



CITY OF CLARK, MISSOURI

YEAR ENDED JUNE 30, 1999

**From The Office Of State Auditor  
Claire McCaskill**

Report No. 2000-42  
June 6, 2000  
[www.auditor.state.mo.us](http://www.auditor.state.mo.us)

**AUDIT REPORT**



Office Of The  
State Auditor Of Missouri  
Claire McCaskill

June 2000

**Some problems were discovered as a result of an audit conducted by our office in response to the request of petitioners from the City of Clark, Missouri.**

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Former Mayor Clark was elected in April 1998 to serve a two year term, but she resigned in June 1998. At that time, Alderman Roberts was appointed mayor and Jason Baillargeon was appointed to fill the alderman position. These positions were not place on the April 1999 ballot.

According to state law, if a vacancy occurs in an elective office, the mayor and the board of aldermen are required to appoint a successor who serves until the next regular municipal election, which would have been April 1999. The winning candidate at that election then serves the remainder of the unexpired term, in this instance, until April 2000. The board of aldermen should ensure that any future vacant offices are filled in compliance with state law.

In addition, the Collector's official salary for the term beginning April 2000 was increased after the filing date. Voting the salary increase after the filing date to run for office has expired, gives the appearance of preferential treatment. The city should amend any elected officials salary and benefits prior to the last filing date for election to provide the most current information for those contemplating running for office; however, the salary and benefit increase should not take effect until the new term begins as required by state law.

The Board of Aldermen held several closed meetings during 1998 and 1999; however, minutes of these meetings were not prepared. Although minutes are not specifically required by law, minutes constitute the record of proceedings of the board. Failure to maintain minutes results in an inadequate record of city transactions, proceedings, and decisions. In addition, minutes help show that the closed discussions or business related to the specific reason announced for closing the meeting pursuant to Missouri's Sunshine Law.

A tentative agenda is prepared and posted for each board meeting; however, the agenda is usually in a standard form and does not disclose any specific information to be discussed for the upcoming meeting. To adequately inform the residents of the business to be discussed during the board meeting and to ensure compliance with the Sunshine Law, the tentative agenda should summarize the topics to be discussed during the meeting.

(over)

YELLOW SHEET

The city has a standard document request form regarding public access to city records, but the form does not provide citizens with a name and address where requests should be sent.

The city provides water, sewer and trash services to approximately 135 customers. Water meters are read around the twenty-fifth of the month and customers are billed on the first day of the next month. Payments are due by the fifteenth of the month.

In October 1998 the board approved an increase in water rates. According to city officials, the increase was to provide an increase in employees' salary and to maintain a surplus to repair the waterlines. However, the board did not prepare a statement of costs to maintain the water system as required when increasing the rates. Water and sewer fees are user charges which should cover the cost of providing the related services. The city should perform periodic detailed reviews of the costs of providing these services and set rates appropriately.

The City Clerk also serves as the City Treasurer contrary to an Attorney General Opinion. Money was deposited to and disbursed from the wrong funds. Deposits are not made on a timely basis and a detailed record of monies received is not maintained. The city does not have a formal bidding policy, and does not adequately document its review and approval of expenditures.

Budgets did not include some information required by state law and budgets were not periodically compared to actual revenues and expenditures. As a result, actual expenditures exceeded budgeted amounts. In addition, the city did not publish financial statements or submit annual financial reports to the State Auditor's office on a timely basis.

CITY OF CLARK, MISSOURI

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**CLAIRE C. McCASKILL**  
**Missouri State Auditor**

To the Honorable Mayor  
And  
Members of the Board of Aldermen  
City of Clark  
Clark, Missouri 65243

The State Auditor was petitioned under Section 29.230, RSMo, to audit the city of Clark, Missouri. The city had engaged William E. Wooldridge, Jr., Certified Public Accountant (CPA), to perform a financial audit of the city for the year ended June 30, 1999. To minimize any duplication of effort, we reviewed the report and substantiating working papers of the CPA. Our audit of the city included, but was not limited to, the year ended June 30, 1999. The objectives of this audit were to:

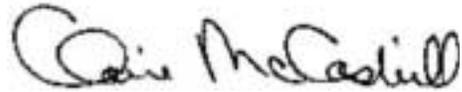
1. Perform procedures we deemed necessary to evaluate the petitioners' concerns.
2. Review compliance with certain constitutional provisions, statutes, ordinances, and attorney general's opinions as we deemed necessary or appropriate in the circumstances.
3. Review certain management practices which we believe could be improved.

Our audit was made in accordance with generally accepted government auditing standards and included such procedures as we considered necessary in the circumstances. We also reviewed board minutes, city policies and ordinances, and various city financial records.

Our audit was limited to the specific matters described above and was based on the selective tests and procedures considered appropriate in the circumstances. Had we performed additional procedures, other information might have come to our attention which would have been included in this report.

The accompanying History and Organization is presented for informational purposes. This information was obtained from the city and was not subjected to the auditing procedures applied during our audit of the city.

The accompanying Management Advisory Report presents our findings and recommendations arising from our audit of the city of Clark, Missouri

A handwritten signature in black ink, appearing to read "Claire McCaskill". The signature is written in a cursive, flowing style.

Claire McCaskill  
State Auditor

February 24, 2000 (fieldwork completion date)

The following auditors participated in the preparation of this report:

Director of Audits:	Karen Laves, CPA
Audit Manager:	John Luetkemeyer, CPA
In-Charge Auditor:	Nicole Brackman

## HISTORY AND ORGANIZATION

CITY OF CLARK, MISSOURI  
HISTORY AND ORGANIZATION

The city of Clark is located in Randolph County. The city was incorporated in 1928 as a fourth-class city. The population of the city in 1990 was 257.

The city government consists of a mayor and four-member board of aldermen. The four board members are elected in staggered elections for two-year terms. The mayor is elected for a two-year term, presides over the board of aldermen, and votes only in case of a tie. The Mayor, Board of Aldermen, and other principal officials at June 30, 1999 were:

<u>Elected Officials</u>	<u>Term Expires</u>	<u>Actual Compensation for The Year Ended June 30, 1999</u>
Donnie Roberts, Mayor (1)	April, 2000	\$ 0
Randy Richards, Alderman (2)	April, 2000	0
Homer Colley, Alderman	April, 2001	0
Pam Barnes, Alderwoman	April, 2001	0
Jason Baillergeon, Alderman (3)	April, 2000	0
Sadie Roberts, Collector (4)	April, 2000	2,040
 <u>Other Principal Officials</u>		
Mark Hibbs, Financial Advisor (5)		4,500
Lori Clark, City Clerk (6)		675
Louis Beckfield, Waterworks/Waste Water Manager		7,185
Mark Richards, Police Officer (7)		3,240

The elected officials, appointed officials, and the employees are covered by a \$300,000 public official liability bond for each wrongful act.

- (1) Don Palmer was elected in April 2000, but resigned April 25, 2000. A replacement has not yet been named.
- (2) James Reed was elected in April 2000.
- (3) Resigned in January, 2000. This position is currently vacant.
- (4) Reelected in April 2000.
- (5) Mark Hibbs was appointed City Clerk in August 1999 to replace Lori Clark who resigned.
- (6) Lori Clark was appointed City Clerk in August, 1998 after Mike Bargar resigned.

(7) Resigned in February, 2000. A replacement has not yet been made.

Assessed valuation and tax rate information are as follows:

ASSESSED VALUATION

	<u>1999</u>	<u>1998</u>
Real estate	\$ 710,376	684,758
Personal Property	<u>411,443</u>	<u>363,743</u>
Total Assessed Value	<u>\$1,121,819</u>	<u>1,048,501</u>

TAX RATE PER \$100 ASSESSED VALUATION

General	\$1.00	1.00
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MANAGEMENT ADVISORY REPORT

CITY OF CLARK, MISSOURI  
SUMMARY OF FINDINGS

1. City Transactions (pages 9-10)

The City Clerk also serves as the City Treasurer contrary to an Attorney General Opinion. Money was deposited to and disbursed from the wrong funds. Deposits are not made on a timely basis and a detailed record of monies received is not maintained. The city does not have a formal bidding policy, and does not adequately document its review and approval of expenditures.

2. City Utilities (pages 11-12)

The City did not prepare a statement of costs when it increased water rates. Utility accounts receivables are not balanced with billings and collections on a monthly basis. The listing of refundable water deposits is not totaled and reconciled to total water deposits.

3. Budgets and Financial Reporting (pages 12-14)

Budgets did not include some information required by state law and budgets were not periodically compared to actual revenues and expenditures. As a result, actual expenditures exceeded budgeted amounts. In addition, the city did not publish financial statements or submit annual financial reports to the State Auditor's office on a timely basis.

4. Ordinances, Board Minutes, and Records (pages 14-16)

The city ordinances are not complete and up-to-date. The city does not have ordinances to establish compensation and duties of elected officials and to document the approved tax levy for each year. Board minutes were not always signed and there were no minutes prepared for closed meetings. The tentative agenda does not disclose the specific information to be discussed for the upcoming meeting. The city's standard document request form does not include the name and address of the custodian of records.

5. City Property (pages 16-17)

The city does not prepare and maintain permanent, detailed property records for city assets and does not maintain and review complete vehicle logs.

6. Elected Officials' Compensation and Appointments (pages 17-18)

Vacant elective offices were not filled in accordance with state law. In addition, the Collector's official salary for the term beginning in April 2000 was increased after the filing date.

7. Traffic Violations (page 18)

The numerical sequence of traffic tickets was not properly accounted for.

CITY OF CLARK, MISSOURI  
MANAGEMENT ADVISORY REPORT

<b>1. City Transactions</b>
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- A. Presently, the City Clerk also serves as the City Treasurer. In August, 1999, the financial advisor who was doing the duties of a City Treasurer took over the duties of the City Clerk. His duties include recording receipts, preparing checks, recording disbursements, reconciling bank accounts, and preparing the board minutes. The board reviews the disbursements once a month and signs the checks.

Attorney General's Opinion No. 24, 1955 to Dodds, concluded that in a fourth class city the holding of the positions of City Clerk, City Treasurer, and City Collector, or any two of these three offices by the same person at the same time would be incompatible.

- B. Money was deposited in and disbursed from the wrong fund. In 1994, the prior collector pled guilty to felony stealing and paid restitution of \$5,707 to the City. This money was placed in the street fund. Since the money that was stolen was water billings and additional salary payments from the general fund, this money should have been deposited to those funds. We also noted two receipts totaling \$153 and \$167 which were placed in the water fund, but should have been placed in the general and street funds, respectively. In addition, we noted three disbursements totaling approximately \$1,000 that were disbursed from the general fund in error. Since these disbursements were for water supplies and the waterworks manager's salary, it appears these disbursements should have been made from the water fund.
- C. Deposits are made only two or three times a month. To adequately safeguard receipts and reduce the risk of loss or misuse of funds, deposits should be made on a daily basis or when accumulated receipts exceed \$100.

In addition, a detailed record of monies received by day (with details such as date of payment, method of payment, payor, amount, and type of receipt) is not maintained and reconciled to monies deposited. A detailed record of monies received is necessary to ensure all receipts are accounted for properly and deposited.

- D. Although the city had few large purchases during the last few years, the City does not have a formal bidding policy. As a result, the decision of whether to solicit bids for a particular purchase is made on an item-by-item basis.

Formal bidding procedures provide a framework for the economical management of city resources and help ensure the city receives fair value by contracting with

the lowest and best bidders. Competitive bidding also helps ensure all parties are given an equal opportunity to participate in the city's business. Bids can be handled by telephone quotation, by written quotation, by sealed bid, or by advertised sealed bid. Various approaches are appropriate, based on dollar amount and type of purchase. Whichever approach is used, complete documentation should be maintained of all bids received and reasons noted why the bid was selected.

- E. The board does not adequately document its review and approval of expenditures made by the city. Board minutes indicate each month that the Board reviewed the bills to be paid. However, the invoices are not signed or initialed by the board and a supplementary listing of all disbursements approved for payment by the board is not kept with the minutes.

To adequately document the board's review and approval of all disbursements, a complete and detailed listing of bills should be prepared, signed, or initialed by the board to denote its approval, and retained with the official minutes.

**WE RECOMMEND** the Board of Aldermen:

- A. Consider appointing separate individuals to the positions of City Clerk and City Treasurer. If this is not possible, at a minimum, procedures for an adequate, documented independent review of the record keeping functions should be established.
- B. Ensure that all deposits and disbursements are made to/from the proper fund, and make appropriate transfers.
- C. Ensure monies are deposited daily or when accumulated receipts exceed \$100. Detailed receipt records should be maintained and reconciled to bank deposits.
- D. Establish formal bidding policies and procedures, including documentation of requirements regarding the bids or quotes received and justification for the bid selected.
- E. Ensure the approval of all disbursements is adequately documented by including a listing of all approved disbursements in the board minutes.

**AUDITEE'S RESPONSE**

A,B.

*D&E. We will attempt to implement these recommendations before July 1, 2000.*

*C. Since there is no bank within city limits, daily deposits may not be feasible at this time. We will begin depositing at least twice weekly.*

The city provides water, sewer and trash services to approximately 135 customers. Water meters are read around the twenty-fifth of the month and customers are billed on the first day of the next month. Payments are due by the fifteenth of the month.

- A. In October 1998 the board approved an increase in water rates. According to city officials, the increase was to provide an increase in employees' salary and to maintain a surplus to repair the waterlines. However, the board did not prepare a statement of costs to maintain the water system as required when increasing the rates. Section 67.042, RSMo 1994, provides that fees may be increased if supported by a statement of the costs necessary to maintain the funding of such service.

Water and sewer fees are user charges which should cover the cost of providing the related services. The city should perform periodic detailed reviews of the costs of providing these services and set rates appropriately. Preparation of a statement of costs would allow the city to determine the rates necessary to support current and future operations as well as providing documentation to customers of the rationale behind the rates.

- B. The water and sewer accounts receivable ledger is not balanced monthly. Month-end water and sewer account receivable balances are not reconciled to the beginning accounts receivable balance, billings, collections and other adjustments for that month. A reconciliation of receivable with billings, collections and other adjustments should be performed or reviewed by someone independent of the water and sewer accounting system every month to ensure all amounts have been accounted for appropriately.

The lack of reconciliations represents a weakness in the internal controls of the water and sewer billing and collection system. Reconciliations are needed to help ensure accuracy of the billing, collection, and reconciliation processes.

- C. City residents are required to pay a refundable deposit for water service. The City Collector maintains a listing of deposits received, disbursed, and remaining balances by water customer, however, this listing does not have a grand total. In addition, the water deposits are placed in the water fund and are not accounted for separately. Periodic reconciliations of the water deposits to the control account are necessary to ensure all funds are accounted for and that funds held in trust are sufficient to meet liabilities.

**WE RECOMMEND** the Board of Aldermen:

- A. Perform and document periodic reviews of the costs to maintain utility services, and establish rates to ensure the costs of operation, maintenance, and replacement of the city's water and sewer system are covered.
- B. Ensure beginning and ending accounts receivable balances are reconciled on a monthly basis using the billing, collections, and billing adjustments during that month. Any differences which cannot be accounted for should be immediately investigated.
- C. Ensure the listing of water deposits received, disbursed, and balances is reconciled to the control account of water deposits held on a periodic basis.

**AUDITEE'S RESPONSE**

A. *We prepared a statement of costs to support the rate increase but did not realize this statement needed to be retained.*

*B&C. We will attempt to implement these recommendations before July 1, 2000.*

<b>3. Budgets and Financial Reporting</b>
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- A. The budgets for the years ended June 30, 2000, 1999, and 1998 do not include a budget message or general budget summaries describing the important features of the budgets and major changes from the preceding years. They also do not include a statement of estimated or actual revenues and expenditures for the two preceding budget years, or the beginning and estimated ending available resources. In addition, the Board of Aldermen does not periodically compare actual revenues and expenditures to the budgeted amounts. The board receives a monthly report of actual receipts and disbursements which includes year-to-date totals; however, this report does not include a comparison to amounts budgeted.

Section 67.010, RSMo 1994, requires each political subdivision of the state to prepare an annual budget with a budget message and comparisons of actual revenues and expenditures for the two preceding fiscal years. Prior year comparisons of actual revenues and expenditures need to be included to help ensure accurate amounts are budgeted. A budget should include appropriate revenue and expenditure estimations by classification, and include the beginning available resources and reasonable estimates of the ending available resources. A complete and well-planned budget, in addition to meeting statutory requirements, can serve as a useful management tool by establishing specific cost expectations for each area.

- B. The city approved expenditures in excess of the budgeted amounts for the general fund in the amounts of \$3,148 and \$2,185 for the years ended June 30, 1999 and 1998, respectively.

Section 67.040, RSMo 1994, indicates a political subdivision shall not increase the total amount authorized for expenditures from any fund, unless the governing body adopts a resolution documenting the reasons making the increase necessary and approves or adopts a resolution or ordinance to authorize the expenditures. The board should ensure any budget amendments are properly authorized and adequately documented.

- C. The city has not published financial statements. Section 79.160, RSMo 1994, requires the board of aldermen to prepare and publish semi-annual financial statements. These financial statements are to include a statement of receipts and expenditures and indebtedness of the city for the preceding six month period. In addition, Section 79.165, RSMo 1994, states the city cannot legally disburse funds until the financial statement is published.

- D. Section 105.145, RSMo 1994, requires the city to file a financial report with the State Auditor's office annually. The financial report is to be filed within four months after the end of the city's fiscal year or six months after the end of the fiscal year if an audit report prepared by a certified public accountant (CPA) is filed. However, the 1998 CPA audit report was not filed until November 16, 1999.

The city should ensure the annual financial reports required to be filed with the State Auditor's office pursuant to Section 105.145, RSMo 1994, are done on a timely basis.

**WE RECOMMEND** the Board of Aldermen:

- A. Prepare budgets that contain all information as required by state law. We also recommend the board periodically compare actual revenues and expenditures with budgeted amounts to help monitor city finances and ensure actual expenditures do not exceed budgeted amounts.
- B. Ensure actual expenditures do not exceed budgeted amounts. If circumstances require expenditures in excess of amounts budgeted, a formal resolution should be adopted authorizing the additional expenditures and documenting the reasons for such.
- C. Publish semiannual financial statements as required by state law.
- D. File annual financial reports with the State Auditor's office as required by state law.

## **AUDITEE'S RESPONSE**

*We plan to implement these recommendations before our next fiscal year.*

### **4. Ordinances, Board Minutes, and Records**

- A. Our review of the city ordinances disclosed the following concerns:
1. The city's ordinances are not complete and up-to-date. It appears some of the city's ordinances are missing while others are old and outdated. For example, ordinances 101 through 104 are missing and ordinance 1141B relates to an out-dated contract. In addition, ordinance 1132A relates to a contract that requires the city to pay \$75 for each dog the city brings to the Humane Society. The owner is then supposed to pay the city \$100 and get a receipt to pick up their dog from the Humane Society. However, according to the city, most owners will go straight to the Humane Society, pay the fee and pick up their dog. Also in one instance, the city received \$50 (instead of \$100) from an owner and had paid \$147 to the Humane Society for animal control expenses for nine dogs.
  2. The city has not adopted ordinances to establish the compensation and duties of the city's elected officials and the City Clerk. Sections 79.270 and 79.290, RSMo 1994, require the compensation and duties of city officials and employees to be set by ordinance.
  3. The city has not prepared ordinances to document the approved tax levy for each year. Section 94.210, RSMo 1994, requires the board of aldermen to fix the annual rate of tax levy by ordinance for each tax year.

Since ordinances represent legislation which has been passed by the Board of Aldermen to govern the city and its residents, it is important that the ordinances be maintained in a complete, well organized, and up-to-date manner. Such items as duties and compensation of city officials and the annual tax levy should be set forth in the ordinances to give the taxpayers information on how the city is to be governed.

- B. Board minutes are prepared by the City Clerk, but are not always signed. The board minutes should be signed by the City Clerk as preparer and by the Mayor to provide an independent attestation that the minutes are a correct record of the matters discussed and actions taken during the board's meetings.
- C. The Board of Aldermen held several closed meetings during 1998 and 1999; however, minutes of these meetings were not prepared.

Although minutes are not specifically required by law, minutes constitute the record of proceedings of the board. Failure to maintain minutes results in an inadequate record of city transactions, proceedings, and decisions. In addition, minutes help show that the closed discussions or business related to the specific reason announced for closing the meeting pursuant to the Sunshine Law, Chapter 610, RSMo 1994.

- D. A tentative agenda is prepared and posted for each board meeting; however, the agenda is usually in a standard form and does not disclose any specific information to be discussed for the upcoming meeting.

To adequately inform the residents of the business to be discussed during the board meeting and to ensure compliance with the Sunshine Law, the tentative agenda should summarize the topics to be discussed during the meeting.

- E. The city has a standard document request form regarding public access to city records, but the form does not provide citizens with a name and address where requests should be sent.

Section 610.023, RSMo Cumulative Supp. 1999 indicates that each public governmental body is to appoint a custodian who is to be responsible for the maintenance of that body's records and established guidelines for making city records available to the public. To ensure compliance with state law, the city's policy should indicate the location of city records, the persons responsible for maintaining each record, and detailed instructions for citizens to request access to public records and how the city will handle these requests.

**WE RECOMMEND** the Board of Aldermen:

- A. Ensure a complete and up-to-date set of ordinances is maintained. This would include passing new ordinances where appropriate and required.
- B. Ensure the board minutes are signed by the Mayor and the City Clerk to attest to their completeness and accuracy.
- C. Ensure minutes are maintained to document the matters discussed in the closed meetings.
- D. Require the tentative agenda to summarize the topics to be discussed during the board meeting.
- E. Include the name and address of the custodian of records on the standard document request form.

**AUDITEE'S RESPONSE**

A. *We will attempt to implement this recommendation but believe this will take some time to complete.*

B-E. *We will attempt to implement these recommendations before July 1, 2000.*

<b>5. City Property</b>
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A. The city had not prepared and maintained permanent, detailed property records for general fixed assets, including the cost of land, buildings, equipment, and furniture owned by the city. In addition, the city had not prepared and maintained permanent, detailed property records for the water and sewer system. Also, annual physical inventories are not performed. At our request, the City did prepare an inventory list for general fixed assets including the water and sewer system.

Property records for general fixed assets are necessary to ensure accountability for all items purchased and owned and for determining the proper amount of insurance coverage.

To develop appropriate records and procedures for general fixed assets and the fixed assets of the water and sewer system, the city needs to undertake a comprehensive review of all property owned by the city. Assets should be counted, tagged for specific identification, and recorded by description and serial number in a detailed property ledger at historical cost or estimated historical cost if the original cost is not available. The city should properly record all fixed asset transactions, and ensure the accuracy of the recorded fixed assets. Periodically, the city should take physical counts of its assets and compare to the detailed records.

B. The city has one patrol car and one tractor. The police officer began keeping a gasoline log and a daily activity log for the patrol car in July 1999. However, the board did not review these logs and there were no reconciliations to actual gasoline purchases. The logs were incomplete, and some of the daily activity logs were missing. A usage log is not maintained for the tractor.

Logs are necessary to document appropriate use of the vehicles and to support gasoline charges. The logs should include the purpose and destination of each trip, the daily beginning and ending odometer readings, and the operation and maintenance costs. These logs should be reviewed by a supervisor to ensure all mileage is recorded, the vehicles are being properly utilized, and help identify vehicles which should be replaced. Information on the logs should be reconciled to fuel purchases and other maintenance charges.

**WE RECOMMEND** the Board of Aldermen:

- A. Maintain property records for general fixed assets and the fixed assets of the water and sewer system that include all pertinent information for each asset, such as tag number, description, cost, acquisition date, location, and subsequent disposition. In addition, annual physical inventories should be performed.
- B. Maintain complete and accurate mileage, usage, and maintenance logs for each vehicle. The logs should be reviewed by a supervisor periodically for completeness and reasonableness.

**AUDITEE'S RESPONSE**

*We will attempt to implement these recommendations before July 1, 2000.*

<b>6. Elected Officials' Compensation and Appointments</b>
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- A. Former Mayor Clark was elected in April 1998 to serve a two year term, but she resigned in June 1998. At that time, Alderman Roberts was appointed mayor and Jason Baillargeon was appointed to fill the alderman position. These positions were not placed on the April 1999 ballot.

According to Section 79.280, RSMo Cumulative Supp. 1999, if a vacancy occurs in an elective office, the mayor and the board of aldermen are required to appoint a successor who serves until the next regular municipal election, which would have been April 1999. The winning candidate at that election then serves the remainder of the unexpired term, in this instance, until April 2000.

The board of aldermen should ensure that any future vacant offices are filled in compliance with state law.

- B. On March 10, 2000, the Board of Aldermen voted to raise the salary of the Collector from \$170 to \$250 monthly. The Collector position was up for election in April 2000, and the last filing date for this election was January 18, 2000. The current Collector was the only one who filed for this position. This increase in salary could have influenced additional citizens to run for this position.

Voting the salary increase after the filing date to run for office has expired, gives the appearance of preferential treatment. The city should amend any elected officials salary and benefits prior to the last filing date for election to provide the most current information for those contemplating running for office; however, the salary and benefit increase should not take effect until the new term begins as required by Section 79.270, RSMo 1994.

**WE RECOMMEND** the Board of Aldermen

- A. Ensure vacant elective offices are filled in compliance with state law.
- B. Set any salaries and benefits for elected officials prior to the last filing date for that office.

**AUDITEE'S RESPONSE**

*We will implement these recommendations immediately.*

<b>7. Traffic Violations</b>
------------------------------

The City of Clark issues traffic tickets, and the court cases for the city are heard at the Randolph County Courthouse by the Associate Circuit Judge. The Randolph County Associate Court receives the payment of fines and court costs and then remits the fines to the City of Clark.

The City does not maintain adequate records to account for all traffic tickets issued by the police department. Specifically, the numerical sequence of tickets issued is not accounted for and compared to the listings of cases disposed of by the Associate Court.

Without a proper accounting of the numerical sequence and ultimate disposition of traffic tickets, the city cannot be assured that all tickets issued were properly submitted to the court for processing. A complete log listing each ticket number, the date issued, and violator's name would ensure all tickets issued were properly submitted to the court for processing, properly voided, or not prosecuted. In addition, this listing should be compared to the monthly listing of cases disposed of by the Associate Court to ensure all tickets have been accounted for properly.

**WE RECOMMEND** the Board of Aldermen ensure records are maintained to account for the numerical sequence and ultimate disposition of traffic tickets.

**AUDITEE'S RESPONSE**

*We will comply with this recommendation if we employ a police officer again in the future.*

\* \* \* \* \*