the general account. It is possible the notations were added to make the checks appear legitimate because a second signature from the County Auditor's office is required on checks issued from the general account.

Questionable handling
of protested tax

The County Collector abated a tax bill for a protested tax after the appeal had been dismissed and the monies distributed. The handling of this protested tax is questionable. The County Collector invests protested taxes in certificates of deposit until the appeal is resolved. As of March 31, 2018, the County Collector was holding protested taxes totaling approximately \$443,000 from various taxpayers.

The County Collector improperly abated a \$7,208 paid tax bill from the property tax system. The 2015 tax bill was originally paid in December 2015 under protest and was held in a certificate of deposit pending resolution of the appeal. Although the taxpayer's appeal was dismissed by the State Tax Commission in May 2016, the certificate of deposit was not redeemed until March 2017, and the tax payment was not distributed until August 2017. Property tax system reports show the County Collector abated the tax bill, and marked the payment for refund in September 2017. As a result, the October 2017 distribution of taxes was reduced by the \$7,208 abated tax bill, thereby decreasing the amounts paid to the various political subdivisions. However, County Collector's office personnel could not locate documentation to support that a refund for this tax payment had been paid. Also, no documentation could be provided to support why the County Collector abated this tax bill and marked the payment for refund when the taxpayer's appeal had been dismissed.



Callaway County Collector and Property Tax System
Management Advisory Report - State Auditor's Findings

Conclusion

No documentation could be provided to support or explain these questionable transactions. Additional review is needed to determine if these transactions were appropriately handled, or if adjustments are needed to the property tax records. The County Collector should ensure sufficient documentation is maintained to support all transactions.

Recommendation

The County Collector should review the questionable transactions to ensure they were appropriately handled and should also ensure sufficient documentation is maintained to support all transactions.

Auditee's Response

The questionable transactions noted in the audit report will be reviewed for proper handling, and in the future, sufficient documentation will be maintained to support all activity. Procedures for handling of disbursements and protested taxes will be reviewed and improved.

**3. Property Tax
System Controls
and Procedures**

We noted significant weaknesses in controls and procedures over the county's property tax system.

3.1 Annual settlements

The County Collector's annual settlements for the years ended February 28, 2018, and 2017, were not complete and accurate. The annual settlement for the year ended February 28, 2018, had not been completed by the County Collector as of her March 15, 2018, resignation date. This annual settlement was reviewed and completed by the Chief Deputy Collector.

Year ended February 28,
2018

We noted numerous errors and inaccuracies on the annual settlement for the year ended February 28, 2018. For example:

- Total collections were incorrectly summarized. Errors occurred when rolling forward amounts to the front page of the settlement. For example, amounts paid in protest were separately reported and also erroneously included in total collections. Protested taxes should not be included in total collections until the protest is resolved and the amount of tax and/or refund has been determined and applied.
- Current charges for real estate and personal property taxes were overstated by \$121,432, due to protested taxes being included as part of the tax book charge amount, but also being reported as separate line item amounts.
- Activity related to railroad and utility taxes was not accurately reported. Actual collections for railroad and utility taxes totaled \$12,602,234; however, only collections totaling \$12,467,610 were reported, for an



Callaway County Collector and Property Tax System
Management Advisory Report - State Auditor's Findings

understatement of \$134,624. In addition, actual delinquent credits for railroad and utility taxes were overstated by \$92,849.

- Activity related to delinquent credits for real estate and personal property taxes was not accurately reported. Delinquent credits for real estate and personal property taxes per the property tax system totaled \$932,298 and \$788,388; however, amounts reported on the annual settlement totaled \$827,090 and \$256,835, respectively. In addition, the amounts reported on the annual settlement for delinquent credits included delinquent credits for back taxes totaling negative \$14,643 for real estate and negative \$11,412 for personal property. Delinquent credits should not be a negative amount. Delinquent credits represent the taxes the County Collector could not collect for the current and prior years, and should agree to the back tax books prepared at the end of each year. As a result of these errors, total delinquent credits were understated by \$636,761.
- Total tax book changes for real estate property taxes reported on the annual settlement were understated by \$74,773. The County Collector made a notation on the property tax system report indicating the difference of \$74,773 was due to a "test ticket, not charged with collecting." However, audit work identified this difference was due to the improper deletion of the property tax bill discussed in section 3.4.

Year ended February 28,
2017

We also noted errors and inaccuracies on the annual settlement for the year ended February 28, 2017. For example:

- Total collections of \$40,159,579 reported on the front page of the annual settlement exceeded detailed collections reported on subsequent pages totaling \$40,151,719, by \$7,860.
- Current delinquent credits reported for railroad and utility taxes were overstated by \$26,924, and delinquent credits for railroad and utility back taxes totaling \$38,613 were not reported.
- Delinquent tax charges totaling \$1,436,286 do not agree to delinquent credits totaling \$1,241,127 reported on the annual settlement for the year ended February 29, 2016.

County Collector's office personnel could not provide an explanation for these differences. The differences are likely partially due to calculation errors and improper completion of the annual settlement form. The County Collector should ensure complete and accurate annual settlements are prepared to provide assurance all collections and distributions are accounted for properly. Incomplete and/or inaccurate annual settlement information reduces the effectiveness of the settlement as a mechanism for accounting for all monies the County Collector is charged with collecting. As noted in



Callaway County Collector and Property Tax System Management Advisory Report - State Auditor's Findings

section 3.3, procedures should be performed by the County Clerk, the County Auditor, and the County Commission to verify the accuracy of the County Collector's annual settlements.

3.2 Tax books

The County Clerk does not prepare the current tax books and does not verify the accuracy of the current tax books. The county's property tax system vendor prepares the real estate and personal property tax books based on assessed valuations provided by the County Assessor and tax levies provided by the County Collector. A review of the current tax books should include verification of individual entries in the current tax books and recalculating tax book totals and charges. Failure to prepare and/or review the tax books and test individual tax statement computations may result in errors or irregularities going undetected.

For example, County Collector's office personnel indicated due to errors in the interest and penalty calculations on the 2017 tax bills, some taxpayers did not pay the correct amount due. These errors were not corrected before the tax bills were mailed.

Section 137.290, RSMo, requires the County Clerk to extend the current tax books and charge the County Collector with the amount of taxes to be collected. If it is not feasible for the County Clerk to prepare the tax books, at a minimum, the accuracy of the tax books should be verified and approval of the tax book amounts to be charged to the County Collector should be documented.

3.3 Review of property taxes

The financial activities of the County Collector were not adequately reviewed by the County Clerk, the County Auditor, or the County Commission. Neither the County Clerk nor the County Auditor maintained an account book or other records summarizing property tax charges, transactions, and changes as required by state law. In addition, the County Clerk, the County Auditor, and the County Commission did not perform procedures to verify the accuracy and completeness of the County Collector's annual settlements. As a result, there is an increased risk of loss, theft, or misuse of property tax monies going undetected, and less assurance the annual settlements are complete and accurate. As noted in section 3.1, the annual settlements for the years ended February 28, 2018, and 2017, contained numerous errors and inaccuracies.

Section 52.361, RSMo, requires the County Collector to prepare the delinquent tax books. However, the County Clerk, the County Auditor, and the County Commission did not perform procedures to verify the accuracy and completeness of the delinquent tax books prepared by the County Collector.

Section 51.150.1(2), RSMo, requires the County Clerk to maintain accounts with all persons chargeable with monies payable into the county treasurer.



Callaway County Collector and Property Tax System Management Advisory Report - State Auditor's Findings

Section 55.160, RSMo, requires the County Auditor to keep a correct account between the county and all county officers. An account book or other records summarizing all taxes charged to the County Collector, monthly collections, delinquent credits, additions and abatements, and protested amounts should be maintained by the County Clerk and/or County Auditor. Such records would help the County Clerk and County Auditor ensure taxes charged and credited to the County Collector are complete and accurate and could also be used by the County Clerk, the County Auditor, and the County Commission to verify the accuracy and completeness of the County Collector's annual settlements and delinquent tax books. Such procedures are intended to establish checks and balances related to the collection of property taxes.

3.4 Property tax system changes

The County Commission and the County Clerk do not adequately review changes (e.g., additions, abatements, and deletions) entered into the property tax system. The County Assessor generally communicates needed changes to property tax records to the County Collector's office on manual forms. Office personnel then post these changes to the property tax system. No reports of actual changes made to the property tax system by the County Collector's office are provided to the County Commission for review, and no comparison of actual changes to changes documented by the County Assessor is performed. As a result, changes to the amount of taxes the County Collector is charged with collecting are not properly monitored and errors or irregularities could go undetected.

For example, in October 2017, the County Assessor identified a 2016 real estate assessment of \$2,080,000 had been incorrectly adjusted by the County Collector in the property tax system to \$665,560. This error occurred prior to the preparation of the tax bills in 2016. Due to software issues, an adjustment had historically been necessary to correct the assessed valuation for this property after the property tax records had been transferred from the County Assessor's system to the County Collector's system. However, the 2016 assessed valuation had correctly transferred, and the County Collector reduced the assessed valuation in error. As a result of this error, the taxes originally billed and paid by the taxpayer in 2016, were understated by \$74,773. This error was not detected until the County Assessor conducted reassessment procedures in 2017. The County Collector contacted the taxpayer in October 2017 with an explanation of the situation and prepared an additional tax bill for \$74,773. After the additional tax bill was sent to the taxpayer, it was deleted from the property tax system in late October 2017. The taxpayer paid the additional taxes due in late November 2017. As further discussed in MAR finding number 4.2, the payment was improperly deposited into the installment account. The mishandling of these property tax collections and deletion of the tax bill from the property tax system was likely an attempt to conceal the misappropriation discussed in MAR finding number 1. In addition, because a report of changes made by the County Collector was



Callaway County Collector and Property Tax System Management Advisory Report - State Auditor's Findings

not reviewed or reconciled to records of the County Assessor's office, the improper deletion of this tax bill was not detected.

As previously noted, the County Collector has access in the property tax system to make changes such as additions, abatements, and deletions, but can also make corrections or changes to information entered into the property tax system, such as refunding a payment after it has been distributed. Because the County Collector is responsible for collecting tax monies, the ability of personnel within this office to make changes to the property tax system represents a significant weakness in internal controls. Good internal controls require the County Collector and other office personnel not have access rights allowing alteration or deletion of information. Sections 137.260 and 137.270, RSMo, assign responsibility to the County Clerk for making changes to the tax books with the approval of the County Commission. If it is not feasible for the County Clerk to make corrections to the tax books, an independent reconciliation of approved changes to actual changes made to the property tax system would help ensure changes are proper.

Recommendations

- 3.1 The County Collector prepare complete and accurate annual settlements.
- 3.2 The County Clerk prepare the current tax books, or at a minimum, verify the accuracy of the tax books prior to charging the County Collector with the property tax amounts to be collected. Procedures performed should be adequately documented.
- 3.3 The County Clerk and the County Auditor work together to maintain an account book with the County Collector. In addition, the County Clerk, the County Auditor, and the County Commission should use the account book to review the accuracy and completeness of the County Collector's annual settlements.
- 3.4 The County Commission and the County Clerk develop procedures to ensure all property tax changes are properly approved and monitored. In addition, the County Collector should ensure property tax system access rights are limited to only what is needed for the users to perform their job duties and responsibilities.

Auditee's Response

- 3.1 *The County Collector will work to prepare complete and accurate annual settlements in the future.*
- 3.2 *The County Clerk, with the assistance of the County Auditor, will verify the accuracy of the tax books prior to charging the County Collector with the property tax amounts to be collected. Procedures performed will be documented.*



Callaway County Collector and Property Tax System
Management Advisory Report - State Auditor's Findings

- 3.3 *The County Clerk and/or the County Auditor will maintain an account book and will work with the County Commission to review the accuracy and completeness of the County Collector's annual settlement. Procedures and processes for this are already being discussed between the offices involved.*
- 3.4 *The County Commission is currently accepting all personal property tax changes by court order on a monthly basis. These changes are given to the County Commissioners in the form of a report prepared by the County Assessor. The County Commission, along with the County Clerk and the County Auditor, are currently working on procedures to ensure all property tax changes (including personal property and real estate property) are properly monitored and that changes are consistent between the County Assessor's and the County Collector's software systems. The County Collector currently has new office software out for bid and will ensure that the new system offers limited access rights to only what is needed for users to perform their specific job duties and responsibilities. The County Collector will also ensure that the new software has an adequate audit reporting trail of any changes made in the system.*

4. County Collector's Controls and Procedures

4.1 Segregation of Duties

Significant weaknesses existed in the County Collector's accounting controls and procedures. Property taxes and other monies collected by the County Collector totaled approximately \$44.1 million during the year ended February 28, 2018.

Accounting duties were not adequately segregated and independent reviews of accounting and bank records were not performed. The County Collector and all deputy collectors performed the duties of receiving and recording real estate and personal property tax collections. The Chief Deputy Collector typically prepared the daily deposit and the monthly property tax distributions.

The County Collector was primarily responsible for taking deposits to the bank; all receiving, recording and disbursement duties relating to railroad and utility property taxes; preparation of the monthly bank reconciliation and list of liabilities for the general account; and preparation of the annual settlement. The County Collector was also primarily responsible for most duties relating to the installment account, including preparing disbursements, maintaining the general ledger, and preparing the monthly bank reconciliation and list of liabilities, with no independent review. Prior to 2015, office procedures required a second signature by the County Auditor or Deputy County Auditor on checks issued from the installment account; however, the County Collector changed that procedure in January 2015 when a new County Auditor took office. Only one signature, usually the County Collector's, was applied to all checks after the change.



Callaway County Collector and Property Tax System
Management Advisory Report - State Auditor's Findings

Proper segregation of duties is necessary to ensure all transactions are accounted for properly and assets are adequately safeguarded. Internal controls would be improved by segregating the duties of receiving, recording, depositing, disbursing, and reconciling monies. In addition, documented independent reviews of detailed accounting and bank records are essential and should include comparing daily receipt activity to deposits.

4.2 Unrecorded property tax collections

The County Collector did not record property tax collections totaling \$217,936, in the property tax records. This total includes railroad and utility property tax collections totaling \$143,163 and real estate property tax collections totaling \$74,773. Since these monies were not reported as collections in the property tax records, they were not subsequently disbursed in accordance with state law and the various political subdivisions did not receive their share of these tax collections. The following table illustrates how these monies should have been distributed had they been properly recorded, deposited, and distributed.

Political Subdivision	Amount	Percentage of Total
School districts	\$ 154,891	71.1
County	23,462	10.8
Cities	9,195	4.2
Library district	7,861	3.6
Fire district	5,323	2.5
State	1,179	0.5
Others	7,486	3.4
Subtotal	209,397	
Penalties and interest	8,539	3.9
Total	\$ 217,936	100.0

As discussed in MAR finding number 1, these unrecorded property tax collections were deposited or transferred into the installment account apparently to replace monies that had been improperly disbursed from the installment account. For details regarding these property tax collections, see Appendix D. In addition, because these property tax collections were not recorded in the property tax records, these taxpayers did not receive credit for their tax payments.

Section 139.210.2, RSMo, requires all collections to be distributed to the political subdivisions by the fifteenth day of the following month, and Sections 151.150, 151.260, 153.030, and 155.060, RSMo, govern the distribution of railroad and utility property tax collections. In addition, the property tax accounts relating to the taxpayers with the unrecorded collections should be reviewed and adjustments made as determined necessary, to ensure taxpayer balances are accurate.



Callaway County Collector and Property Tax System
Management Advisory Report - State Auditor's Findings

4.3 Unsupported transfers

The County Collector made unsupported transfers totaling \$76,778 from the general account to the installment account between January 2018 and March 2018. The transfers included undistributed railroad and utility property tax receipts totaling \$27,584, a previously distributed railroad and utility property tax receipt of \$18,764, and other collections from the general account totaling \$30,430. For details regarding these transfers, see Appendix D.

These transfers were electronically processed from the general account to the installment account, and no independent review or approval was required for these transfers. The County Collector's office has not established procedures for electronic transfers and office personnel could not provide an explanation as to why these transfers were made.

As discussed in MAR finding number 1, these unsupported transfers were likely made to replace monies that had been improperly disbursed from the installment account. In addition, as a result of transferring \$18,764 in previously distributed railroad and utility property taxes, along with transferring other collections from the general account totaling \$30,430, a shortage of at least \$49,194 was created in the general account balance.

To ensure all property tax collections are properly accounted for, monies received should be deposited and maintained in the appropriate bank account. In addition, the County Collector should establish procedures to ensure all transfers are necessary, independently reviewed, and adequately documented.

4.4 Receipting and cash controls

The County Collector did not have adequate procedures for receipting, recording, reconciling, and depositing monies. In addition, controls over cash handling need improvement.

- Receipt slips were not issued for railroad and utility property tax collections; and bankruptcy, installment, or partial payments.
- Monies were often not deposited intact. As noted in MAR finding number 1, we noted numerous instances where cash receipt collections were replaced with checks issued from the installment account. In addition, the County Collector's office frequently cashed personal checks for county employees and other individuals. For example, personal checks totaling \$780 were cashed and included in the daily deposit for April 8, 2016. The cashed checks included third-party checks totaling \$590 payable to the County Collector's husband and a third-party check for \$170 payable to Pam Oestreich, and a \$20 personal check written for cash by the Chief Deputy Collector. According to property tax system reports for April 8, 2016, only \$698 in cash receipts was collected for the day. Therefore, to have sufficient monies to cash the \$780 in personal checks, some starting cash in the cash drawer would have been used.



Callaway County Collector and Property Tax System
Management Advisory Report - State Auditor's Findings

- The method of payment was not always accurately recorded in the property tax system and the composition of receipts recorded in the property tax system was not reconciled to the composition of deposits. County Collector's office personnel entered the method of payment into the property tax system. However, entry errors and some payments made with multiple payment methods were not documented. In addition, by not reconciling the composition of receipts to deposits, checks issued from the installment account and the general account were used to substitute for cash receipts without detection, as discussed in MAR finding number 1.
- The change fund was not maintained at a constant amount. A cash count of the change fund on March 27, 2018, totaled \$620, but office personnel did not know how much the change fund should have been. In addition, the change fund was used for petty cash purchases and to also replenish the long/short fund when necessary. A cash count of the long/short fund on March 27, 2018, totaled \$23. This fund receives monies from tax payments where the tax bill was overpaid by \$3 or less, and was used to cover shortages in tax payments where the tax bill was underpaid by \$3 or less. No records were maintained to support petty cash disbursements or the use of the long/short fund.
- Employees share multiple cash drawers during the busy tax season and one cash drawer the rest of the year. Because all employees have access to all drawers, there is less assurance the responsible party can be identified in the event of loss, theft or misuse of monies. Access to cash drawers should be restricted to only one person per drawer.

Failure to implement adequate receipting, recording, reconciling, and depositing procedures increases the risk that loss, theft, or misuse of monies received will go undetected. If a change fund is needed, it should be set at a constant amount and a procedure established to reconcile to this amount daily. In addition, the activity of the long/short fund should be documented to ensure this activity is appropriate. Also, access to the cash drawers should be limited to ensure responsibility for any losses or unreconciled differences can be determined.

4.5 Bank reconciliations

Bank reconciliations prepared by the County Collector for the general account were not always complete and accurate, and bank reconciliations for the installment account were not always complete, accurate or timely prepared.

General account

The book balance maintained for the general account combines the balance of the general account, the balance of a bank account used to record tax collections for a local city, and all protested tax certificates of deposit. Because the actual book balance of the general account is not tracked



Callaway County Collector and Property Tax System
Management Advisory Report - State Auditor's Findings

separately, this balance is not readily available and it is difficult to determine whether the available cash balance is sufficient to cover liabilities. As a result, in October 2017, the County Collector was not aware the general account was overdrawn. Bank officials contacted office personnel notifying them of the overdraft as well as to indicate sufficient monies were not available to pay outstanding disbursements. The County Collector's office made a transfer of \$4,000 from the installment account to cover the overdraft and outstanding disbursements. The bank did not charge any fees for the overdraft and office personnel transferred the \$4,000 back to the installment account in January 2018.

The February 2018 bank reconciliation for the general account was not accurate. A deposit in transit of \$462 was included as a reconciling item on the bank reconciliation. Upon further review, we noted this deposit in transit of \$462 had been included on each monthly bank reconciliation since October 2017. As noted on Appendix A, we identified a cash deposit shortage of \$462 on October 19, 2017. The reconciled bank balance was overstated by \$462 for this deposit, which was not taken to the bank.

Installment account

The December 2017 bank reconciliation for the installment account was not complete or accurate. An outstanding check for \$360 was included as a reconciling item on the bank reconciliation and had been reported as an outstanding check on each monthly bank reconciliation since January 2017. This check was found in the installment account records and was originally issued in December 2016, but was voided after issuance. However, the check continued to be incorrectly reported as outstanding each month. Additionally, audit work identified two checks issued to transfer property taxes in November 2017 totaling \$1,711 and one check issued improperly in December 2017 for \$1,500 that had not been included as outstanding checks on the December 2017 bank reconciliation. These checks were also not reported in the installment account's book balance. As a result of these errors in reporting outstanding checks, the installment account reconciled bank balance at December 31, 2017, was overstated by \$2,851.

The County Collector did not prepare bank reconciliations for the installment account for January or February 2018. Based on information from the bank statements and installment account records, we calculated the reconciled bank balance at February 28, 2018, to be negative \$1,751; however, due to an outstanding check of \$3,000, the account balance was not overdrawn.

Conclusion

The preparation of complete and accurate monthly bank reconciliations and an adequate review of the reconciliations is necessary to ensure all monies have been properly deposited, accounting records are in balance, and to identify errors timely. Prompt follow up on differences and correction of errors is necessary to ensure monies are properly handled. The County Collector should consider maintaining a separate book balance just for the



Callaway County Collector and Property Tax System
Management Advisory Report - State Auditor's Findings

general account that does not include the local city bank account and the protested tax certificates of deposit to ensure shortages are readily identified.

4.6 Liabilities

The lists of liabilities prepared by the County Collector for the general and installment accounts were not complete and accurate. In addition, the lists included unsupported reconciling items.

General account

The February 2018 list of liabilities for the general account contained numerous errors and unsupported reconciling items. For example:

- No documentation was found to support a reconciling item for \$14,430 labeled as "deposit." A transfer for this amount was subsequently made from the general account to the installment account on March 1, 2018. There was also no documentation or explanation to support the transfer.
- Tax disbursements for February 2018 totaled \$575,312 while the amount reported on the open items listing was \$573,470, for a difference of \$1,842.
- No documentation was found to support a reconciling item for \$4,110 labeled as "railroad and utility." No railroad and utility tax activity or deposit item agreed to this amount.
- No explanation for a reconciling item identified as "American Express monthly fee" for \$100 could be provided.
- The list of liabilities also included numerous other reconciling items such as deposit and disbursement corrections, duplicate credit card transactions, and unidentified balance corrections. The County Collector improperly resolved these reconciling items by offsetting them against the interest distribution calculation for the year ended February 28, 2018. As a result, 10 reconciling items, with a net total of negative \$117, decreased the total interest amount distributed to the political subdivisions.

Installment account

We noted the following concerns with the list of liabilities for the installment account:

- The December 2017 list of liabilities included a negative \$13,110 unidentified reconciling item, that was likely included as a means to balance the liabilities listing with the reconciled bank balance.
- The County Collector did not prepare a list of liabilities for the installment account for January or February 2018. Using installment account records and bank statements for January, February, and March 2018, we prepared a list of liabilities and compared it to the bank balance.



Callaway County Collector and Property Tax System
Management Advisory Report - State Auditor's Findings

As of March 15, 2018, liabilities exceeded the available cash balance by \$15,006. This shortage is a result of the improper activity involving the installment account discussed in MAR finding number 1.

Conclusion

Accurate lists of liabilities should be prepared monthly for the general account and the installment account, and reconciled to cash balances to ensure sufficient cash is available for the payment of all amounts due and all monies in the bank account can be identified. Prompt follow up on differences is necessary to resolve errors and ensure monies are properly disbursed.

4.7 Numerical sequence of checks

The County Collector did not issue checks in numerical sequence for the installment account.

The County Collector did not always use the next check in the numerical sequence when preparing checks for the installment account. For example, check number 1100 was issued on January 17, 2017, check number 1433 was issued on January 18, 2017, and check number 1435 was issued on January 17, 2017. Counter checks numbered 4, 5, and 6, were used in May 2017, followed by check number 1151.

To ensure all checks are issued only for authorized purposes, checks should be issued in numerical sequence and the sequence should be accounted for properly.

Recommendations

The County Collector:

- 4.1 Segregate accounting duties and ensure documented independent reviews of detailed accounting and bank records are performed.
- 4.2 Ensure all property tax collections are promptly and accurately recorded in the property tax records and disbursed in accordance with state law. In addition, the property tax accounts relating to the taxpayers with the unrecorded collections should be reviewed to ensure taxpayer balances are accurate.
- 4.3 Establish review and approval procedures to ensure transfers are necessary and adequately documented.
- 4.4 Ensure all monies collected are properly receipted, record the method of payment accurately, and reconcile the composition of receipts to the composition of deposits. In addition, the County Collector should discontinue the practice of cashing personal checks, and improve cash handling procedures by maintaining the change fund at a constant amount, documenting the activity of the long/short fund, and limiting access to the cash drawers.



Callaway County Collector and Property Tax System
Management Advisory Report - State Auditor's Findings

Auditee's Response

- 4.5 Prepare accurate and timely bank reconciliations and maintain an appropriate book balance for each bank account. Any differences should be investigated and promptly resolved.
- 4.6 Prepare accurate lists of liabilities monthly and agree the reconciled bank balances to the liabilities lists. Any differences should be investigated and promptly resolved.
- 4.7 Issue checks in numerical sequence and account for the numerical sequence of checks issued.
- 4.1 *The County Collector's office will segregate duties as recommended by the State Auditor's Office, and will ensure documented independent reviews are performed.*
- 4.2 *All property tax collections will be promptly and accurately recorded in the property tax records and disbursed as state law dictates. The property tax accounts will be reviewed and adjustments made as determined necessary.*
- 4.3 *The County Collector's office will put in place review and approval procedures to make sure all transfers are necessary and properly documented.*
- 4.4 *The County Collector's office will ensure that all monies collected are accurately recorded and reconciled. The office is no longer cashing personal checks as recommended by the State Auditor's Office. Cash handling procedures will be improved to maintain a constant amount in the change fund. Activity out of the long/short fund will be documented. Access to the cash drawers will be limited to one person per drawer when possible.*
- 4.5 *The County Collector's office will maintain an accurate book balance for each bank account. Bank reconciliations will be performed timely. Differences will be investigated and resolved promptly.*
- 4.6 *Accurate lists of liabilities will be prepared monthly and bank balances will be reconciled to the liabilities list. If there is a difference, a prompt investigation will be made with an immediate plan to resolve.*
- 4.7 *Checks will be issued in numerical sequence followed by proper accounting for the numerical sequence of all checks issued.*

Appendix A

Callaway County Collector and Property Tax System
 Supporting Documentation - Cash Deposit Shortages - General Account
 January 1, 2016, through March 15, 2018

Note: This schedule presents only the cash portion of various deposits; most check receipts are deposited via remote deposit from the County Collector's office.

Collection Date	Cash Deposit Amount per Daily Balance Sheet	Adjustment for Checks/Money Orders Included in Cash Amount	Adjusted Cash Deposit Amount	Cash Deposit per Bank Records	Cash Shortage	Checks Issued from Installment Account to Substitute for Cash Shortage		
						Check Date	Check Number	Amount
10/20/2016	\$ 748.70	0.00	748.70	448.70	(300.00)	10/24/2017	1351	\$ 300.00
10/21/2016	1,357.82	0.00	1,357.82	757.82	(600.00)	10/24/2017	1352	600.00
11/1/2016	681.56	0.00	681.56	0.00	(681.56)			0.00 (1)
11/3/2016	2,373.11	0.00	2,373.11	1,173.11	(1,200.00)	11/3/2016	1420	1,200.00
11/4/2016	2,105.60	0.00	2,105.60	105.60	(2,000.00)	11/8/2016	1422	2,000.00
11/7/2016	2,020.29	0.00	2,020.29	1,120.29	(900.00)	11/7/2016	1423	900.00
11/8/2016	1,175.89	0.00	1,175.89	75.89	(1,100.00)	11/8/2016	1425	1,100.00
11/18/2016	10,499.15	(115.69)	10,383.46	7,383.46	(3,000.00)	11/18/2016	1426	3,000.00
1/12/2017	2,846.94	(14.44)	2,832.50	1,632.50	(1,200.00)	1/17/2017	1100	1,200.00
1/17/2017	1,553.11	(28.68)	1,524.43	1,224.43	(300.00)	1/17/2017	1435	300.00
1/18/2017	4,176.17	0.00	4,176.17	1,626.17	(2,550.00)	1/18/2017	1434	2,550.00
1/26/2017	9,750.06	0.00	9,750.06	8,250.06	(1,500.00)	1/26/2017	1436	1,500.00
2/1/2017	2,467.29	0.00	2,467.29	167.29	(2,300.00)	2/1/2017	1437	2,300.00
2/14/2017	3,140.54	0.00	3,140.54	0.00	(3,140.54)			0.00 (1)
2/28/2017	10,300.89	(183.52)	10,117.37	9,641.37	(476.00)	2/28/2017	1438	476.00
3/1/2017	3,439.27	0.00	3,439.27	0.00	(3,439.27)			0.00 (1)
3/2/2017	1,961.45	0.00	1,961.45	0.00	(1,961.45)			0.00 (1)
3/3/2017	3,419.28	0.00	3,419.28	0.00	(3,419.28)			0.00 (1)
3/7/2017	898.90	0.00	898.90	0.00	(898.90)			0.00 (1)
3/10/2017	9,740.31	0.00	9,740.31	6,240.31	(3,500.00)			0.00 (1)
3/17/2017	1,904.07	0.00	1,904.07	0.00	(1,904.07)			0.00 (1)
4/7/2017	3,998.97	0.00	3,998.97	3,598.97	(400.00)	4/7/2017	1442	400.00
4/14/2017	5,075.60	0.00	5,075.60	2,075.60	(3,000.00)	4/14/2017	1443	3,000.00
4/25/2017	2,658.96	0.00	2,658.96	658.96	(2,000.00)	4/25/2017	1444	2,000.00
5/1/2017	3,989.84	0.00	3,989.84	0.00	(3,989.84)	5/2/2017	1445	3,989.84 (2)
5/4/2017	1,046.58	0.00	1,046.58	0.00	(1,046.58)	5/5/2017	1446	1,046.58 (2)
5/5/2017	1,642.56	0.00	1,642.56	0.00	(1,642.56)	5/5/2017	1447	1,642.56 (2)
5/9/2017 (3)	2,926.21	0.00	2,926.21	1,426.21	(1,500.00)	5/9/2017	1449	1,500.00
5/19/2017	4,343.44	0.00	4,343.44	4,043.44	(300.00)	5/22/2017	1450	300.00
5/23/2017	1,077.22	0.00	1,077.22	0.00	(1,077.22)	5/26/2017	5	1,077.22 (2)
5/24/2017 (4)	165.65	0.00	165.65	0.00	(165.65)	5/26/2017	6	165.65 (2)
5/30/2017	6,651.81	0.00	6,651.81	0.00	(6,651.81)	6/2/2017	1151	6,651.81 (2)
6/2/2017	3,229.17	0.00	3,229.17	729.17	(2,500.00)	6/6/2017	1153	2,500.00
6/7/2017	1,443.45	(229.00)	1,214.45	14.45	(1,200.00)	6/7/2017	1154	1,200.00
6/9/2017	1,218.46	(412.97)	805.49	0.00	(805.49)	6/9/2017	1156	805.49 (5)
6/12/2017	616.46	0.00	616.46	0.00	(616.46)	6/12/2017	1157	616.46
6/19/2017	3,057.45	0.00	3,057.45	1,557.45	(1,500.00)	6/19/2017	1158	1,500.00
7/6/2017	297.93	0.00	297.93	0.00	(297.93)	7/6/2017	1160	297.93
7/7/2017	678.21	(429.51)	248.70	0.00	(248.70)	7/11/2017	1163	248.70

Appendix A

Callaway County Collector and Property Tax System
 Supporting Documentation - Cash Deposit Shortages - General Account
 January 1, 2016, through March 15, 2018

Collection Date	Cash Deposit	Adjustment for	Adjusted Cash Deposit Amount	Cash Deposit per Bank Records	Cash Shortage	Checks Issued from Installment Account to Substitute for Cash Shortage		
	Amount per Daily Balance Sheet	Checks/Money Orders Included in Cash Amount				Check Date	Check Number	Amount
7/10/2017	1,294.33	0.00	1,294.33	0.00	(1,294.33)	7/10/2017	1159	1,294.33
7/11/2017	477.49	0.00	477.49	0.00	(477.49)	7/11/2017	1162	477.49
7/14/2017	1,398.84	0.00	1,398.84	0.00	(1,398.84)	7/19/2017	1167	1,398.84
7/26/2017	1,846.63	0.00	1,846.63	946.63	(900.00)	7/26/2017	1169	900.00
7/27/2017	1,746.67	0.00	1,746.67	646.67	(1,100.00)	7/27/2017	1170	1,100.00
7/28/2017	2,123.25	0.00	2,123.25	1,623.25	(500.00)	7/31/2017	1172	500.00
7/31/2017	6,820.04	(1,375.23)	5,444.81	3,345.81	(2,099.00)	7/31/2017	1175	2,100.00 (5)
8/2/2017	639.32	0.00	639.32	134.32	(505.00)	8/3/2017	1177	505.00
8/4/2017	1,715.67	0.00	1,715.67	220.67	(1,495.00)	8/4/2017	1176	1,495.00
8/16/2017	585.31	0.00	585.31	0.00	(585.31)	8/17/2017	1181	585.31
8/17/2017	255.93	0.00	255.93	0.00	(255.93)	8/17/2017	1180	255.93
8/21/2017	2,039.20	0.00	2,039.20	239.20	(1,800.00)	8/21/2017	1182	1,800.00
8/25/2017	6,217.14	0.00	6,217.14	3,217.14	(3,000.00)	8/25/2017	1183	3,000.00
8/29/2017	2,072.30	0.00	2,072.30	872.30	(1,200.00)	8/29/2017	1185	1,200.00
9/20/2017	1,265.15	0.00	1,265.15	65.15	(1,200.00)	9/20/2017	1187	1,200.00
9/21/2017	1,088.39	0.00	1,088.39	0.00	(1,088.39)			0.00 (1)
9/22/2017	38.52	0.00	38.52	0.00	(38.52)			0.00 (1)
9/25/2017	564.01	0.00	564.01	0.00	(564.01)			0.00 (1)
9/29/2017	1,978.64	0.00	1,978.64	0.64	(1,978.00)	9/29/2017	1190	1,978.00
10/19/2017	462.45	0.00	462.45	0.00	(462.45)			0.00 (1)
11/2/2017	1,816.72	0.00	1,816.72	16.72	(1,800.00)	11/2/2017	1203	1,800.00
11/7/2017	1,054.56	0.00	1,054.56	54.56	(1,000.00)	11/7/2017	1204	1,000.00
11/16/2017	5,222.11	0.00	5,222.11	3,222.11	(2,000.00)	11/17/2017	1224	2,000.00
11/22/2017	4,478.48	(234.68)	4,243.80	2,243.80	(2,000.00)	11/22/2017	1228	2,000.00
12/14/2017	4,147.23	0.00	4,147.23	647.23	(3,500.00)	12/15/2017	1237	3,500.00
12/15/2017	8,886.78	(183.25)	8,703.53	2,703.53	(6,000.00)	12/15/2017	1238	6,000.00
12/20/2017	6,464.84	0.00	6,464.84	5,464.84	(1,000.00)	12/20/2017	1239	1,000.00
12/21/2017	1,116.36	0.00	1,116.36	116.36	(1,000.00)	12/21/2017	1248	1,000.00
12/21/2017	3,931.55	0.00	3,931.55	931.55	(3,000.00)	12/21/2017	1247	3,000.00
12/26/2017	7,617.93	0.00	7,617.93	4,617.93	(3,000.00)	12/26/2017	1240	3,000.00
12/28/2017	6,370.10	0.00	6,370.10	4,370.10	(2,000.00)	12/28/2017	1243	2,000.00
12/29/2017	8,254.56	0.00	8,254.56	6,254.56	(2,000.00)	12/29/2017	1245	2,000.00
12/29/2017	11,457.11	0.00	11,457.11	10,457.11	(1,000.00)	12/29/2017	1246	1,000.00
12/29/2017	3,282.03	0.00	3,282.03	1,782.03	(1,500.00)	12/29/2017	1249	1,500.00
1/2/2018	7,048.13	0.00	7,048.13	0.00	(7,048.13)	1/17/2018	1258	7,048.13 (2)
1/3/2018	3,876.80	0.00	3,876.80	876.80	(3,000.00)	1/3/2018	1251	3,000.00
1/5/2018	6,128.31	(961.79)	5,166.52	3,166.52	(2,000.00)	1/5/2018	1253	2,000.00
1/9/2018	2,319.82	0.00	2,319.82	0.00	(2,319.82)	1/11/2018	1257	2,319.82 (2)
1/10/2018	1,613.19	(122.74)	1,490.45	0.00	(1,490.45)	1/10/2018	1256	1,490.45 (2)
1/12/2018	3,861.49	0.00	3,861.49	1,861.49	(2,000.00)	1/17/2018	1259	2,000.00
1/16/2018	9,176.60	0.00	9,176.60	176.60	(9,000.00)	1/17/2018	1261	9,000.00

Appendix A

Callaway County Collector and Property Tax System
 Supporting Documentation - Cash Deposit Shortages - General Account
 January 1, 2016, through March 15, 2018

Collection Date	Cash Deposit	Adjustment for	Adjusted Cash Deposit Amount	Cash Deposit per Bank Records	Cash Shortage	Checks Issued from Installment Account to Substitute for Cash Shortage		
	Amount per Daily Balance Sheet	Checks/Money Orders Included in Cash Amount				Check Date	Check Number	Amount
1/17/2018	4,540.45	0.00	4,540.45	540.45	(4,000.00)	1/17/2018	1263	4,000.00
1/18/2018	886.64	0.00	886.64	386.64	(500.00)	1/18/2018	1264	500.00
1/19/2018	4,295.07	0.00	4,295.07	1,795.07	(2,500.00)	1/19/2018	1265	2,500.00
1/24/2018	2,575.19	0.00	2,575.19	1,075.19	(1,500.00)	1/24/2018	1266	1,500.00
1/26/2018	5,569.37	0.00	5,569.37	569.37	(5,000.00)	1/26/2018	1269	5,000.00
2/1/2018	4,093.77	0.00	4,093.77	0.00	(4,093.77)	2/21/2018	1278	4,093.77 (2)
2/2/2018	2,867.16	(447.46)	2,419.70	0.00	(2,419.70)	2/21/2018	1279	2,419.70
2/6/2018	3,131.30	0.00	3,131.30	131.30	(3,000.00)	2/6/2018	1272	3,000.00
2/9/2018	5,410.61	0.00	5,410.61	1,910.61	(3,500.00)	2/9/2018	1276	3,500.00
2/14/2018	1,575.18	0.00	1,575.18	0.00	(1,575.18)	2/22/2018	1281	1,575.18
2/26/2018	7,748.26	0.00	7,748.26	2,748.26	(5,000.00)	2/26/2018	1282	5,000.00
2/28/2018	13,547.33	(50.00)	13,497.33	10,497.33	(3,000.00)	2/28/2018	1285	3,000.00
3/1/2018	3,581.50	0.00	3,581.50	1,581.50	(2,000.00)	3/1/2018	1287	2,000.00
3/2/2018	7,254.05	0.00	7,254.05	3,254.05	(4,000.00)	3/2/2018	1286	4,000.00
3/7/2018	1,693.44	(58.40)	1,635.04	635.04	(1,000.00)	3/7/2018	1288	1,000.00
3/9/2018	2,128.31	(33.66)	2,094.65	594.65	(1,500.00)	3/9/2018	1290	1,500.00
3/12/2018	2,601.34	0.00	2,601.34	0.00	(2,601.34)	3/15/2018	1293	2,601.34
3/13/2018	3,936.99	0.00	3,936.99	0.00	(3,936.99)	3/15/2018	1292	3,936.99
Subtotal	340,868.31	(4,881.02)	335,987.29	139,946.33	(196,040.96)			174,943.52

Collection Date	Cash Deposit	Adjustment for	Adjusted Cash Deposit Amount	Cash Deposit per Bank Records	Cash Shortage	Checks Issued from General Account to Substitute for Cash Shortage		
	Amount per Daily Balance Sheet	Checks/Money Orders Included in Cash Amount				Check Date	Check Number	Amount
9/19/2016	502.62	0.00	502.62	0.00	(502.62)	10/5/2016	6129	1,451.68 (6)
10/4/2016	949.06	0.00	949.06	49.06	(900.00)			
10/11/2016	2,034.73	0.00	2,034.73	549.17	(1,485.56)	10/14/2016	6131	1,485.56
6/9/2017	1,218.46	(805.49)	412.97	0.00	(412.97)	6/12/2017	6312	412.97 (5)
7/31/2017	6,820.04	(2,648.94)	4,171.10	3,345.81	(825.29)	8/1/2017	6325	825.29 (5)
2/5/2018	4,432.20	0.00	4,432.20	193.73	(4,238.47)	2/6/2018	6445	4,238.47
Subtotal	15,957.11	(3,454.43)	12,502.68	4,137.77	(8,364.91)			8,413.97
Total	\$ 356,825.42	(8,335.45)	348,489.97	144,084.10	(204,405.87)			\$ 183,357.49

- (1) No check from the installment account, general account, or any other type of deposit was found to substitute for the cash shortage.
- (2) This check was deposited into the general account via remote deposit.
- (3) Cash amount has been increased for an error of \$0.06 on the daily balance sheet.
- (4) Cash amount has been decreased for an error of \$100.00 on the daily balance sheet.
- (5) For this deposit, checks were issued from both the installment account and the general account to substitute for the cash shortage.
- (6) Check number 6129 for \$1,451.68 was issued from the general account to substitute for the cash deposit amounts for September 19, 2016, (\$502.62) and October 4, 2016, (\$949.06); however, the actual cash shortage for these dates totaled \$1,402.62, therefore, the check from the general account exceeded the cash shortage by \$49.06.

Appendix B

Callaway County Collector and Property Tax System
 Supporting Documentation - Cash Receipt Shortages - General Account
 January 1, 2016, through March 15, 2018

Note: The term "check" in this table includes checks, cashier's checks, and money orders.

* Credit card receipts are electronically deposited into the bank account.

** Long/(short) amounts are mostly due to the substitution of checks from the installment account for cash. However, also contributing to the long/(short) amounts are common and expected differences due to the County Collector's office cashing checks from county employees, errors due to entering the incorrect method of payment into the property tax system, payments made using a combination of payment methods, and over/under payments.

Collection Date	Recorded Receipts per Collector's Daily Journal (Property Tax System Report)				Deposit Amounts per Daily Balance Sheet (Summary report manually prepared)				Cash Long/ (Short)**	Checks Long/ (Short)**	Credit Cards Long/ (Short)**	Total Difference	Checks Issued from Installment Account to Substitute for Cash Shortage		
	Cash	Checks	Credit		Cash	Checks	Credit						Check Date	Check Number	Amount
			Cards	Total			Cards*	Total							
2/10/2016	\$ 3,984.27	6,524.07	3,631.73	14,140.07	2,114.59	8,593.75	3,431.73	14,140.07	(1,869.68)	2,069.68	(200.00)	0.00	2/10/2016	1332	\$ 1,500.00
2/16/2016	7,320.77	29,749.66	10,752.70	47,823.13	6,766.26	30,304.17	10,752.70	47,823.13	(554.51)	554.51	0.00	0.00	2/16/2016	1333	500.00
3/9/2016	2,137.61	7,297.67	3,113.66	12,548.94	1,404.31	8,032.17	3,112.46	12,548.94	(733.30)	734.50	(1.20)	0.00	3/9/2016	1335	735.00
7/13/2016	400.34	2,290.51	640.96	3,331.81	140.34	2,550.51	640.96	3,331.81	(260.00)	260.00	0.00	0.00	7/13/2016	1337	210.00
10/25/2016	1,668.99	2,092.93	556.44	4,318.36	1,473.99	2,287.93	556.44	4,318.36	(195.00)	195.00	0.00	0.00	10/24/2016	1368	195.00
10/31/2016	3,261.75	6,898.05	2,334.25	12,494.05	835.92	9,323.88	2,334.25	12,494.05	(2,425.83)	2,425.83	0.00	0.00	10/31/2016	1415	1,086.00
11/4/2016	2,705.60	13,753.30	1,877.21	18,336.11	2,105.60	14,353.30	1,877.21	18,336.11	(600.00)	600.00	0.00	0.00	11/4/2016	1421	600.00
11/23/2016	4,646.55	40,685.17	2,103.97	47,435.69	3,605.71	41,725.01	2,104.97	47,435.69	(1,040.84)	1,039.84	1.00	0.00	11/23/2016	1428	1,000.00
12/2/2016	9,517.97	122,981.75	6,024.11	138,523.83	8,299.73	124,205.09	6,019.01	138,523.83	(1,218.24)	1,223.34	(5.10)	0.00	12/2/2016	1430	1,300.00
12/9/2016	6,427.46	63,724.95	1,807.59	71,960.00	4,611.37	65,541.08	1,807.54	71,959.99	(1,816.09)	1,816.13	(0.05)	(0.01)	12/9/2016	1431	2,000.00
12/14/2016	5,504.22	80,178.02	2,595.48	88,277.72	4,123.31	81,558.93	2,595.48	88,277.72	(1,380.91)	1,380.91	0.00	0.00	12/14/2016	1087	1,000.00
12/16/2016	4,055.56	72,110.34	2,365.56	78,531.46	1,554.38	74,530.94	2,446.14	78,531.46	(2,501.18)	2,420.60	80.58	0.00	12/16/2016	1088	2,500.00
12/22/2016	6,905.48	161,835.24	1,257.40	169,998.12	3,974.11	164,766.61	1,257.40	169,998.12	(2,931.37)	2,931.37	0.00	0.00	12/22/2016	1091	2,250.00
12/28/2016	11,263.55	202,060.28	2,393.77	215,717.60	10,575.03	202,748.80	2,393.77	215,717.60	(688.52)	688.52	0.00	0.00	12/27/2016	1094	500.00
12/30/2016	17,013.26	137,629.64	6,800.40	161,443.30	15,404.20	139,238.70	6,800.40	161,443.30	(1,609.06)	1,609.06	0.00	0.00	12/30/2016	1096	2,000.00
1/3/2017	6,562.65	30,802.84	5,752.45	43,117.94	5,063.01	32,302.48	5,752.45	43,117.94	(1,499.64)	1,499.64	0.00	0.00	12/30/2016	1097	2,000.00
1/18/2017	4,681.17	3,665.71	1,382.12	9,729.00	4,176.17	4,170.71	1,382.12	9,729.00	(505.00)	505.00	0.00	0.00	1/18/2017	1433	500.00
3/6/2017	2,567.40	11,977.82	8,193.73	22,738.95	492.01	14,053.21	8,193.73	22,738.95	(2,075.39)	2,075.39	0.00	0.00	3/6/2017	1439	1,000.00
													3/6/2017	1440	1,000.00
3/20/2017	3,972.62	22,363.59	6,037.76	32,373.97	3,000.96	23,290.29	6,082.72	32,373.97	(971.66)	926.70	44.96	0.00	3/20/2017	1441	900.00
5/9/2017	4,653.07	10,548.87	3,885.82	19,087.76	2,926.15	12,232.20	3,929.41	19,087.76	(1,726.92)	1,683.33	43.59	0.00	5/9/2017	1448	1,000.00
10/18/2017	946.01	0.00	451.05	1,397.06	327.82	618.19	451.05	1,397.06	(618.19)	618.19	0.00	0.00	10/18/2017	1191	600.00
11/20/2017	8,011.85	121,523.54	11,602.52	141,137.91	5,024.63	124,509.76	11,603.52	141,137.91	(2,987.22)	2,986.22	1.00	0.00	11/20/2017	1225	2,500.00
11/22/2017	5,278.00	76,761.15	5,226.52	87,265.67	4,243.80	77,785.34	5,236.53	87,265.67	(1,034.20)	1,024.19	10.01	0.00	11/22/2017	1229	1,000.00
11/28/2017	8,239.83	144,748.15	7,652.82	160,640.80	6,202.68	146,785.30	7,652.82	160,640.80	(2,037.15)	2,037.15	0.00	0.00	11/28/2017	1230	2,000.00
11/29/2017	2,733.02	99,691.79	4,896.08	107,320.89	1,649.89	100,774.92	4,896.08	107,320.89	(1,083.13)	1,083.13	0.00	0.00	11/29/2017	1231	1,000.00
12/4/2017	9,741.15	99,627.09	11,276.41	120,644.65	6,241.22	103,127.02	11,276.41	120,644.65	(3,499.93)	3,499.93	0.00	0.00	12/2/2017	1232	1,000.00
													12/4/2017	1233	2,500.00
12/11/2017	10,401.75	177,829.36	7,293.97	195,525.08	5,295.25	182,932.86	7,296.97	195,525.08	(5,106.50)	5,103.50	3.00	0.00	12/11/2017	1234	5,000.00
2/27/2018	6,285.13	21,386.56	9,193.97	36,865.66	5,233.91	22,370.02	9,261.73	36,865.66	(1,051.22)	983.46	67.76	0.00	2/27/2018	1283	1,000.00
Total	\$ 160,887.03	1,770,738.05	131,100.45	2,062,725.53	116,866.35	1,814,713.17	131,146.00	2,062,725.52	(44,020.68)	43,975.12	45.55	(0.01)			\$ 40,376.00

(1) Adjustments have been made to decrease the cash total and increase the check total for checks/money orders included in the cash deposit amount for these deposits.

(2) This deposit included 2 checks issued from the installment account. Check number 1439 for \$1,000 issued on March 6, 2017, and check number 1440 for \$1,000 issued on March 6, 2017.

(3) This deposit included 2 checks issued from the installment account. Check number 1232 for \$1,000 issued on December 2, 2017, and check number 1233 for \$2,500 issued on December 4, 2017.

Appendix C

Callaway County Collector and Property Tax System
 Supporting Documentation - Improper Disbursements Issued to the County Collector
 from the Installment Account
 January 1, 2016, through March 15, 2018

<u>Check Date</u>	<u>Check Number</u>	<u>Amount</u>	<u>Payee</u>
7/14/2016	1338	\$ 775.85	Pam Oestreich
9/23/2016	1340	1,050.00	Pam Oestreich
5/26/2017	4	2,500.00	Pamela J. Oestreich
6/15/2017	1155	3,000.00	Pamela Oestreich
7/11/2017	1161	1,000.00	Pamela Oestreich
7/17/2017	1165	4,000.00	Pamela Oestreich
7/19/2017	1168	2,500.00	Pamela Oestreich
8/10/2017	1178	3,750.00	Pamela Oestreich
8/17/2017	1179	2,300.00	Pamela Oestreich
9/13/2017	1184	2,000.00	Pamela Oestreich
9/15/2017	1186	4,000.00	Pamela Oestreich
9/24/2017	1188	600.00	Pamela Oestreich
9/27/2017	1189	1,000.00	Pamela Oestreich
10/6/2017	1192	4,000.00	Pamela Oestreich
10/20/2017	1193	3,000.00	Pamela Oestreich
10/26/2017	1194	3,000.00	Pamela Oestreich
10/27/2017	1195	4,500.00	Pamela Oestreich
11/1/2017	1196	3,500.00	Pamela Oestreich
11/7/2017	1205	2,200.00	Pamela Oestreich
11/13/2017	1219	1,800.00	Pamela Oestreich
1/30/2018	1270	5,500.00	Pamela Oestreich
2/16/2018	1277	3,500.00	Pamela Oestreich
2/22/2018	1280	4,000.00	Pamela Oestreich
3/8/2018	1289	4,000.00	Pamela Oestreich
3/14/2018	1291	4,500.00	Pamela Oestreich
Total		\$ <u><u>71,975.85</u></u>	

Appendix D

Callaway County Collector and Property Tax System
 Supporting Documentation - Improper Deposits/Transfers into the Installment Account
 January 1, 2016, through March 15, 2018

Date of Deposit/ Transfer into the Installment Account	Amount	Description	Status
1/5/2017	\$ 16,456.67	Deposit of railroad and utility property taxes	Undistributed
11/16/2017	20,850.61	Deposit of railroad and utility property taxes	Undistributed
11/16/2017	55,173.65	Deposit of railroad and utility property taxes	Undistributed
11/28/2017	74,773.20	Deposit of real estate property taxes	Undistributed
1/4/2018	14,559.18	Deposit of railroad and utility property taxes	Undistributed
1/17/2018	18,763.83	(1) Transfer from the general account of railroad and utility property taxes	Distributed
1/29/2018	10,647.61	(2) Transfer from the general account of railroad and utility property taxes	Undistributed
1/31/2018	8,539.18	(3) Deposit of railroad and utility property taxes	Undistributed
2/21/2018	16,936.12	(3) Transfer from the general account of railroad and utility property taxes	Undistributed
3/1/2018	14,430.00	(2) Transfer from the general account (unknown property tax collections)	Unknown
3/9/2018	16,000.00	(2) Transfer from the general account (unknown property tax collections)	Unknown
Total	\$ <u>267,130.05</u>		

Recap by status:

	Amount	Status
	\$ 115,579.29	Deposits of undistributed railroad and utility property taxes
	<u>27,583.73</u>	Transfers of undistributed railroad and utility property taxes
Subtotal	143,163.02	Total undistributed railroad and utility property taxes
	<u>74,773.20</u>	Deposit of undistributed real estate property taxes
Subtotal	217,936.22	Total amounts due to various political subdivisions
	18,763.83	Transfer of distributed railroad and utility property taxes
	<u>30,430.00</u>	Transfers of unknown property tax collections
Total	\$ <u>267,130.05</u>	

- (1) These railroad and utility property taxes were first deposited into the general account in December 2017, then distributed to various political subdivisions as part of the January 2018 monthly distribution, but then also electronically transferred to the installment account on January 17, 2018.
- (2) These monies were first deposited into the general account and then electronically transferred to the installment account.
- (3) A railroad and utility property tax payment of \$25,475.30 was split between a deposit into the installment account of \$8,539.18, and a deposit into the general account of \$16,936.12 on January 31, 2018. The \$16,936.12 deposited into the general account was subsequently transferred to the installment account on February 21, 2018.