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Missouri State Auditor

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Office of the
Missouri State Auditor
Susan Montee, JD, CPA

April 2009

YELLOW SHEET

The following findings were included in our audit report on Wright County:

Although prior audit reports have addressed the inadequacy of the Sheriff's accounting controls and procedures, significant weaknesses still exist. Monthly reconciliations between the accounting records and bank statements for the Sheriff's 2 accounts have not been adequately performed for several years. Procedures to account for monies received need improvement. Additionally, accounting duties are not adequately segregated, fees are not disbursed timely to the County Treasurer, and errors were identified on monthly reports. Further, procedures to account for seized property are not adequate. Due to the poor records in the Sheriff's department, we were unable to determine if all monies were properly accounted for and distributed.

Several weaknesses were identified in the Prosecuting Attorney's office. Reconciliations are not properly performed on the Prosecuting Attorney's 2 bank accounts. At September 30, 2008, the bad check bank account and the restitution bank account had unidentified funds of approximately \$19,000 and \$3,000, respectively. Additionally, accounting duties are not adequately segregated. Monies received, blank checks, and receipt slips are not stored in a secure location, and a system to account for the disposition of all bad checks submitted to the office for collection has not been established. Due to inadequate accounting procedures and controls we were unable to determine if all monies were properly accounted for and distributed.

The procedures to account for fuel used by the Assessor and the Sheriff's department are lacking and mileage logs are not maintained for some county vehicles. Fuel usage logs are not reconciled to bulk fuel purchases. Additionally, one sheriff deputy lives outside of the county and drives his patrol vehicle home, which may not comply with department policy.

Changes to the tax books are not reviewed and approved by the County Commission. Additionally, the composition of tax receipts is not reconciled to the composition of deposits. Refunds issued in cash are not properly documented and some refunds are not made in a timely manner.

Also included in the report are recommendations related to budgets and financial reports, disbursement records and procedures, capital asset records and procedures, and the Public Administrator, Circuit Clerk and Ex Officio Recorder of Deeds, Associate Circuit Court, Juvenile Detention Center and Juvenile Office, and Senate Bill 40 Board.

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WRIGHT COUNTY

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STATE AUDITOR'S REPORT



SUSAN MONTEE, JD, CPA
Missouri State Auditor

To the County Commission
and
Officeholders of Wright County

We have audited certain operations of Wright County in fulfillment of our responsibilities under Section 29.230, RSMo. In addition, Charles Buchanan, CPA, PC, Certified Public Accountants, has been engaged to audit the financial statements of Wright County for the 2 years ended December 31, 2007. The scope of our audit included, but was not necessarily limited to, the 2 years ended December 31, 2007. The objectives of our audit were to:

1. Determine if the county has adequate internal controls over significant management and financial functions.
2. Determine if the county has complied with certain legal provisions.
3. Evaluate the economy and efficiency of certain management practices and operations, including certain revenues and expenditures.

Our methodology included reviewing minutes of meetings, 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. However, providing an opinion on the effectiveness of internal controls was not an objective of our audit and accordingly, we do not express such an opinion.

We 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 contract 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. However, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express such an opinion. Abuse, which refers to behavior that is deficient or improper when compared with

behavior that a prudent person would consider reasonable and necessary given the facts and circumstances, does not necessarily involve noncompliance with legal provisions. Because the determination of abuse is subjective, our audit is not required to provide reasonable assurance of detecting abuse.

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

The accompanying History, Organization, and Statistical Information is presented for informational purposes. This information was obtained from the county's management and was not subjected to the procedures applied in our audit of the county.

The accompanying Management Advisory Report presents our findings arising from our audit of Wright County.



Susan Montee, JD, CPA
State Auditor

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MANAGEMENT ADVISORY REPORT -
STATE AUDITOR'S FINDINGS

WRIGHT COUNTY
MANAGEMENT ADVISORY REPORT
STATE AUDITOR'S FINDINGS

1. Sheriff's Controls and Procedures

Prior audit reports have addressed the inadequacy of the Sheriff's accounting controls and procedures. Improvements have not been made and significant weaknesses still exist.

Reconciliation procedures and controls over cash receipts need significant improvement. Additionally, accounting duties are not adequately segregated, fees are not disbursed timely to the County Treasurer, errors were identified on monthly reports, and procedures to account for seized property are not adequate. Further, partition sale commissions have not been disbursed to the County Treasurer. The Sheriff's department processed approximately \$300,000 in total receipts during the 2 years ended December 31, 2007.

A. Monthly bank reconciliations are not performed, and an open items list is not prepared and agreed to a reconciled bank balance.

- Monthly reconciliations between the accounting records and bank statements for the Sheriff's 2 accounts have not been adequately performed for several years. During 2007 and 2006, the outstanding check and deposit in transit amounts on some monthly bank reconciliations were incorrect and appeared to be just an amount included on the reconciliations so the bank statement balance would appear to reconcile with the accounting records. We made adjustments to correct the bank reconciliations, and at December 31, 2007, the reconciled bank balances for the civil and criminal bank accounts were higher than the bookkeeper's recorded book balances on the check stubs by approximately \$3,400 and \$4,900, respectively. Calculation and posting errors were identified on check stubs resulting in some of the differences noted.

Monthly bank reconciliations are necessary to ensure bank activity and accounting records are in agreement and to detect and correct errors in a timely manner. Without the preparation of such reconciliations, there is little assurance receipts and disbursements have been properly handled and recorded.

- Open items lists are not prepared and reconciled to the account balances monthly. At December 31, 2007, the reconciled bank balance for the civil account was \$9,026, fees identified as due to the County Treasurer were \$5,924, leaving \$3,102 remaining in the account that could not be identified by the Sheriff's bookkeeper. Additionally, unidentified monies in the criminal bank account totaled approximately \$2,800 at December 31, 2007.

Complete and accurate lists of open items should be prepared monthly for the civil fee and criminal fee accounts and reconciled to the cash balances to ensure records are in balance and sufficient funds are available for the payment of all liabilities. Further, the Sheriff's department should attempt to determine the reasons for the differences, and if proper disposition of the unidentified monies cannot be determined, these monies should be disposed of in accordance with state law.

B. Procedures used to account for monies received need improvement.

- Several bond receipt books could not be located when we requested them. Accounting records are not filed in an organized manner for easy accessibility by the Sheriff's bookkeeper. These records are stored in various locations in the Sheriff's department and in an outside storage facility in no particular order. For example, the Sheriff's bookkeeper was able to locate receipt books from 1994, but unable to easily locate some receipt books from 2006 and 2007. Although most receipt books were eventually found several weeks or months after we requested them, one receipt book containing approximately 100 receipt slips issued in 2006 had not been located as of November 2008.
- Bond forms, prepared at the time bond monies are received, are not prenumbered to ensure all forms are accounted for properly. Since bond forms are not prenumbered and, as noted above, a bond receipt book cannot be located, we cannot be sure all bond monies have been accounted for properly.
- Some civil fees are not recorded or deposited until the civil papers are served. A cash count on August 25, 2008, identified 2 checks for civil fees totaling \$60 that were dated in October 2007. These checks are held until the corresponding civil papers can be served.
- Deposits are not made timely. In December 2007, only 2 deposits, totaling approximately \$2,800, were made into the civil bank account and only 2 deposits, totaling approximately \$5,200, were made into the criminal account.
- Receipt slips are not issued at the time of payment for payments made in person unless requested. When these monies are received, the Sheriff's bookkeeper stores the payment on her desk until she has time to write a receipt slip.
- Blank receipt slips, blank checks, and the Sheriff's signature stamp are not stored in a secure location where access is limited.
- The numerical sequence of receipt slips is not accounted for properly. We noted receipt slip books with pages of blank receipt slips that were not voided, and instances where all copies of the receipt slip were missing.

To adequately safeguard receipts and reduce the risk of loss, theft, or misuse of funds, receipt slips should be written immediately upon receipt for all monies received, bond forms should be prenumbered, the numerical sequence of receipt slips and bond forms should be accounted for properly, and receipts should be deposited timely. Additionally, blank receipt slips, checks, and the Sheriff's signature stamp should be stored in a secure location, and all accounting records should be retained and filed in an organized manner.

- C. Accounting and bookkeeping duties are not adequately segregated. The bookkeeper is responsible for receipting, recording, and depositing monies received; performing bank reconciliations; and preparing checks. Additionally, there is no indication an independent review of the accounting records is performed by the Sheriff or another employee independent of the accounting duties. The bookkeeper is also an authorized signature on the bank account.

To safeguard against possible loss or misuse of funds, internal controls should provide reasonable assurance all transactions are accounted for properly and assets are adequately safeguarded. Internal controls could be improved by segregating accounting and bookkeeping duties among available employees or by implementing an independent documented review of records by another employee or the Sheriff.

- D. Fees are not always turned over to the County Treasurer monthly, and the Sheriff's monthly report of fees contained calculation errors.

Fees for April 2007, totaling \$7,388, were not turned over until July 2007, and fees for August 2007, totaling \$3,091, were not disbursed to the County Treasurer until November 2007. Additionally, several instances were identified where totals were not properly calculated on the monthly reports filed by the Sheriff. For example, calculation errors on the August 2007 monthly report understated the amount of civil fees received by approximately \$3,000 and understated the amount of fees disbursed by approximately \$1,300. Some of the calculation errors resulted in incorrect amounts being turned over to the County Treasurer, and may represent some of the unidentified differences noted in part A above.

Timely disbursement of fees collected is necessary to provide adequate controls over account balances and increase the likelihood discrepancies are promptly detected. Further, the Sheriff's monthly report of fees should be reviewed for accuracy and reconciled to amounts deposited to ensure receipts and disbursements are calculated correctly. Sections 50.360 and 50.370, RSMo, require all county officials who receive fees or any other remuneration for official services to pay such monies monthly to the County Treasurer.

- E. Procedures to account for seized property are not adequate. The inventory list for seized property is not complete, some seized property item tags do not properly identify the property to a specific case, and property tags are not prenumbered.

Additionally, some seized property records are stored at a deputy's residence, and some records were not retained. For example, seized monies totaling \$8,708 were not included on the inventory list. Also, according to the Sheriff, \$3,680 in cash was returned to the owner, but documentation authorizing the return could not be located.

Adequate seized property inventory records are necessary to deter and identify loss, misuse, or theft of such items. An inventory record should include information such as date of seizure, description, persons involved, current location of the property, case name and number, and date and method of release or disposition of the property. In addition, all items should be tagged with prenumbered tags and identified to a specific case. Further, documentation should be retained to support all distributions of property and records should be securely stored at the Sheriff's department.

- F. Commissions received by the Sheriff on partition sales were not properly disbursed. Commissions totaling \$1,085 from partition sales held in March 2007 and August 2006, were not turned over to the County Treasurer until we brought it to the Sheriff's attention in September 2008.

Commissions from partition sales represent accountable fees and should be turned over to the County Treasurer and deposited into the County's General Revenue Fund.

Due to the poor records in the Sheriff's department, we were unable to determine if all monies were properly accounted for and distributed.

Similar conditions to A, B, C, and E were noted in our prior report.

WE RECOMMEND the Sheriff:

- A. Ensure bank reconciliations are performed and open items lists are prepared and reconciled to the account balances monthly. Additionally, the Sheriff should follow up on the differences between the book balance, the open items balance, and the reconciled bank balance and correct any errors identified. Monies remaining in the accounts that cannot be identified should be disposed of in accordance with state law.
- B. Issue receipt slips immediately upon receipt for all monies received, obtain prenumbered bond forms, and account for the numerical sequence of receipt slips and bond forms. Additionally, deposits should be made timely; blank checks, receipt slips, and the Sheriff's signature stamp should be stored in a secure location; and all accounting records should be retained and filed in an organized manner.

- C. Adequately segregate accounting duties to the extent possible or ensure periodic supervisory reviews are performed and documented.
- D. Disburse fees to the County Treasurer monthly, review monthly reports of fees for accuracy, and reconcile reported amounts to deposits to ensure disbursements are calculated correctly.
- E. Mark all seized property with prenumbered property tags and identify the property to specific cases. In addition, a complete inventory list of all seized property should be maintained, seized property records should be securely stored at the Sheriff's department, and all records should be retained.
- F. Disburse all partition sale commissions timely to the County Treasurer.

AUDITEE'S RESPONSE

The Sheriff provided the following responses:

- A. *We are in the process of trying to reconcile the two bank accounts to the respective book balances. We will also prepare open item lists and ensure they agree to the respective reconciled bank balances.*
- B. *I will ensure receipt slips are issued for all monies received immediately upon receipt and account for the numerical sequence of all receipt slips and bond forms. I will ensure all deposits are made in a timely manner and blank receipt slips, blank checks, my signature stamp, and all undeposited monies are stored in a locked secure location. I will also try to locate all Sheriff's department records and ensure they are maintained in an organized manner.*
- C. *I will review the monthly bank reconciliations and document my review.*
- D. *I will review all monthly reports for accuracy and ensure all fees are turned over to the County Treasurer on a monthly basis.*
- E. *We now take photographs of the individual along with their property at the time seized property items are released. I will also ensure seized property records are accurately maintained and stored at the Sheriff's department.*
- F. *All partition sale commissions have now been turned over to the County Treasurer for deposit into the General Revenue Fund. I will also ensure any future partition sale commissions are properly turned over to the County Treasurer in a timely manner.*

Bank reconciliations are not performed, open items lists are not prepared, and accounting duties are not adequately segregated. In addition, monies collected, blank checks, and receipt slips are not stored in a secure location, and the Prosecuting Attorney's signature stamp has been misplaced. Further, an adequate system to account for the receipt and eventual disposition of bad checks is not in place.

The Prosecuting Attorney's office collected and processed court ordered restitution, bad check restitution and fees, and delinquent sales taxes totaling approximately \$143,500 and \$243,000 during the years ended December 31, 2007 and 2006, respectively. The office maintains 2 bank accounts, one for bad check restitution and fees and the other for court ordered restitution.

- A. Bank reconciliations have not been properly performed for the Prosecuting Attorney's bad check account. At our request, a reconciliation was prepared for September 30, 2008, and the reconciled bank balance was approximately \$3,200 more than the book balance in the computer accounting system utilized by the office. Prosecuting Attorney's office personnel could not explain the difference.

Monthly bank reconciliations are necessary to ensure bank activity and accounting records are in agreement, correct any identified book or bank errors, and allow prompt follow up on outstanding or returned checks.

- B. Monthly lists of open items are not prepared and reconciled to the cash balances for the bad check and restitution accounts. At our request, the Prosecuting Attorney's office prepared an open items list for the bad check account, and based upon this list, the account has approximately \$19,000 in unidentified funds at September 30, 2008. However, this open items list was not accurate and was adjusted for one case with a balance of \$2,141 that had been paid out and should not have been included on the list. The restitution bank account also has approximately \$3,000 in unidentified funds when compared to the open items list prepared at our request.

Complete and accurate lists of open items should be prepared monthly for the bad check and restitution accounts and reconciled to the cash balances to ensure records are in balance and sufficient funds are available for the payment of all liabilities. Further, the Prosecuting Attorney should attempt to determine the reasons for the differences and if proper disposition of the unidentified monies cannot be determined, these monies should be disposed of in accordance with state law.

- C. One clerk primarily performs all duties of receiving, recording, and depositing monies. Although another clerk is assigned the responsibility of reconciling the bank accounts, reconciliations have not been performed resulting in inadequate

segregation of duties. Additionally, there is no indication an independent review of the accounting records is performed.

Proper segregation of duties helps ensure all transactions are accounted for properly and assets are adequately safeguarded. Internal controls could be improved by segregating accounting duties among available employees or if proper segregation of duties cannot be achieved, at a minimum, periodic documented supervisory reviews of the records should be performed.

- D. Monies received, blank checks, and receipt slips are not stored in a secure location. Additionally, the Prosecuting Attorney's signature stamp has been misplaced.

To adequately safeguard receipts and reduce the risk of loss, theft, or misuse of funds, monies received, receipt slips, blank checks, and signature stamps should be stored in a secure location.

- E. A system to account for the disposition of all bad checks submitted to the office for collection has not been established. While the Prosecuting Attorney's office has a computerized bad check system capable of tracking the receipt and disposition of each bad check complaint, the system is not fully utilized. According to office personnel, bad checks are entered into the computer system only to generate a 10-day letter to be sent to the bad check writer. The Prosecuting Attorney's staff has not generated and used reports available from the system to account for the numerical sequence of all cases or to ensure cases are appropriately collected or prosecuted as applicable.

To ensure all bad checks submitted to the Prosecuting Attorney are accounted for properly, periodic reports of the complaints entered on the computer system should be generated and reviewed for completeness. This review should ensure the numerical sequence of each case is accounted for and the status or disposition of each case in the computer system is appropriate.

Due to inadequate accounting procedures and controls in the Prosecuting Attorney's office, we were unable to determine if all monies were properly accounted for and distributed.

Similar conditions to B, C, and E were noted in our prior report.

WE RECOMMEND the Prosecuting Attorney:

- A. Ensure bank reconciliations are performed monthly and differences between the reconciled bank balance and book balance are investigated and corrected.
- B. Prepare complete and accurate lists of open items for the bad check and restitution accounts. These lists should be reconciled to the cash balances monthly. An

attempt should be made to investigate the unidentified monies, and any monies remaining unidentified should be disbursed in accordance with state law.

- C. Adequately segregate accounting duties to the extent possible or ensure periodic supervisory reviews are performed and documented.
- D. Ensure monies received, blank checks, receipt slips, and signature stamps are stored in a secured area to limit access.
- E. Ensure the ultimate disposition of all bad check complaints is adequately accounted for by generating and reviewing reports accounting for the completeness and handling of all bad check complaints from the bad check computer system.

AUDITEE'S RESPONSE

The Prosecuting Attorney provided the following written response:

I will ensure bank reconciliations are performed, open item listings will be prepared, and accounting duties will be adequately segregated. I will implement all accounting procedures recommended.

As for the signature stamp, the reason it was misplaced is because it did not even remotely resemble my signature and therefore I never used it. My signature is extremely unique and there is no danger than an impression or mark made with that signature stamp could be mistaken for my signature. A signature stamp will not be used or obtained in the future.

Regarding the reconciliations, we took over a system that had been in place for many years and utilized the same banking accounts. It is my position that any irregularities are due to improper collection and distribution of funds in the past (prior to my tenure). Prior audits will show problems in the previous administration. I will correct the problems identified in the past as well as the procedures you've identified that are currently in place.

3. County Disbursements

The county does not have adequate procedures to account for fuel and mileage for some county vehicles. Additionally, some county disbursements are not supported by adequate documentation or do not appear to be necessary uses of county funds, and the County Commission should establish controls and restrictions over the use of gift cards purchased with the county's credit card.

- A. The county's procedures to account for fuel used by the Assessor and the Sheriff's department are lacking and mileage logs are not maintained for some county vehicles. Additionally, a county patrol vehicle driven home by a deputy living outside of the county may be in conflict with county policy. During the 2 years

ended December 31, 2007, the county disbursed approximately \$55,000 on bulk fuel for the Assessor and Sheriff's department.

- Fuel usage logs are not reconciled to bulk fuel purchased for fuel tanks used by the Assessor and Sheriff's department. Such reconciliations are necessary to fully account for all fuel disbursements and identify significant loss or theft of fuel. The county maintains 5 bulk fuel tanks in several locations throughout the county for use in county owned vehicles and equipment. While fuel usage logs are reconciled to fuel purchases for the 2 road and bridge fuel tanks, fuel purchased and used from the other 3 tanks is not adequately monitored.

In May 2008, the Assessor filed a report with the Sheriff's department indicating fuel had been stolen from her bulk fuel tank; however, according to the Assessor's fuel usage records, it appears fuel was unaccounted for in 2007 also. If timely fuel reconciliations had been properly performed, the fuel shortage may have been identified sooner.

The Sheriff's department does not maintain adequate records to properly reconcile fuel used to fuel purchased, and as a result, we could not determine if fuel costs incurred by the Sheriff's department were reasonable. The Sheriff's department uses 2 fuel tanks to fill the department's 7 patrol vehicles. While fuel pumped is documented on some vehicle logs, these logs are not compared to the number of gallons of fuel purchased to ensure all fuel is accounted for properly. A similar condition was noted in our prior report.

- Mileage records are not maintained for 2 Sheriff's department vehicles and the Assessor's vehicle. Additionally, the mileage logs maintained on the other 5 Sheriff's department vehicles do not list destinations traveled and some gaps existed between beginning and ending mileage reported on the logs. Mileage records should be maintained for all county vehicles to document the vehicle was used for official county business only. A similar condition was noted in our prior report.
- One Sheriff's deputy lives outside of the county and drives his patrol vehicle home. According to the Sheriff, this deputy lives within 45 minutes of the jail which is required by the department's policy; however, the department policy also indicates department vehicles are prohibited from leaving the county jurisdiction unless on official business, in pursuit, or for emergency situations. The Sheriff's department should review its current policy and the current practice of employees to ensure compliance with department policy.

To ensure the reasonableness of fuel disbursements, the Sheriff and Assessor should reconcile fuel used to fuel purchases and investigate any differences in a timely manner. Additionally, mileage logs should be maintained on all county vehicles and compared to fuel usage for reasonableness and significant

differences should be investigated. The failure to account for fuel purchases could result in loss, theft, or misuse. Further, vehicle mileage logs are necessary to document appropriate use of county vehicles. The logs should include the date, vehicle operator, purpose and destination of each trip, daily beginning and ending odometer readings, and operation and maintenance costs. These logs should be reviewed to ensure all mileage is recorded and the vehicles are properly utilized. Finally, the Sheriff should ensure compliance with department policies.

- B. Supporting documentation related to some county disbursements was insufficient. Documentation to support some lodging disbursements paid for county official and employee trainings was not retained. Lodging costs ranged from \$200 to \$550 per training event. Additionally, a \$150 payment was made from the Local Emergency Planning Commission Fund (LEPC) to a local business. The Sheriff indicated this payment was for providing a room and food for an LEPC meeting; however, no supporting documentation was provided to support this statement.

Without obtaining and properly reviewing adequate documentation from vendors and other officials, the County Commission cannot determine the validity and propriety of disbursements. The lack of adequate documentation for some disbursements was noted in our prior report.

- C. Some disbursements did not appear to be prudent uses of taxpayer monies. Christmas cards with music compact discs costing a total of \$345 were purchased with monies from the Circuit Clerk Interest Fund during 2006, 2007, and 2008. Additionally, approximately \$1,200 was disbursed from the Collector Tax Maintenance Fund for personalized pens and calendars given to taxpayers.

The monies in these funds represent public funds and county officials have a fiduciary responsibility to ensure disbursements are appropriate and reasonable and supported with adequate documentation.

- D. The Sheriff's department uses the county's Wal-Mart credit card to purchase gift cards which are used to purchase fuel. While these gift cards may allow county employees to purchase fuel at lower prices, the County Commission does not obtain documentation from the Sheriff to support how these gift cards are used, and has not established controls and restrictions over the use of the cards. Such restrictions should include limiting the amount of gift cards purchased and controls should include requiring the Sheriff to submit documentation to the County Commission to support the use of the gift cards.

WE RECOMMEND:

- A. The Sheriff and Assessor maintain detailed mileage logs for all county vehicles and reconcile fuel purchases to fuel usage and investigate any differences timely. In addition, the Sheriff should ensure personnel comply with department policies.

- B. The County Commission and various county officials maintain adequate supporting documentation for all disbursements.
- C. The various county officials ensure all disbursements are proper and prudent uses of taxpayer monies.
- D. The County Commission develop and implement controls and restrictions over the use of gift cards.

AUDITEE'S RESPONSE

The County Commission provided the following responses:

- A. *We have installed security cameras with a security system at the Road and Bridge department to monitor the Road and Bridge department and Assessor's bulk fuel storage tanks. We will also have discussions with the Sheriff about the Sheriff's department vehicle policies and procedures. We have implemented a fuel log and will reconcile it monthly.*
- B. *We will draft a letter to all county officials to ensure proper documentation for all disbursements is retained and turned over to the County Clerk.*
- D. *We will meet with the Sheriff and discuss the possibility of obtaining a fuel credit card. We will also develop a credit card policy.*

The Assessor provided the following response:

- A. *The bulk fuel tank was checked and the correct amount of fuel on hand was recorded at the end of December 2008. I will ensure reconciliations of fuel used to fuel purchases are performed on a monthly basis, and mileage logs will be maintained and compared to fuel used.*

The Circuit Clerk and Ex Officio Recorder of Deeds provided the following written response:

- C. *By Statute, the Interest Fund can be used to purchase various things for the Circuit Clerk's office. The cards were mailed to banks, title companies, and attorneys in various counties who do business with the Circuit Clerk and Recorders office on a regular or daily basis.*

The County Collector provided the following response:

- C. *I will not purchase these type of items in the future.*

The Sheriff provided the following responses:

- A. *I now have a new computer system database to track vehicle mileage, gallons of fuel pumped, and fuel purchases. On a monthly basis, deputies will be required to maintain detailed mileage logs and enter their mileage information and gallons pumped from the 2 bulk fuel tanks into the system, and fuel usage will be compared to the monthly statements for fuel purchases. I will review the policy that addresses out-of-county travel and make any necessary changes and ensure the policy is followed.*

- D. *I will ensure all fuel receipts purchased with the gift cards are obtained and submitted to the County Commission for review.*

4. Budgets, Planning, and Published Financial Statements

A formal budget was not prepared for the Prosecuting Attorney Bad Check Fund. Actual disbursements exceeded budgeted amounts for 2 county funds, an annual maintenance plan for county roads and bridges has not been prepared, and the county's annual published financial statements did not clearly identify the disbursements applicable to each county fund.

- A. A formal budget was not prepared for the Prosecuting Attorney Bad Check Fund for the years ended December 31, 2008 and 2007. The Bad Check Fund received and expended approximately \$140,000 annually.

Chapter 50, RSMo, requires the preparation of annual budgets for all funds and prohibits the expenditure of public funds without an approved budget that has been filed with the State Auditor's office. Because a budget was not provided as required, the County Commission's ability to monitor overall county financial resources and make effective budgetary decisions was hindered.

- B. Approved disbursements exceeded budgeted amounts during the year ended December 31, 2007, for the Recorder Technology Fund and the Collector's Tax Maintenance Fund by approximately \$19,900 and \$1,500, respectively. Disbursements are monitored and compared to budgeted amounts by the Circuit Clerk and Ex Officio Recorder of Deeds and County Collector for their respective funds; however, budget amendments were not prepared when budgeted amounts were exceeded.

Case law provides that strict compliance with county budget laws is required by county officials. If there are valid reasons which require excess disbursements (i.e. emergencies, unforeseen occurrences, and statutorily required obligations), amendments should be made following the same process the annual budget is approved, including holding public hearings and filing the amended budget with the State Auditor's office. To improve the effectiveness of the budgets as a planning tool and ensure compliance with state law, budget to actual comparison

reports need to be reviewed and used when making spending decisions throughout the year.

- C. An annual maintenance plan for county roads and bridges has not been prepared. A formal maintenance plan should be prepared in conjunction with the annual fiscal budget and include a description of the roads and bridges to be worked on, the type of work to be performed, an estimate of the quantity and cost of materials needed, the dates such work could begin, the amount of labor required to perform the work, and other relevant information. The plan should be included in the budget message and approved by the County Commission. In addition, a public hearing should be held to obtain input from the county residents.
- D. The county's annual published financial statements did not include adequate detail for some county funds. The county's annual published financial statements correctly listed all major funds; however, smaller discretionary funds were lumped together in a category titled, "Other Funds." The "Other Funds" category did not adequately identify disbursements paid from each fund.

Section 50.800, RSMo, provides details regarding the various information required to be provided in the county's annual published financial statements. Complete published financial statements are needed to adequately inform the citizens of the county's financial activities and show compliance with statutory requirements.

Conditions similar to A, C, and D were noted in our prior report.

WE RECOMMEND:

- A. The Prosecuting Attorney ensure a budget is prepared for the Prosecuting Attorney Bad Check Fund.
- B. The Circuit Clerk and Ex Officio Recorder of Deeds and County Collector ensure disbursements are kept within the amounts budgeted and implement procedures to ensure budgets are properly amended if necessary, budget amendments are properly made prior to incurring the actual disbursements, and valid reasons for excess disbursements are documented.
- C. The County Commission establish a formal annual maintenance plan for county roads and bridges.
- D. The County Commission ensure all required information is presented in the county's annual published financial statements.

AUDITEE'S RESPONSE

The Prosecuting Attorney provided the following written response:

- A. *I will ensure a budget is prepared for the Prosecuting Attorney Bad Check Fund.*

The Circuit Clerk and Ex Officio Recorder of Deeds provided the following written response:

- B. *Over budget in the Technology Fund was due to an unforeseen breakdown of the computers. Four computers, other hardware, and three new programs were purchased. There was sufficient funds to cover the emergency situation. In the future an amended budget will be prepared.*

The County Collector provided the following response:

- B. *I will review disbursements and compare to the budget to ensure budgeted disbursements are not exceeded, and I will amend the budget when necessary.*

The County Commission provided the following responses:

- C. *We will prepare a maintenance plan for county roads and bridges for 2009, and continue to prepare one when preparing the county budget in the future.*
- D. *We will look into different ways to compile the financial information to ensure the county's published financial statements are in compliance with state law.*

5. Property Tax Controls and Procedures
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The County Commission does not review and approve all changes to the tax books. In addition, the County Collector did not adequately account for the numerical sequence of tax receipts and reconcile the composition of tax receipts to deposits. Further, refunds issued in cash are not properly documented by the County Collector and some refunds are not made in a timely manner.

- A. The County Commission does not approve property tax additions and abatements, or personal property taxes that are outlawed each year by the County Collector. 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. Taxes totaling approximately \$120,000 were added to the tax books and taxes totaling approximately \$98,000 were removed from the tax books during the year ended February 29, 2008. Section 137.260, RSMo, requires tax books only be changed by the County Clerk under order of the County Commission.

- B. The County Collector is responsible for collecting and distributing property taxes for most political subdivisions within the county. During the 2 years ended February 29, 2008, the County Collector collected and distributed approximately \$11.5 million.

The composition of tax receipts is not always properly reconciled to the composition of deposits when small cash refunds are given to taxpayers. Additionally, refunds are not always adequately documented or issued timely, and the numerical sequence of tax receipts is not accounted for properly.

The County Collector issues cash refunds for some small overpayments of taxes and licenses which were originally paid by check; however, the refunds are not always documented on the tax receipts, and the composition of receipts is not always compared to deposits when cash refunds are given.

Further, some refunds made by check are not disbursed in a timely manner. For example, an overpayment made in January 2008 was not refunded by the County Collector until June 2008. Finally, the receipt numbers assigned by the property tax system are not reviewed to ensure the numerical sequence is accounted for properly.

To ensure all monies received are properly accounted for, recorded, and deposited, the composition of tax receipts should be reconciled to the composition of deposits, refunds should be made by check in a timely manner, and the numerical sequence of tax receipts should be accounted for properly.

WE RECOMMEND:

- A. The County Commission establish proper controls over property tax additions and abatements and personal property taxes outlawed each year.
- B. The County Collector reconcile the composition of tax receipts to the composition of deposits, pay refunds by check in a timely manner, and ensure the numerical sequence of tax receipts is accounted for properly.

AUDITEE'S RESPONSE

The County Commission provided the following response:

- A. *We have already implemented a work sheet to assist us in reviewing and approving all real and personal property tax additions, abatements, and outlawed property taxes.*

The County Collector provided the following response:

- B. *I will reconcile the composition of tax receipts to the composition of deposits, disburse all refunds in a timely manner, document the small cash refunds on the tax receipts, and properly account for the numerical sequence of all tax receipts.*

6. Capital Assets

Procedures and records to account for county property are not adequate, and inventory reports prepared by county officials are not always complete and accurate.

Currently, each county official prepares and submits an inventory list of capital assets to the County Clerk annually, and the County Clerk maintains a capital asset list for all other assets owned by the county. The property records maintained do not include all county assets and do not always include some necessary information such as acquisition dates, costs, serial numbers, tag numbers, and date and method of disposal even though the county has an official asset addition and disposition form. In addition, the property records were sometimes incorrect because assets transferred from one county office to another were not recorded. For example, a computer voice stress analyzer included on the Sheriff's department inventory listing for \$7,300 was located at the Juvenile Office, and a printer listed on the County Collector's inventory listing for \$2,400 was located in the Assessor's office. Additionally, office furniture purchased by the Circuit Clerk costing \$2,700 was not listed on his capital asset list.

Section 49.093, RSMo, provides the county officer of each county department shall annually inspect and inventory county property used by that department with an individual original value of \$1,000 or more, assigns responsibilities to each county department officer, and describes details to be provided in the inventory records. Adequate county property records and procedures are necessary to ensure effective internal controls, meet statutory requirements, and provide a basis for determining proper insurance coverage. Physical inventories of county property items are necessary to evaluate the accuracy of the records, and deter and detect theft.

WE RECOMMEND the County Clerk work with other county departments to ensure physical inventories are conducted, complete and accurate reports are submitted, and capital asset records are properly updated.

AUDITEE'S RESPONSE

The County Commission provided the following response:

We will work with all county officials to ensure the county's capital asset records are current and accurate, and asset addition and disposition forms are properly utilized.

The Public Administrator does not petition the court to approve fees from the accounts of some wards. The Public Administrator is the court appointed personal representative for wards of the court and is responsible for receiving, disbursing, and accounting for the assets of those individuals. During the 2 years ended December 31, 2007, the Public Administrator had responsibilities for approximately 30 wards with one ward having assets valued at approximately \$800,000 and the remaining wards having assets valued from \$5 to \$100,000.

The Public Administrator receives a salary from the county, and state law allows for fees and expenses requested by the Public Administrator and approved by the Probate Court to be paid to the county's General Revenue Fund. Fees totaling \$8,600 from 22 wards were paid to the county in 2006, but fees totaling only \$3,100 from 8 wards were paid in 2007.

There appears to be no consistency for when fees are requested by the Public Administrator. The Public Administrator indicated if a ward did not have adequate funds at the time the annual settlement was filed with the Probate Court, then he would not request the court to approve fees for his services or request a reimbursement of his expenses. However, the annual settlement of one ward showed a negative balance in the bank account after the payment of fees was made. For other settlements, the Public Administrator did not petition the court for fees when it appeared adequate funds were available. In addition, the Public Administrator does not maintain any listing of fees and expenses that have not been petitioned from the court. The Associate Circuit Judge indicated fees and expenses for the Public Administrator are not approved by the court unless requested by the Public Administrator.

To ensure all fees are properly assessed and transmitted to the county, the Public Administrator should work with the Associate Circuit Judge to ensure fees are petitioned from the court, approved, properly monitored, and collected to the extent possible.

WE RECOMMEND the Public Administrator work with the Associate Circuit Judge to ensure fees are petitioned from the court, approved, properly monitored, and collected to the extent possible.

AUDITEE'S RESPONSE

The Public Administrator provided the following response:

I concur with the auditor's recommendation and will work with the court to petition for fees and properly monitor all fees due to the county. In the past, settlements for the wards were prepared by an attorney, and petitions were filed and approved for attorney fees. Petitions for Public Administrator fees were not completed and submitted to the court; however, I am now preparing more of the settlements myself and will ensure to petition for all fees.

The Circuit Clerk and Ex Officio Recorder of Deeds does not actively monitor or pursue collection of accrued case costs in a timely manner. In addition, the Recorder User Fee Fund has accumulated a balance of approximately \$117,000 at December 31, 2008, and there is no detailed plan to utilize the funds.

- A. The Circuit Clerk and Ex Officio Recorder of Deeds does not actively monitor or pursue collection of accrued case costs in a timely manner. As of September 15, 2008, approximately \$750,000 was due to the court. While a listing of accrued costs is maintained through the court's computer system (JIS), the Circuit Clerk does not have procedures to monitor the amounts due to the court. Additionally, the Circuit Clerk and Ex Officio Recorder of Deeds does not participate in the state's debt collection and tax offset programs to aid in collecting amounts due to the court.

Our review of four cases with accrued costs identified one case with a balance due of approximately \$40,000; however, the defendant was released from probation in February 2007 without paying the amount due. Subsequent court attempts to collect the amount owed were unsuccessful resulting in the court ruling the amount as uncollectible.

The Circuit Clerk and Ex Officio Recorder of Deeds should develop procedures to monitor amounts due to the court and take appropriate steps to ensure amounts owed are collected, including participating in the state's debt collection and tax offset programs.

- B. The cash balance in the Recorder User Fee Fund has accumulated from approximately \$92,500 in 2003 to over \$117,000 at December 31, 2008. While, past budgets have reflected a significant amount of the balance will be utilized, the cash balance continues to increase. The Circuit Clerk and Ex Officio Recorder of Deeds should work with the County Commission to review the fund balance and develop a plan to utilize the funds as allowed by Section 59.319, RSMo.

A similar condition was noted in our prior report.

WE RECOMMEND the Circuit Clerk and Ex Officio Recorder of Deeds:

- A. Develop procedures to monitor amounts due to the court and take appropriate steps to ensure amounts owed are collected, including participating in the state's debt collection and tax offset programs.
- B. Review the balance of the Recorder User Fee Fund and prepare a formal plan to utilize the funds.

AUDITEE'S RESPONSE

The Circuit Clerk and Ex Officio Recorder of Deeds provided the following written responses:

- A. *It is not the responsibility of the Circuit Clerk to enforce the Court's ruling or to monitor monies owed and collected to the court. We collect and disburse the monies received. However, we are now participating in the Tax Offset program.*
- B. *A plan to utilize the funds will be made.*

9. Associate Circuit Court

Accounting duties are not adequately segregated. The Associate Circuit Division Clerk receives, records, and deposits money, prepares bank reconciliations, and writes checks. Neither the Associate Circuit Judge nor other personnel independent of the cash custody and recordkeeping functions provide adequate supervision or review of the work performed.

Proper segregation of duties helps ensure all transactions are accounted for properly and assets are adequately safeguarded. Internal controls would be improved by segregating the duties of receiving and depositing monies from recording and reconciling receipts. If proper segregation of duties cannot be achieved, at a minimum, periodic supervisory reviews of the records should be performed and documented.

WE RECOMMEND the Associate Circuit Judge ensure accounting duties are segregated to the extent possible or ensure periodic reviews are performed and documented.

AUDITEE'S RESPONSE

The Associate Circuit Judge provided the following written response:

The Associate Court employs four clerks. It is necessary for the proper functioning of the Associate Court that each clerk have authority to receive money for matters pending in the Associate Court. Therefore, complete segregation of duties is not feasible.

Prior to February 2006, the Associate Judge reviewed and approved bank reconciliations monthly. In February 2006, all accounting functions in the Associate Court were computerized through the implementation of the JIS statewide court automation system. It was the Court's understanding that proper accounting controls were incorporated into the JIS system.

The Associate Judge will readopt the practice of reviewing and approving bank reconciliations monthly.

Several areas of the Juvenile Detention Center (JDC) and the Juvenile Office (JO) need improvement including bidding procedures, disbursement controls, receipt procedures, fuel accountability, vehicle usage, and cellular phone policies.

The JDC houses juveniles and collects incarceration costs from the state, counties, and parents. The JDC also receives reimbursement of operating expenses from counties within the Forty-Fourth, Thirty-Eighth, and Thirty-Seventh Judicial Circuits. The JDC collected and processed monies totaling approximately \$400,000 annually during the years ended December 31, 2007 and 2006. The JO receives operating expense reimbursements from counties within the Forty-Fourth Judicial Circuit. The JO collected and processed approximately \$40,000 annually during the years ended December 31, 2007 and 2006.

A. Procedures and controls over disbursements need improvement.

- Bids were not solicited for various purchases made by the JDC, including a vehicle (\$15,500), building insurance (\$8,116), and a copier (\$6,935). Section 50.660, RSMo, requires obtaining bids for any purchases of \$4,500 or more, from any one person, firm or corporation during any period of 90 days. Advertising for bids is required for purchases exceeding \$6,000. Routine use of a competitive procurement process (advertisement for bids, phone solicitations, written requests for proposals, etc.) for major purchases ensures the JDC has made every effort to receive the best and lowest price, and all interested parties are given an equal opportunity to participate in JDC business. Documentation of the various proposals received, and the JDC's selection process and criteria should be retained to demonstrate compliance with the law and support decisions made. Additionally, sole source procurement situations should be properly documented.
- While the Chief Juvenile Officer signs checks, there is not always documentation that corresponding invoices and other supporting documentation have been reviewed and approved. To ensure disbursements are proper, all invoices and supporting documentation should be properly approved.
- Checks are sometimes signed in advance by the Chief Juvenile Officer and the bookkeeper. Signing checks in advance does not allow for proper review of documentation to support disbursements and diminishes the control intended by dual signatures.
- Some capital assets were not recorded on the JDC's inventory listing, and several items were not tagged as JDC property. For example, a copier totaling approximately \$6,900 purchased in April 2006 was not added to the JDC's

inventory listing until we brought this issue to the attention of personnel in August 2008. To ensure all disbursements for capital asset purchases are accounted for properly and deter and detect theft, all assets should be added to the capital asset inventory records and tagged as owned by the JDC.

A similar condition was noted in our prior report.

- B. Receipt slips are not written by the JDC bookkeeper until a deposit is prepared, receipt slips do not always indicate the method of payment received, and the composition of receipts is not reconciled to the composition of deposits. Additionally, some checks and money orders are not restrictively endorsed when received. For example, checks and money orders received from guardians by JDC personnel are not endorsed until they are transmitted to the JDC bookkeeper approximately weekly.

To adequately safeguard receipts and reduce the risk of loss, theft, or misuse of funds, receipt slips should be written immediately upon receipt for all monies received, and the composition of receipts should be documented on the receipt slips and reconciled to the composition of deposits. Additionally, all checks and money orders should be restrictively endorsed immediately upon receipt.

- C. Fuel purchases are not compared to vehicle usage logs and logs do not account for all miles driven in the vehicles. The JDC has 2 credit cards used by employees to purchase fuel for the 2 JDC vehicles. While fuel purchases are recorded on vehicle usage logs, a reconciliation of fuel billed to fuel purchased is not performed. Additionally, vehicle usage logs do not account for all miles driven in the JDC vehicles. The odometer readings recorded did not always agree from one day to the next because mileage commuting to and from work by the Juvenile Officers is not recorded. To ensure fuel billed and vehicle usage is appropriate, all mileage should be recorded on the vehicle usage logs, and fuel purchases should be reconciled to fuel billed.
- D. The JDC and JO do not have a written cellular phone reimbursement policy and do not maintain adequate documentation to support reimbursement to employees for cellular phone expenses. Seven employees are reimbursed \$45 per month for use of their personal cellular phones for business for a total of approximately \$3,800 per year; however, supporting documentation is not obtained or requested to justify the reimbursement.

The JDC Administrator and Juvenile Officer should review the propriety of the use of cellular phones to determine whether they are receiving sufficient benefit for the cost. If the cellular phones are deemed necessary, a written policy should be established that addresses the reimbursement amount and required documentation.

WE RECOMMEND the Juvenile Detention Center Administrator and the Chief Juvenile Officer:

- A. Solicit bids for all purchases in accordance with state law and maintain adequate documentation of bids, document approval of disbursements, discontinue the practice of signing checks in advance, and record the purchase of capital assets on the inventory listing.
- B. Record monies immediately upon receipt, ensure the method of payment is noted on the receipt slip, and ensure the composition of receipts is reconciled to the composition of deposits. In addition, the JDC and JO should ensure checks are restrictively endorsed immediately upon receipt.
- C. Ensure vehicle usage logs account for all miles driven and reconcile fuel billed to fuel purchased.
- D. Evaluate the cost/benefit of reimbursing employees for use of their personal cellular phones for work and create a written policy establishing the amount of the reimbursement and documentation to be maintained.

AUDITEE'S RESPONSE

The Juvenile Detention Center Administrator and the Chief Juvenile Officer provided the following responses:

- A. *We did solicit bids in the past; however, we will better document the solicitation process in the future. We will also ensure documentation of all disbursements is retained and returned to the bookkeeper to be stapled to the check stubs. In addition, we will ensure property tags are affixed to all capital assets and all assets are properly recorded on the capital asset listing.*
- B. *We will ensure receipt slips are issued when monies are received and the method of payment is indicated. The composition of the receipts will be reconciled to the composition of the deposits.*
- C. *We will ensure all miles driven in JDC vehicles are properly documented and begin reconciling fuel usage to fuel purchased.*
- D. *We will develop a cellular telephone reimbursement policy for employee cellular phones and obtain documentation from the employee to support this reimbursement.*

The Senate Bill 40 Board disbursed more than was budgeted during 2007 and 2006, and Internal Revenue Service (IRS) Forms 1099 were not issued. During the 2 years ended December 31, 2007, the Senate Bill 40 Board disbursed approximately \$290,000.

- A. Actual disbursements exceeded budgeted amounts for 2007 and 2006 by approximately \$3,200 and \$500, respectively. Monthly budget to actual reports are not prepared for the board to review and monitor disbursements and budget amendments were not prepared when budgeted amounts were exceeded.

Case law provides that strict compliance with budget laws is required. If there are valid reasons which require excess disbursements (i.e., emergencies, unforeseen occurrences, and statutorily required obligations), amendments should be made following the same process the annual budget is approved, including holding public hearings and filing the amended budget with the State Auditor's office.

A similar condition was noted in our prior report.

- B. IRS Forms 1099 were not prepared for individuals or unincorporated businesses who were paid in excess of \$600 for work performed on a group home constructed by the board.

Section 6041-6051 of the Internal Revenue Code requires an IRS Form 1099-MISC be completed for every payee other than corporations receiving \$600 or more in aggregate during a calendar year for services performed as a trade or business by non-employees.

WE RECOMMEND the Senate Bill 40 Board:

- A. Refrain from approving disbursements which exceed budgeted amounts. If valid reasons necessitate excess disbursements, the original budget should be formally amended and filed with the State Auditor's office.
- B. Ensure IRS Forms 1099 are prepared and issued in accordance with IRS rules and regulations.

AUDITEE'S RESPONSE

The Senate Bill 40 Board provided the following written responses:

- A. *Effective immediately, whenever a funding request is approved by the Wright County Board for the Developmentally Disabled, the Treasurer of said Board will review the 2009 estimated budget so as to be sure any and all excess disbursements are not made, as required by Missouri state law. However, should there be a valid reason for*

expenditures over the amount of the approved 2009 estimated budget, the Wright County for the Developmentally Disabled shall formally amend the 2009 estimated budget with a public meeting held to amend said budget. The Wright County Board for the Developmentally Disabled shall then file the amended budget with the Wright County Commission and the Missouri State Auditor's office, as required by Missouri state law.

- B. Effective immediately, the Wright County Board for the Developmentally Disabled shall ensure an IRS Form 1099 is prepared and issued to any and all payees other than corporations receiving \$600 or more during a calendar year for services performed as a trade or business by non-employees, in accordance with IRS rules and regulations.*

HISTORY, ORGANIZATION, AND
STATISTICAL INFORMATION

WRIGHT COUNTY
HISTORY, ORGANIZATION,
AND STATISTICAL INFORMATION

Wright County is a county-organized, third-class county and is part of the Forty-Fourth Judicial Circuit. The county seat is Hartville.

Wright County's government is composed of a 3-member county commission and separate elected officials performing various tasks. All elected officials serve 4-year terms. The county commission has mainly administrative duties in setting tax levies, appropriating county funds, appointing board members and trustees of special services, accounting for county property, maintaining county roads and bridges, and performing miscellaneous duties not handled by other county officials. Principal functions of these other officials relate to judicial courts, law enforcement, property assessment, property tax collections, conduct of elections, and maintenance of financial and other records important to the county's citizens.

The county's population was 17,955 in 2000. The assessed valuation for the year ended December 31, 2007, was:

Real estate	\$ 106,680,100
Personal property	38,932,522
Railroad and utilities	8,132,749
Total	<u>\$ 153,745,371</u>

Assessed valuations and tax rate levies for political subdivisions within the county are included in the annual review of property tax rates issued by the state auditor; see Report No. 2007-91.

Wright County has the following sales taxes; rates are per \$1 of retail sales:

	Rate	Expiration Date	Required Property Tax Reduction	
General	\$.0050	None	50	%
Road and Bridge*	.0050	None	None	

* In November 2001, voters approved this sales tax which eliminated all Road and Bridge property tax levies and allocated 30 percent of the sales tax collections to the Mountain Grove Special Road District. The sales tax became effective in April 2002.

The elected officials and their compensation paid for the year ended December 31 (except as noted) are indicated below:

Officeholder	2008	2007
County-Paid Officials:	\$	
Rex Epperly, Presiding Commissioner		23,648
Tommy Gaddis, Associate Commissioner		20,566
Leon Pendergrass, Associate Commissioner		20,566
Tony Dugger, County Clerk		32,800
Jason McPherson, Prosecuting Attorney		38,540
Glen Adler, Sheriff		34,400
Naomi Gray, County Treasurer		32,800
Ben Hurtt, County Coroner		9,020
John Miller, Public Administrator		31,160
Cindy Cottengim, County Collector, (1) year ended February 28 (29),	35,051	
Brenda Day, County Assessor (2), year ended August 31,		33,488
Robert Shotts, County Surveyor (3)		N/A

- (1) Includes commissions received from collecting city taxes.
(2) Includes \$688 annual compensation received from the state.
(3) Compensation on a fee basis.

State-Paid Officials:

Joe Chadwell, Circuit Clerk and Ex Officio Recorder of Deeds	51,197
Lynette Veenstra, Associate Circuit Judge	101,090