



Claire McCaskill

Missouri State Auditor

---

December 2006

Clinton County, Missouri

Years Ended

December 31, 2005 and 2004



Office Of The  
State Auditor Of Missouri  
Claire McCaskill

December 2006

**IMPORTANT: The Missouri State Auditor is required by state law to conduct audits once every 4 years in counties, like Clinton, that do not have a county auditor. In addition to a financial audit of various county operating funds, the State Auditor's statutory audit covers additional areas of county operations, as well as the elected county officials, as required by Missouri's Constitution.**

---

Documentation to support travel and training expenditures was not always adequate and county travel policies were not always followed. Expenditure review procedures are not sufficient to prevent duplicate payments.

Written agreements with individuals or other entities were not always entered into as appropriate. Also, documentation showing overall costs and benefits related to a written agreement with a developer was not available, and potential building permit fee revenues as compared to contractual obligations were not adequately considered. It appears likely that permit fee monies will fall short and costs will have to be paid from county funds.

Mileage logs are not maintained for county vehicles, and records of fuel usage for county vehicles and road and bridge equipment need improvement and are not adequately monitored.

The County Clerk does not maintain centralized records of leave and compensatory time for Sheriff's office employees, and final payments to some employees did not have sufficient support. Some time sheets are not signed by the employee and their supervisor. In addition, salary increases approved for some officials did not appear to comply with various statutory provisions.

Assessor's office receipting and transmittal procedures are inadequate and provide little assurance that all monies collected are properly handled and accounted for.

Controls and procedures of the Sheriff's office need improvement. Accounting duties are not adequately segregated and oversight is lacking. Some monies collected by the office are not recorded or deposited timely, and receipt records are lacking or do not always contain proper details. Month-end reconciliation procedures are not satisfactory. Weaknesses were also noted regarding commissary activities, board of prisoner billings and jail food costs.

The County Collector does not perform month-end reconciliation procedures to ensure the bank account balances are in agreement with partial pay records and other identified

YELLOW SHEET

liabilities. Contracts with various cities for collection of city property taxes need clarification regarding fees and penalties assessed. In addition, the County Clerk needs to improve procedures related to verification of the back tax books.

The Senate Bill 40 Board's contracts with various agencies do not contain sufficient details regarding funding or documentation requirements. The board's approval of disbursements is not adequately documented and board minutes are not signed.

**All reports are available on our Web site: [auditor.mo.gov](http://auditor.mo.gov)**

CLINTON COUNTY, MISSOURI

TABLE OF CONTENTS

	<u>Page</u>
<hr/> <u>FINANCIAL SECTION</u> <hr/>	
State Auditor's Reports: .....	2-6
Financial Statements .....	3-4
Internal Control Over Financial Reporting and Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With <i>Government Auditing Standards</i> .....	5-6
Financial Statements: .....	7-21
<u>Exhibit</u>	<u>Description</u>
A-1	Statement of Receipts, Disbursements, and Changes in Cash - Various Funds Year Ended December 31, 2005 .....
A-2	Year Ended December 31, 2004 .....
B	Comparative Statement of Receipts, Disbursements, and Changes in Cash - Budget and Actual - Various Funds, Years Ended December 31, 2005 and 2004.....
	8 9 10-21
Notes to the Financial Statements.....	22-25
Schedule:.....	26-27
Schedule of Findings and Responses, Years Ended December 31, 2005 and 2004 .....	27
Follow-Up on Prior Audit Findings for an Audit of Financial Statements Performed in Accordance With <i>Government Auditing Standards</i> .....	28-29

MANAGEMENT ADVISORY REPORT SECTION

---

Management Advisory Report - State Auditor's Findings.....	31-51
--	-------

<u>Number</u>	<u>Description</u>	
1.	County Expenditures and Procedures .....	33
2.	Monitoring Vehicle/Equipment Usage and Operating Costs .....	36
3.	Payroll Procedures and Shared Costs .....	37
4.	County Officials' Compensation .....	39
5.	Assessor's Controls and Procedures .....	41

CLINTON COUNTY, MISSOURI

TABLE OF CONTENTS

		<u>Page</u>
<u>MANAGEMENT ADVISORY REPORT SECTION</u>		
Management Advisory Report - State Auditor's Findings.....		31-51
<u>Number</u>	<u>Description</u>	
6.	Sheriff's Controls and Procedures .....	41
7.	Investigative Squad Fund.....	46
8.	Property Tax Controls and City Tax Collections.....	47
9.	Senate Bill 40 Board Policies and Procedures.....	49
Follow-Up on Prior Audit Findings.....		52-59
<u>STATISTICAL SECTION</u>		
History, Organization, and Statistical Information.....		61-64

FINANCIAL SECTION

State Auditor's Reports



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

**INDEPENDENT AUDITOR'S REPORT ON  
THE FINANCIAL STATEMENTS**

To the County Commission  
and  
Officeholders of Clinton County, Missouri

We have audited the accompanying Statements of Receipts, Disbursements, and Changes in Cash - Various Funds and Comparative Statement of Receipts, Disbursements, and Changes in Cash - Budget and Actual - Various Funds of Clinton County, Missouri, as of and for the years ended December 31, 2005 and 2004. These financial statements are the responsibility of the county's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As discussed more fully in Note 1, these financial statements were prepared using accounting practices prescribed or permitted by Missouri law, which differ from accounting principles generally accepted in the United States of America. The effects on the financial statements of the variances between these regulatory accounting practices and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

In our opinion, because of the effects of the matter discussed in the preceding paragraph, the financial statements referred to in the first paragraph do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of Clinton County, Missouri, as of December 31, 2005 and 2004, or the changes in its financial position for the years then ended.



In our opinion, the financial statements referred to in the first paragraph present fairly, in all material respects, the receipts, disbursements, and changes in cash of various funds of Clinton County, Missouri, and comparisons of such information with the corresponding budgeted information for various funds of the county as of and for the years ended December 31, 2005 and 2004, on the basis of accounting discussed in Note 1.

In accordance with *Government Auditing Standards*, we also have issued our report dated November 16, 2006, on our consideration of the county's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The accompanying History, Organization, and Statistical Information is presented for informational purposes. This information was obtained from the management of Clinton County, Missouri, and was not subjected to the auditing procedures applied in the audit of the financial statements referred to above. Accordingly, we express no opinion on the information.



Claire McCaskill  
State Auditor

November 16, 2006 (fieldwork completion date)

The following auditors participated in the preparation of this report:

Director of Audits:	Thomas J. Kremer, CPA
Audit Manager:	Regina Pruitt, CPA
In-Charge Auditor:	Lori Bryant
Audit Staff:	Eartha Taylor
	Karla Swift
	Sara Pottebaum



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

INDEPENDENT AUDITOR'S REPORT  
ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the County Commission  
and  
Officeholders of Clinton County, Missouri

We have audited the financial statements of various funds of Clinton County, Missouri, as of and for the years ended December 31, 2005 and 2004, and have issued our report thereon dated November 16, 2006. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements of various funds of Clinton County, Missouri, we considered the county's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide an opinion on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the financial statements of various funds of Clinton County, Missouri, are free of material misstatement, we performed tests of the

county's compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. 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. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

However, we noted certain matters which are described in the accompanying Management Advisory Report.

This report is intended for the information and use of the management of Clinton County, Missouri, and other applicable government officials. However, pursuant to Section 29.270, RSMo, this report is a matter of public record and its distribution is not limited.

A handwritten signature in black ink that reads "Claire McCaskill". The signature is written in a cursive, flowing style.

Claire McCaskill  
State Auditor

November 16, 2006 (fieldwork completion date)

## Financial Statements

Exhibit A-1

CLINTON COUNTY, MISSOURI  
 STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - VARIOUS FUNDS  
 YEAR ENDED DECEMBER 31, 2005

Fund	Cash, January 1	Receipts	Disbursements	Cash, December 31
General Revenue	\$ 58,367	2,077,885	2,032,078	104,174
Special Road and Bridge	176,904	1,577,849	1,543,234	211,519
Assessment	1	243,713	243,713	1
Law Enforcement Training	15,827	7,388	6,244	16,971
Prosecuting Attorney Training	747	1,701	1,245	1,203
Capital Improvement	708,286	588,017	513,134	783,169
Prosecuting Attorney Child Support	2,127	109,333	106,706	4,754
Mapping Improvement	49,514	39,349	16,644	72,219
Prosecuting Attorney Bad Check	3,599	20,834	13,506	10,927
Recorder's User Fees	379	26,102	24,832	1,649
Emergency	1,387	53	0	1,440
Local Emergency Planning	1,395	3,990	2,033	3,352
Peace Officers Standards Training	7,054	3,393	6,881	3,566
Sheriff Civil Fees	19,626	30,642	21,143	29,125
A.C.C.D. 911 Mapping Improvement	13,264	598	2,715	11,147
Investigative Squad	6,625	67,025	55,335	18,315
Election Services	20,824	10,005	8,030	22,799
Local Law Enforcement Block Grant	672	31	0	703
PA Victims of Crime Advocate	5,284	32,242	33,466	4,060
Subdivision	5,019	191	0	5,210
Victims of Domestic Violence	0	1,817	1,817	0
Youth Building Memorial	10,169	469	0	10,638
Road & Bridge Escrow	12,500	13,118	7,500	18,118
Clinton Estates Escrow	4,724	5,863	0	10,587
Health Center	197,148	674,204	642,746	228,606
Senate Bill 40 Board	130,383	192,862	169,235	154,010
Alexander Trust	16,708	331	3,340	13,699
Associate Division Interest	976	708	1,684	0
Circuit Clerk Interest	329	5,872	3,170	3,031
Law Library	8,889	7,935	3,370	13,454
Tax Maintenance	16,441	36,184	23,558	29,067
Prosecuting Attorney Delinquent Tax	0	63	0	63
Circuit Clerk Drug Testing	476	0	476	0
Circuit Clerk Time Payment	50	206	101	155
Total	\$ 1,495,694	5,779,973	5,487,936	1,787,731

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit A-2

CLINTON COUNTY, MISSOURI  
 STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - VARIOUS FUNDS  
 YEAR ENDED DECEMBER 31, 2004

Fund	Cash, January 1	Receipts	Disbursements	Cash, December 31
General Revenue	\$ 4	2,129,816	2,071,453	58,367
Special Road and Bridge	0	1,517,825	1,340,921	176,904
Assessment	1	189,857	189,857	1
Law Enforcement Training	10,413	6,515	1,101	15,827
Prosecuting Attorney Training	633	1,534	1,420	747
Capital Improvement	539,681	663,849	495,244	708,286
Prosecuting Attorney Child Support	214	92,812	90,899	2,127
Mapping Improvement	41,716	12,647	4,849	49,514
Prosecuting Attorney Bad Check	4,482	16,278	17,161	3,599
Drug Abuse Resistance Education	628	3	631	0
Recorder's User Fees	579	26,929	27,129	379
Emergency	76,066	321	75,000	1,387
Local Emergency Planning	4,138	4,026	6,769	1,395
Peace Officers Standards Training	8,444	2,086	3,476	7,054
Sheriff Civil Fees	23,972	24,307	28,653	19,626
A.C.C.D. 911 Mapping Improvement	19,298	411	6,445	13,264
Sheriff's Canine Training	2,029	1,022	3,051	0
Investigative Squad	21,310	38,763	53,448	6,625
Election Services	5,507	17,570	2,253	20,824
Local Law Enforcement Block Grant	653	19	0	672
PA Victims of Crime Advocate	7,153	36,109	37,978	5,284
Subdivision	5,745	127	853	5,019
Victims of Domestic Violence	0	1,889	1,889	0
Youth Building Memorial	0	10,169	0	10,169
Road & Bridge Escrow	20,848	432	8,780	12,500
Clinton Estates Escrow	2,181	2,543	0	4,724
Health Center	198,430	578,409	579,691	197,148
Senate Bill 40 Board	146,140	179,475	195,232	130,383
Alexander Trust	16,316	542	150	16,708
Associate Division Interest	736	245	5	976
Circuit Clerk Interest	384	1,949	2,004	329
Law Library	1,864	7,830	805	8,889
Tax Maintenance	21,306	31,317	36,182	16,441
Circuit Clerk Drug Testing	284	207	15	476
Circuit Clerk Time Payment	0	50	0	50
<b>Total</b>	<b>\$ 1,181,155</b>	<b>5,597,883</b>	<b>5,283,344</b>	<b>1,495,694</b>

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit B

CLINTON COUNTY, MISSOURI  
COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL - VARIOUS FUND

	Year Ended December 31,					
	2005			2004		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
<b>TOTALS - VARIOUS FUNDS</b>						
RECEIPTS	\$ 5,549,574	5,779,704	230,130	5,347,684	5,597,626	249,942
DISBURSEMENTS	6,400,812	5,487,359	913,453	6,212,106	5,283,329	928,777
RECEIPTS OVER (UNDER) DISBURSEMENTS	(851,238)	292,345	1,143,583	(864,422)	314,297	1,178,719
CASH, JANUARY 1	1,494,646	1,495,168	522	1,180,271	1,180,871	600
CASH, DECEMBER 31	643,408	1,787,513	1,144,105	315,849	1,495,168	1,179,319
<b>GENERAL REVENUE FUND</b>						
RECEIPTS						
Property taxes	509,986	465,780	(44,206)	451,881	446,809	(5,072)
Sales taxes	625,000	660,704	35,704	586,000	632,812	46,812
Intergovernmental	207,975	280,249	72,274	201,009	310,708	109,699
Charges for services	479,642	531,267	51,625	476,602	508,043	31,441
Interest	5,300	9,411	4,111	3,000	5,158	2,158
Other	65,026	41,916	(23,110)	58,829	62,826	3,997
Transfers in	85,582	88,558	2,976	134,460	163,460	29,000
Total Receipts	1,978,511	2,077,885	99,374	1,911,781	2,129,816	218,035
DISBURSEMENTS						
County Commissioner	89,047	88,737	310	88,427	125,503	(37,076)
County Clerk	86,695	87,315	(620)	65,737	66,510	(773)
Elections	67,852	24,437	43,415	61,619	63,406	(1,787)
Buildings and grounds	166,320	129,768	36,552	170,115	158,013	12,102
Employee fringe benefit	294,200	286,546	7,654	280,230	264,385	15,845
County Treasurer	54,560	53,642	918	51,900	51,369	531
County Collector	87,073	71,745	15,328	86,097	71,016	15,081
Ex Officio Recorder of Deed	52,132	45,265	6,867	45,200	39,418	5,782
Circuit Clerk	4,300	4,117	183	4,475	3,926	549
Associate Circuit (Probate)	10,320	6,945	3,375	9,020	7,248	1,772
Court administration	26,050	2,681	23,369	12,750	4,229	8,521
Public Administrator	30,750	30,147	603	23,100	22,452	648
Sheriff	558,665	564,614	(5,949)	541,285	539,021	2,264
Jail	188,756	230,661	(41,905)	178,588	169,975	8,613
Prosecuting Attorney	136,589	122,383	14,206	125,548	132,937	(7,389)
Juvenile Offices	23,042	13,802	9,240	22,814	11,746	11,068
County Coroner	25,908	27,910	(2,002)	24,471	21,654	2,817
Property insurance and bond	41,500	42,663	(1,163)	47,000	37,317	9,683
Publication costs	7,500	1,510	5,990	7,500	6,617	883
University Extension	32,156	29,476	2,680	32,342	32,263	79
Emergency Management	10,550	9,195	1,355	8,300	9,821	(1,521)
Hazardous materials	12,760	10,860	1,900	0	0	0
Zoning	60,278	48,161	12,117	60,066	53,556	6,510
911 Coordinator	400	249	151	10,408	10,267	141
Other	123,300	76,399	46,901	116,000	58,131	57,869
Transfers out	18,000	22,850	(4,850)	106,680	110,673	(3,993)
Emergency Fund	58,960	0	58,960	55,000	0	55,000
Total Disbursements	2,267,663	2,032,078	235,585	2,234,672	2,071,453	163,219
RECEIPTS OVER (UNDER) DISBURSEMENTS	(289,152)	45,807	334,959	(322,891)	58,363	381,254
CASH, JANUARY 1	58,367	58,367	0	4	4	0
CASH, DECEMBER 31	(230,785)	104,174	334,959	(322,887)	58,367	381,254

Exhibit B

CLINTON COUNTY, MISSOURI  
 COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL - VARIOUS FUND

	Year Ended December 31,					
	2005			2004		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
<b><u>SPECIAL ROAD AND BRIDGE FUND</u></b>						
<b>RECEIPTS</b>						
Property taxes	838,000	858,509	20,509	776,083	793,183	17,100
Intergovernmental	678,157	674,125	(4,032)	652,334	675,615	23,281
Interest	10,000	28,792	18,792	2,000	13,951	11,951
Other	34,000	11,423	(22,577)	35,000	33,536	(1,464)
Transfers in	6,600	5,000	(1,600)	16,000	1,540	(14,460)
<b>Total Receipts</b>	<b>1,566,757</b>	<b>1,577,849</b>	<b>11,092</b>	<b>1,481,417</b>	<b>1,517,825</b>	<b>36,408</b>
<b>DISBURSEMENTS</b>						
Salaries	530,000	400,708	129,292	500,000	438,064	61,936
Employee fringe benefit	163,800	134,401	29,399	174,350	141,091	33,259
Supplies	142,500	162,593	(20,093)	127,000	112,472	14,528
Insurance	28,000	24,455	3,545	30,000	25,530	4,470
Road and bridge materials	525,000	450,129	74,871	460,000	379,525	80,475
Equipment repairs	75,000	58,717	16,283	65,000	65,829	(829)
Rentals	3,000	1,500	1,500	3,000	0	3,000
Equipment purchases	166,667	210,819	(44,152)	195,000	67,417	127,583
Construction, repair, and maintenance	11,000	2,460	8,540	18,000	3,203	14,797
Other	72,800	45,922	26,878	73,800	45,392	28,408
Transfers out	51,530	51,530	0	56,404	62,398	(5,994)
<b>Total Disbursements</b>	<b>1,769,297</b>	<b>1,543,234</b>	<b>226,063</b>	<b>1,702,554</b>	<b>1,340,921</b>	<b>361,633</b>
<b>RECEIPTS OVER (UNDER) DISBURSEMENTS</b>	<b>(202,540)</b>	<b>34,615</b>	<b>237,155</b>	<b>(221,137)</b>	<b>176,904</b>	<b>398,041</b>
<b>CASH, JANUARY 1</b>	<b>176,904</b>	<b>176,904</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CASH, DECEMBER 31</b>	<b>(25,636)</b>	<b>211,519</b>	<b>237,155</b>	<b>(221,137)</b>	<b>176,904</b>	<b>398,041</b>
<b><u>ASSESSMENT FUND</u></b>						
<b>RECEIPTS</b>						
Intergovernmental	196,850	224,686	27,836	178,665	187,694	9,029
Interest	390	1,787	1,397	150	1,050	900
Other	1,780	1,240	(540)	3,650	1,113	(2,537)
Transfers in	16,000	16,000	0	0	0	0
<b>Total Receipts</b>	<b>215,020</b>	<b>243,713</b>	<b>28,693</b>	<b>182,465</b>	<b>189,857</b>	<b>7,392</b>
<b>DISBURSEMENTS</b>						
Assessor	215,020	206,136	8,884	188,233	178,383	9,850
Transfers out	0	37,577	(37,577)	0	11,474	(11,474)
<b>Total Disbursements</b>	<b>215,020</b>	<b>243,713</b>	<b>(28,693)</b>	<b>188,233</b>	<b>189,857</b>	<b>(1,624)</b>
<b>RECEIPTS OVER (UNDER) DISBURSEMENTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(5,768)</b>	<b>0</b>	<b>5,768</b>
<b>CASH, JANUARY 1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>
<b>CASH, DECEMBER 31</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>(5,767)</b>	<b>1</b>	<b>5,768</b>



Exhibit B

CLINTON COUNTY, MISSOURI  
COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL - VARIOUS FUND

	Year Ended December 31,					
	2005			2004		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
<b>LAW ENFORCEMENT TRAINING FUND</b>						
<b>RECEIPTS</b>						
Charges for service:	5,000	6,638	1,638	4,500	6,126	1,626
Interest	400	750	350	50	389	339
Total Receipts	5,400	7,388	1,988	4,550	6,515	1,965
<b>DISBURSEMENTS</b>						
Sheriff	21,000	6,244	14,756	12,500	1,101	11,399
Total Disbursements	21,000	6,244	14,756	12,500	1,101	11,399
RECEIPTS OVER (UNDER) DISBURSEMENTS	(15,600)	1,144	16,744	(7,950)	5,414	13,364
CASH, JANUARY 1	15,827	15,827	0	10,413	10,413	0
CASH, DECEMBER 31	227	16,971	16,744	2,463	15,827	13,364
<b>PROSECUTING ATTORNEY TRAINING FUND</b>						
<b>RECEIPTS</b>						
Charges for service:	1,500	1,665	165	1,500	1,514	14
Interest	10	36	26	0	20	20
Total Receipts	1,510	1,701	191	1,500	1,534	34
<b>DISBURSEMENTS</b>						
Prosecuting Attorney	1,500	1,245	255	1,500	1,420	80
Total Disbursements	1,500	1,245	255	1,500	1,420	80
RECEIPTS OVER (UNDER) DISBURSEMENTS	10	456	446	0	114	114
CASH, JANUARY 1	747	747	0	633	633	0
CASH, DECEMBER 31	757	1,203	446	633	747	114
<b>CAPITAL IMPROVEMENT FUND</b>						
<b>RECEIPTS</b>						
Sales taxes	525,000	553,560	28,560	500,000	529,401	29,401
Interest	20,000	34,457	14,457	5,000	21,480	16,480
Other	200	0	(200)	500	250	(250)
Transfers in	0	0	0	112,718	112,718	0
Total Receipts	545,200	588,017	42,817	618,218	663,849	45,631
<b>DISBURSEMENTS</b>						
Special Road Districts	230,000	221,424	8,576	220,000	194,591	25,409
Equipment repairs	5,000	890	4,110	5,000	3,000	2,000
Equipment purchases:	120,000	76,510	43,490	120,000	13,499	106,501
Mileage	400	0	400	400	0	400
Construction, repair, and maintenance	275,000	184,100	90,900	275,000	243,286	31,714
Engineering	25,000	10,032	14,968	10,000	21,779	(11,779)
BRO projects	10,000	0	10,000	0	0	0
Miscellaneous	3,000	126	2,874	3,000	489	2,511
Transfers out	20,052	20,052	0	10,600	18,600	(8,000)
Total Disbursements	688,452	513,134	175,318	644,000	495,244	148,756
RECEIPTS OVER (UNDER) DISBURSEMENTS	(143,252)	74,883	218,135	(25,782)	168,605	194,387
CASH, JANUARY 1	708,286	708,286	0	539,681	539,681	0
CASH, DECEMBER 31	565,034	783,169	218,135	513,899	708,286	194,387

Exhibit B

CLINTON COUNTY, MISSOURI  
COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL - VARIOUS FUND

	Year Ended December 31,					
	2005			2004		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
<b><u>PROSECUTING ATTORNEY CHILD SUPPORT FUND</u></b>						
<b>RECEIPTS</b>						
Intergovernmental	115,920	108,778	(7,142)	103,320	91,223	(12,097)
Interest	100	245	145	75	89	14
Other	0	310	310	0	0	0
Transfers in	0	0	0	0	1,500	1,500
Total Receipts	116,020	109,333	(6,687)	103,395	92,812	(10,583)
<b>DISBURSEMENTS</b>						
Office supplies	23,264	22,852	412	17,356	16,390	966
Salaries	61,490	61,490	0	59,193	56,589	2,604
Employee fringe benefit	18,322	16,384	1,938	16,771	15,949	822
Seminars and training	3,000	3,977	(977)	2,000	1,971	29
Equipment/extraditor	0	2,003	(2,003)	7,500	0	7,500
Special prosecutions miscellaneou	500	0	500	500	0	500
Total Disbursements	106,576	106,706	(130)	103,320	90,899	12,421
RECEIPTS OVER (UNDER) DISBURSEMENTS	9,444	2,627	(6,817)	75	1,913	1,838
CASH, JANUARY 1	2,127	2,127	0	214	214	0
CASH, DECEMBER 31	11,571	4,754	(6,817)	289	2,127	1,838
<b><u>MAPPING IMPROVEMENT FUND</u></b>						
<b>RECEIPTS</b>						
Interest	1,000	1,772	772	600	1,173	573
Transfers in	0	37,577	37,577	0	11,474	11,474
Total Receipts	1,000	39,349	38,349	600	12,647	12,047
<b>DISBURSEMENTS</b>						
Mapping	50,000	16,644	33,356	41,700	4,849	36,851
Total Disbursements	50,000	16,644	33,356	41,700	4,849	36,851
RECEIPTS OVER (UNDER) DISBURSEMENTS	(49,000)	22,705	71,705	(41,100)	7,798	48,898
CASH, JANUARY 1	49,514	49,514	0	41,716	41,716	0
CASH, DECEMBER 31	514	72,219	71,705	616	49,514	48,898
<b><u>PROSECUTING ATTORNEY BAD CHECK FUND</u></b>						
<b>RECEIPTS</b>						
Charges for service:	17,000	17,650	650	17,000	16,069	(931)
Interest	300	334	34	300	209	(91)
Transfers in	0	2,850	2,850	0	0	0
Total Receipts	17,300	20,834	3,534	17,300	16,278	(1,022)
<b>DISBURSEMENTS</b>						
Prosecuting Attorney	15,000	7,006	7,994	21,700	12,161	9,539
Transfers out	0	6,500	(6,500)	0	5,000	(5,000)
Total Disbursements	15,000	13,506	1,494	21,700	17,161	4,539
RECEIPTS OVER (UNDER) DISBURSEMENTS	2,300	7,328	5,028	(4,400)	(883)	3,517
CASH, JANUARY 1	3,599	3,599	0	4,482	4,482	0
CASH, DECEMBER 31	5,899	10,927	5,028	82	3,599	3,517

Exhibit B

CLINTON COUNTY, MISSOURI  
 COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL - VARIOUS FUND

	Year Ended December 31,					
	2005			2004		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
<b><u>DRUG ABUSE RESISTANCE EDUCATION FUND</u></b>						
<b>RECEIPTS</b>						
Interest				8	3	(5)
Total Receipts				8	3	(5)
<b>DISBURSEMENTS</b>						
Sheriff				600	631	(31)
Total Disbursements				600	631	(31)
RECEIPTS OVER (UNDER) DISBURSEMENTS				(592)	(628)	(36)
CASH, JANUARY 1				628	628	0
CASH, DECEMBER 31				36	0	(36)
<b><u>RECORDER'S USER FEES FUND</u></b>						
<b>RECEIPTS</b>						
Charges for services	22,600	22,048	(552)	27,000	22,923	(4,077)
Interest	30	54	24	30	13	(17)
Transfers in	4,400	4,000	(400)	0	3,993	3,993
Total Receipts	27,030	26,102	(928)	27,030	26,929	(101)
<b>DISBURSEMENTS</b>						
Ex Officio Recorder of Deed	27,000	24,832	2,168	27,000	27,129	(129)
Total Disbursements	27,000	24,832	2,168	27,000	27,129	(129)
RECEIPTS OVER (UNDER) DISBURSEMENTS	30	1,270	1,240	30	(200)	(230)
CASH, JANUARY 1	379	379	0	579	579	0
CASH, DECEMBER 31	409	1,649	1,240	609	379	(230)
<b><u>EMERGENCY FUND</u></b>						
<b>RECEIPTS</b>						
Interest	400	53	(347)	35	321	286
Total Receipts	400	53	(347)	35	321	286
<b>DISBURSEMENTS</b>						
Transfers out	0	0	0	75,000	75,000	0
Total Disbursements	0	0	0	75,000	75,000	0
RECEIPTS OVER (UNDER) DISBURSEMENTS	400	53	(347)	(74,965)	(74,679)	286
CASH, JANUARY 1	1,387	1,387	0	76,066	76,066	0
CASH, DECEMBER 31	1,787	1,440	(347)	1,101	1,387	286

Exhibit B

CLINTON COUNTY, MISSOURI  
COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL - VARIOUS FUND

	Year Ended December 31,					
	2005			2004		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
<b>LOCAL EMERGENCY PLANNING FUND</b>						
<b>RECEIPTS</b>						
Intergovernmental	3,850	3,866	16	5,694	2,607	(3,087)
Interest	100	124	24	50	79	29
Other	0	0	0	0	1,340	1,340
Total Receipts	3,950	3,990	40	5,744	4,026	(1,718)
<b>DISBURSEMENTS</b>						
Seminars and training	2,000	1,781	219	2,000	1,909	91
Travel	500	0	500	0	750	(750)
Equipment	1,000	0	1,000	500	0	500
Office expense:	350	252	98	3,800	4,110	(310)
Staff time	0	0	0	1,625	0	1,625
Total Disbursements	3,850	2,033	1,817	7,925	6,769	1,156
RECEIPTS OVER (UNDER) DISBURSEMENTS	100	1,957	1,857	(2,181)	(2,743)	(562)
CASH, JANUARY 1	1,395	1,395	0	4,138	4,138	0
CASH, DECEMBER 31	1,495	3,352	1,857	1,957	1,395	(562)
<b>PEACE OFFICERS STANDARDS FUND</b>						
<b>RECEIPTS</b>						
Intergovernmental	1,847	2,914	1,067	4,000	1,847	(2,153)
Interest	238	239	1	100	239	139
Other	0	240	240	0	0	0
Total Receipts	2,085	3,393	1,308	4,100	2,086	(2,014)
<b>DISBURSEMENTS</b>						
Sheriff	8,939	6,881	2,058	12,000	3,476	8,524
Total Disbursements	8,939	6,881	2,058	12,000	3,476	8,524
RECEIPTS OVER (UNDER) DISBURSEMENTS	(6,854)	(3,488)	3,366	(7,900)	(1,390)	6,510
CASH, JANUARY 1	7,054	7,054	0	8,444	8,444	0
CASH, DECEMBER 31	200	3,566	3,366	544	7,054	6,510
<b>SHERIFF CIVIL FEES FUND</b>						
<b>RECEIPTS</b>						
Charges for services:	21,065	29,450	8,385	20,000	23,704	3,704
Interest	603	1,192	589	300	603	303
Total Receipts	21,668	30,642	8,974	20,300	24,307	4,007
<b>DISBURSEMENTS</b>						
Equipment	32,668	15,652	17,016	43,650	22,653	20,997
Computer lease	6,000	5,491	509	0	6,000	(6,000)
Total Disbursements	38,668	21,143	17,525	43,650	28,653	14,997
RECEIPTS OVER (UNDER) DISBURSEMENTS	(17,000)	9,499	26,499	(23,350)	(4,346)	19,004
CASH, JANUARY 1	19,626	19,626	0	23,972	23,972	0
CASH, DECEMBER 31	2,626	29,125	26,499	622	19,626	19,004

Exhibit B

CLINTON COUNTY, MISSOURI  
COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL - VARIOUS FUND

	Year Ended December 31,					
	2005			2004		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
<b><u>A.C.C.D. 911 MAPPING IMPROVEMENT FUND</u></b>						
<b>RECEIPTS</b>						
Intergovernmental	0	0	0	40,000	0	(40,000)
Interest	400	598	198	200	411	211
Total Receipts	400	598	198	40,200	411	(39,789)
<b>DISBURSEMENTS</b>						
Mapping	13,600	2,715	10,885	40,000	6,445	33,555
Total Disbursements	13,600	2,715	10,885	40,000	6,445	33,555
RECEIPTS OVER (UNDER) DISBURSEMENTS	(13,200)	(2,117)	11,083	200	(6,034)	(6,234)
CASH, JANUARY 1	13,264	13,264	0	19,298	19,298	0
CASH, DECEMBER 31	64	11,147	11,083	19,498	13,264	(6,234)
<b><u>SHERIFF'S CANINE TRAINING FUND</u></b>						
<b>RECEIPTS</b>						
Interest				10	22	12
Other				1,000	1,000	0
Total Receipts				1,010	1,022	12
<b>DISBURSEMENTS</b>						
Sheriff				2,000	3,051	(1,051)
Total Disbursements				2,000	3,051	(1,051)
RECEIPTS OVER (UNDER) DISBURSEMENTS				(990)	(2,029)	(1,039)
CASH, JANUARY 1				2,029	2,029	0
CASH, DECEMBER 31				1,039	0	(1,039)
<b><u>INVESTIGATIVE SQUAD FUND</u></b>						
<b>RECEIPTS</b>						
Intergovernmental	26,000	42,949	16,949	32,000	17,778	(14,222)
Interest	600	682	82	250	606	356
Other	22,700	23,394	694	21,081	20,379	(702)
Transfers in	2,000	0	(2,000)	0	0	0
Total Receipts	51,300	67,025	15,725	53,331	38,763	(14,568)
<b>DISBURSEMENTS</b>						
Salary	25,258	29,756	(4,498)	25,000	23,946	1,054
Employee fringe benefit	7,645	4,688	2,957	8,140	3,710	4,430
Supplies	15,000	17,952	(2,952)	23,000	14,031	8,969
Mileage/fuel	2,000	2,939	(939)	7,000	348	6,652
Transfer to Buchanan County	8,000	0	8,000	11,500	11,413	87
Total Disbursements	57,903	55,335	2,568	74,640	53,448	21,192
RECEIPTS OVER (UNDER) DISBURSEMENTS	(6,603)	11,690	18,293	(21,309)	(14,685)	6,624
CASH, JANUARY 1	6,625	6,625	0	21,310	21,310	0
CASH, DECEMBER 31	22	18,315	18,293	1	6,625	6,624

Exhibit B

CLINTON COUNTY, MISSOURI  
COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL - VARIOUS FUND

	Year Ended December 31,					
	2005			2004		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
<b><u>ELECTION SERVICES FUND</u></b>						
<b>RECEIPTS</b>						
Intergovernmental	7,000	8,985	1,985	0	17,267	17,267
Interest	400	1,020	620	100	203	103
Other	0	0	0	1,500	100	(1,400)
Total Receipts	7,400	10,005	2,605	1,600	17,570	15,970
<b>DISBURSEMENTS</b>						
Voter machines	28,000	8,030	19,970	7,000	2,253	4,747
Total Disbursements	28,000	8,030	19,970	7,000	2,253	4,747
RECEIPTS OVER (UNDER) DISBURSEMENTS	(20,600)	1,975	22,575	(5,400)	15,317	20,717
CASH, JANUARY 1	20,824	20,824	0	5,507	5,507	0
CASH, DECEMBER 31	224	22,799	22,575	107	20,824	20,717
<b><u>LOCAL LAW ENFORCEMENT BLOCK GRANT FUND</u></b>						
<b>RECEIPTS</b>						
Interest	10	31	21	0	19	19
Total Receipts	10	31	21	0	19	19
<b>DISBURSEMENTS</b>						
Sheriff	682	0	682	653	0	653
Total Disbursements	682	0	682	653	0	653
RECEIPTS OVER (UNDER) DISBURSEMENTS	(672)	31	703	(653)	19	672
CASH, JANUARY 1	672	672	0	653	653	0
CASH, DECEMBER 31	0	703	703	0	672	672
<b><u>PA VICTIMS OF CRIME ADVOCATE FUND</u></b>						
<b>RECEIPTS</b>						
Intergovernmental	42,145	27,088	(15,057)	44,146	30,969	(13,177)
Interest	175	154	(21)	50	140	90
Transfers in	5,579	5,000	(579)	7,284	5,000	(2,284)
Total Receipts	47,899	32,242	(15,657)	51,480	36,109	(15,371)
<b>DISBURSEMENTS</b>						
Salaries	28,600	28,006	594	27,500	27,774	(274)
Fringe benefits	8,010	4,808	3,202	10,376	7,439	2,937
Seminars & training	2,400	21	2,379	3,100	2,214	886
Office expenses	5,000	631	4,369	5,000	551	4,449
Total Disbursements	44,010	33,466	10,544	45,976	37,978	7,998
RECEIPTS OVER (UNDER) DISBURSEMENTS	3,889	(1,224)	(5,113)	5,504	(1,869)	(7,373)
CASH, JANUARY 1	5,284	5,284	0	7,153	7,153	0
CASH, DECEMBER 31	9,173	4,060	(5,113)	12,657	5,284	(7,373)

Exhibit B

CLINTON COUNTY, MISSOURI  
 COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL - VARIOUS FUND

	Year Ended December 31,					
	2005			2004		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
<b><u>SUBDIVISION FUND</u></b>						
<b>RECEIPTS</b>						
Interest	100	191	91	400	127	(273)
Total Receipts	100	191	91	400	127	(273)
<b>DISBURSEMENTS</b>						
Road improvements	5,100	0	5,100	6,100	0	6,100
Transfers out	0	0	0	0	853	(853)
Total Disbursements	5,100	0	5,100	6,100	853	5,247
RECEIPTS OVER (UNDER) DISBURSEMENTS	(5,000)	191	5,191	(5,700)	(726)	4,974
CASH, JANUARY 1	5,019	5,019	0	5,745	5,745	0
CASH, DECEMBER 31	19	5,210	5,191	45	5,019	4,974
<b><u>VICTIMS OF DOMESTIC VIOLENCE FUND</u></b>						
<b>RECEIPTS</b>						
Charges for service:	1,895	1,810	(85)	1,500	1,884	384
Interest	5	7	2	3	5	2
Total Receipts	1,900	1,817	(83)	1,503	1,889	386
<b>DISBURSEMENTS</b>						
YWCA Shelter	1,900	1,817	83	1,503	1,889	(386)
Total Disbursements	1,900	1,817	83	1,503	1,889	(386)
RECEIPTS OVER (UNDER) DISBURSEMENTS	0	0	0	0	0	0
CASH, JANUARY 1	0	0	0	0	0	0
CASH, DECEMBER 31	0	0	0	0	0	0
<b><u>YOUTH BUILDING MEMORIAL FUND</u></b>						
<b>RECEIPTS</b>						
Interest	200	469	269	0	169	169
Other	0	0	0	10,000	10,000	0
Total Receipts	200	469	269	10,000	10,169	169
<b>DISBURSEMENTS</b>						
Building upkeep	0	0	0	10,000	0	10,000
Total Disbursements	0	0	0	10,000	0	10,000
RECEIPTS OVER (UNDER) DISBURSEMENTS	200	469	269	0	10,169	10,169
CASH, JANUARY 1	10,169	10,169	0	0	0	0
CASH, DECEMBER 31	10,369	10,638	269	0	10,169	10,169

Exhibit B

CLINTON COUNTY, MISSOURI  
COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL - VARIOUS FUND

	Year Ended December 31,					
	2005			2004		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
<b><u>ROAD &amp; BRIDGE ESCROW FUND</u></b>						
<b>RECEIPTS</b>						
Interest	500	618	118	200	432	232
Other	7,500	12,500	5,000	7,500	0	(7,500)
Total Receipts	8,000	13,118	5,118	7,700	432	(7,268)
<b>DISBURSEMENTS</b>						
Refunds	7,500	2,500	5,000	13,000	8,093	4,907
Transfers out	0	5,000	(5,000)	0	687	(687)
Total Disbursements	7,500	7,500	0	13,000	8,780	4,220
RECEIPTS OVER (UNDER) DISBURSEMENTS	500	5,618	5,118	(5,300)	(8,348)	(3,048)
CASH, JANUARY 1	12,500	12,500	0	20,848	20,848	0
CASH, DECEMBER 31	13,000	18,118	5,118	15,548	12,500	(3,048)
<b><u>CLINTON ESTATES ESCROW FUND</u></b>						
<b>RECEIPTS</b>						
Interest	100	271	171	0	74	74
Other	5,000	5,592	592	5,000	2,469	(2,531)
Total Receipts	5,100	5,863	763	5,000	2,543	(2,457)
<b>DISBURSEMENTS</b>						
Road improvements	7,000	0	7,000	7,000	0	7,000
Total Disbursements	7,000	0	7,000	7,000	0	7,000
RECEIPTS OVER (UNDER) DISBURSEMENTS	(1,900)	5,863	7,763	(2,000)	2,543	4,543
CASH, JANUARY 1	4,724	4,724	0	2,181	2,181	0
CASH, DECEMBER 31	2,824	10,587	7,763	181	4,724	4,543
<b><u>HEALTH CENTER FUND</u></b>						
<b>RECEIPTS</b>						
Property taxes	185,000	192,004	7,004	170,000	178,493	8,493
Intergovernmental	392,680	383,411	(9,269)	329,800	314,794	(15,006)
Charges for services	70,700	70,868	168	57,750	59,647	1,897
Interest	4,500	4,850	350	4,700	4,367	(333)
Other	46,540	23,071	(23,469)	25,500	21,108	(4,392)
Total Receipts	699,420	674,204	(25,216)	587,750	578,409	(9,341)
<b>DISBURSEMENTS</b>						
Salaries	531,647	517,202	14,445	488,100	491,061	(2,961)
Office expenditures	40,950	40,085	865	30,850	32,423	(1,573)
Equipment	16,050	8,715	7,335	12,800	8,284	4,516
Travel	31,500	27,603	3,897	28,100	27,061	1,039
Building operations	45,405	15,522	29,883	14,230	10,822	3,408
Professional service:	8,200	0	8,200	0	0	0
Other	60,500	33,619	26,881	10,000	10,040	(40)
Total Disbursements	734,252	642,746	91,506	584,080	579,691	4,389
RECEIPTS OVER (UNDER) DISBURSEMENTS	(34,832)	31,458	66,290	3,670	(1,282)	(4,952)
CASH, JANUARY 1	197,148	197,148	0	198,420	198,430	10
CASH, DECEMBER 31	162,316	228,606	66,290	202,090	197,148	(4,942)



Exhibit B

CLINTON COUNTY, MISSOURI  
COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL - VARIOUS FUND

	Year Ended December 31,					
	2005			2004		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
<b><u>SENATE BILL 40 BOARD FUND</u></b>						
<b>RECEIPTS</b>						
Property taxes	182,244	190,408	8,164	170,394	177,275	6,881
Interest	2,200	2,454	254	2,173	2,200	27
Total Receipts	184,444	192,862	8,418	172,567	179,475	6,908
<b>DISBURSEMENTS</b>						
Administrative expense:	10,000	8,271	1,729	8,000	7,162	838
Programs	225,000	160,964	64,036	258,000	188,070	69,930
Total Disbursements	235,000	169,235	65,765	266,000	195,232	70,768
RECEIPTS OVER (UNDER) DISBURSEMENTS	(50,556)	23,627	74,183	(93,433)	(15,757)	77,676
CASH, JANUARY 1	130,101	130,383	282	146,140	146,140	0
CASH, DECEMBER 31	79,545	154,010	74,465	52,707	130,383	77,676
<b><u>ALEXANDER TRUST FUND</u></b>						
<b>RECEIPTS</b>						
Interest	550	331	(219)	375	542	167
Total Receipts	550	331	(219)	375	542	167
<b>DISBURSEMENTS</b>						
Assistance program:	3,000	3,340	(340)	0	150	(150)
Total Disbursements	3,000	3,340	(340)	0	150	(150)
RECEIPTS OVER (UNDER) DISBURSEMENTS	(2,450)	(3,009)	(559)	375	392	17
CASH, JANUARY 1	16,708	16,708	0	16,316	16,316	0
CASH, DECEMBER 31	14,258	13,699	(559)	16,691	16,708	17
<b><u>ASSOCIATE DIVISION INTEREST FUND</u></b>						
<b>RECEIPTS</b>						
Interest	500	708	208	125	245	120
Total Receipts	500	708	208	125	245	120
<b>DISBURSEMENTS</b>						
Associate Circuit Court	1,200	12	1,188	700	5	695
Transfers out	0	1,672	(1,672)	0	0	0
Total Disbursements	1,200	1,684	(484)	700	5	695
RECEIPTS OVER (UNDER) DISBURSEMENTS	(700)	(976)	(276)	(575)	240	815
CASH, JANUARY 1	736	976	240	736	736	0
CASH, DECEMBER 31	36	0	(36)	161	976	815

Exhibit B

CLINTON COUNTY, MISSOURI  
 COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL - VARIOUS FUND

	Year Ended December 31,					
	2005			2004		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
<b><u>CIRCUIT CLERK INTEREST FUND</u></b>						
<b>RECEIPTS</b>						
Interest	1,900	4,200	2,300	700	1,949	1,249
Transfers in	0	1,672	1,672	0	0	0
Total Receipts	1,900	5,872	3,972	700	1,949	1,249
<b>DISBURSEMENTS</b>						
Circuit Clerk	1,200	3,170	(1,970)	600	2,004	(1,404)
Total Disbursements	1,200	3,170	(1,970)	600	2,004	(1,404)
RECEIPTS OVER (UNDER) DISBURSEMENTS	700	2,702	2,002	100	(55)	(155)
CASH, JANUARY 1	329	329	0	384	384	0
CASH, DECEMBER 31	1,029	3,031	2,002	484	329	(155)
<b><u>LAW LIBRARY FUND</u></b>						
<b>RECEIPTS</b>						
Charges for service:	7,800	7,935	135	6,500	7,830	1,330
Total Receipts	7,800	7,935	135	6,500	7,830	1,330
<b>DISBURSEMENTS</b>						
Law library	10,000	3,370	6,630	6,500	805	5,695
Total Disbursements	10,000	3,370	6,630	6,500	805	5,695
RECEIPTS OVER (UNDER) DISBURSEMENTS	(2,200)	4,565	6,765	0	7,025	7,025
CASH, JANUARY 1	8,889	8,889	0	1,274	1,864	590
CASH, DECEMBER 31	6,689	13,454	6,765	1,274	8,889	7,615
<b><u>TAX MAINTENANCE FUND</u></b>						
<b>RECEIPTS</b>						
Charges for service:	30,000	34,783	4,783	28,800	30,487	1,687
Interest	800	1,365	565	200	830	630
Other	0	36	36	0	0	0
Total Receipts	30,800	36,184	5,384	29,000	31,317	2,317
<b>DISBURSEMENTS</b>						
County Collector	25,000	8,558	16,442	30,000	21,182	8,818
Transfers out	12,500	15,000	(2,500)	0	15,000	(15,000)
Total Disbursements	37,500	23,558	13,942	30,000	36,182	(6,182)
RECEIPTS OVER (UNDER) DISBURSEMENTS	(6,700)	12,626	19,326	(1,000)	(4,865)	(3,865)
CASH, JANUARY 1	16,441	16,441	0	21,306	21,306	0
CASH, DECEMBER 31	9,741	29,067	19,326	20,306	16,441	(3,865)

The accompanying Notes to the Financial Statements are an integral part of this statement.

Notes to the Financial Statements

CLINTON COUNTY, MISSOURI  
NOTES TO THE FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies

A. Reporting Entity and Basis of Presentation

The accompanying financial statements present the receipts, disbursements, and changes in cash of various funds of Clinton County, Missouri, and comparisons of such information with the corresponding budgeted information for various funds of the county. The funds presented are established under statutory or administrative authority, and their operations are under the control of the County Commission, an elected county official, the Senate Bill 40 Board, or the Health Center Board. The General Revenue Fund is the county's general operating fund, accounting for all financial resources except those required to be accounted for in another fund. The other funds presented account for financial resources whose use is restricted for specified purposes.

B. Basis of Accounting

The financial statements are prepared on the cash basis of accounting; accordingly, amounts are recognized when received or disbursed in cash. This basis of accounting differs from accounting principles generally accepted in the United States of America. Those principles require revenues to be recognized when they become available and measurable or when they are earned and expenditures or expenses to be recognized when the related liabilities are incurred.

C. Budgets and Budgetary Practices

The County Commission and other applicable boards are responsible for the preparation and approval of budgets for various county funds in accordance with Sections 50.525 through 50.745, RSMo, the county budget law. These budgets are adopted on the cash basis of accounting.

Although adoption of a formal budget is required by law, the county did not adopt formal budgets for the following funds:

<u>Fund</u>	<u>Years Ended December 31,</u>
Prosecuting Attorney Delinquent Tax Fund	2005
Circuit Clerk Drug Testing Fund	2005 and 2004
Circuit Clerk Time Payment Fund	2005 and 2004

Section 50.740, RSMo, prohibits expenditures in excess of the approved budgets. However, expenditures exceeded budgeted amounts for the following funds:

<u>Fund</u>	<u>Years Ended December 31,</u>
-------------	---------------------------------

Assessment Fund	2005 and 2004
Prosecuting Attorney Child Support Fund	2005
Drug Abuse Resistance Education Fund	2004
Recorder's User Fees Fund	2004
Sheriff's Canine Training Fund	2004
Victims of Domestic Violence Fund	2004
Alexander Trust Fund	2005 and 2004
Associate Division Interest Fund	2005
Circuit Clerk Interest Fund	2005 and 2004
Tax Maintenance Fund	2004

Deficit budget balances are presented for the following funds:

<u>Fund</u>	<u>Years Ended December 31,</u>
General Revenue Fund	2005 and 2004
Special Road and Bridge Fund	2005 and 2004
Assessment Fund	2004

However, the budgets of those funds also included other resources available to finance current or future year disbursements. Generally, other available net resources represented current year property taxes and withholdings not received before December 31. Such resources were sufficient to offset the deficit budget balances presented.

D. Published Financial Statements

Under Sections 50.800 and 50.810, RSMo, the County Commission is responsible for preparing and publishing in a local newspaper a detailed annual financial statement for the county. The financial statement is required to show receipts or revenues, disbursements or expenditures, and beginning and ending balances for each fund.

However, the county's published financial statements did not include the following funds:

<u>Fund</u>	<u>Years Ended December 31,</u>
Local Law Enforcement Block Grant Fund	2005
Victims of Domestic Violence Fund	2004
Associate Division Interest Fund	2005 and 2004
Circuit Clerk Interest Fund	2004
Circuit Clerk Drug Testing Fund	2005 and 2004
Circuit Clerk Time Payment Fund	2005 and 2004

In addition, the Health Center Board published its financial statements separately

from the county's statements for the year ended December 31, 2004.

2. Cash

Disclosures are provided below to comply with Statement No. 40 of the Governmental Accounting Standards Board, *Deposit and Investment Risk Disclosures*. For the purposes of these disclosures, deposits with financial institutions are demand, time, and savings accounts, including certificates of deposit and negotiable order of withdrawal accounts, in banks, savings institutions, and credit unions. Investments are securities and other assets acquired primarily for the purpose of obtaining income or profit.

Deposits

In addition to depositing in demand accounts, political subdivisions such as counties have the authority under Section 67.085, RSMo, to place excess funds in certificates of deposit. To protect the safety of county deposits, Section 110.020, RSMo, requires depositories to pledge collateral securities to secure deposits not insured by the Federal Deposit Insurance Corporation (FDIC). The securities must be of the types specified by Section 30.270, RSMo, for the collateralization of state funds and held by either the county or a financial institution other than the depository bank. Section 67.085, RSMo, also requires certificates of deposit to be insured by the FDIC for 100 percent of their principal and accrued interest. Custodial credit risk is the risk that, if a depository bank fails, Clinton County will not be able to recover its deposits or recover collateral securities that are in an outside party's possession.

The county's and Health Center Board's deposits at December 31, 2005 and 2004, were not exposed to custodial credit risk because they were entirely covered by federal depository insurance or by collateral securities held by the county's custodial bank in the county's name.

The Senate Bill 40 Board's deposits at December 31, 2005 and 2004, were not exposed to custodial credit risk because they were entirely covered by federal depository insurance.

Investments

Section 110.270, RSMo, based on Article IV, Section 15, Missouri Constitution, authorizes counties to place their funds, either outright or by repurchase agreement, in U.S. Treasury and agency obligations. At December 31, 2005 and 2004, the county had no such investments. In addition, Section 30.950, RSMo, requires political subdivisions with authority to invest in instruments other than depository accounts at financial institutions to adopt a written investment policy. Among other things, the policy is to commit a political subdivision to the principles of safety, liquidity, and yield (in that order) when managing public funds and to prohibit purchase of derivatives (either directly or through repurchase agreements), use of leveraging (through either reverse repurchase agreements or other methods), and use of public funds for speculation. The county has not adopted such a policy.

Schedule

CLINTON COUNTY, MISSOURI  
SCHEDULE OF FINDINGS AND RESPONSES  
YEARS ENDED DECEMBER 31, 2005 AND 2004

This schedule includes no audit findings that *Government Auditing Standards* requires to be reported for an audit of financial statements.



Follow-up on Prior Audit Findings for an  
Audit of Financial Statements Performed in Accordance  
With *Government Auditing Standards*

CLINTON COUNTY, MISSOURI  
FOLLOW-UP ON PRIOR AUDIT FINDINGS FOR AN  
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH *GOVERNMENT AUDITING STANDARDS*

The prior audit report issued for the two years ended December 31, 2001, included no audit findings that *Government Auditing Standards* requires to be reported for an audit of financial statements.

MANAGEMENT ADVISORY REPORT SECTION

Management Advisory Report -  
State Auditor's Findings

CLINTON COUNTY, MISSOURI  
MANAGEMENT ADVISORY REPORT -  
STATE AUDITOR'S FINDINGS

We have audited the financial statements of various funds of Clinton County, Missouri, as of and for the years ended December 31, 2005 and 2004, and have issued our report thereon dated November 16, 2006.

In addition, to comply with the State Auditor's responsibility under Section 29.230, RSMo, to audit county officials at least once every 4 years, we have audited the operations of elected officials with funds other than those presented in the financial statements. The objectives of this audit were to:

1. Review the internal controls over the transactions of the various county officials.
2. Review compliance with certain legal provisions.

Our methodology to accomplish these objectives included reviewing accounting and bank records and other pertinent documents; interviewing various personnel of the county officials, as well as certain external parties; and testing selected transactions.

In addition, we obtained an understanding of internal controls significant to the audit objectives and considered whether specific controls have been properly designed and placed in operation. However, providing an opinion on internal controls was not an objective of our audit and accordingly, we do not express such an opinion.

We also obtained an understanding of legal provisions significant to the audit objectives, and we assessed the risk that illegal acts, including fraud, and violations of contract, grant agreement, or other legal provisions could occur. Based on that risk assessment, we designed and performed procedures to provide reasonable assurance of detecting significant instances of noncompliance with the 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.

Our audit was conducted in accordance with applicable standards contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and included such procedures as we considered necessary in the circumstances.

This Management Advisory Report (MAR) presents any findings arising from our audit of the elected county officials referred to above. In addition, this report includes any findings other than those, if any, reported in the accompanying Schedule of Findings and Responses. These MAR findings resulted from our audit of the financial statements of Clinton County but do not meet the criteria for inclusion in the written report on internal control over financial reporting and on compliance and other matters that is required for an audit performed in accordance with *Government Auditing Standards*.

**1.****County Expenditures and Procedures**

Improvements are needed in the controls and procedures over county expenditures. Documentation to support travel expenditures was not always adequate and meal reimbursements were not always in compliance with county policy. A contract is needed with the Emergency Management Director, considerations for entering into a written agreement were not well documented, and expenditure review procedures are not sufficient to prevent duplicate payments.

A. The county frequently did not have adequate supporting documentation for travel related expenditures. There were also instances where the county's maximum meal allowance was exceeded. Examples of problems noted include the following:

- Lodging expenses for two deputies, totaling approximately \$503, were paid from the Law Enforcement Training Fund in September 2005. The hotel bill which supported this payment showed total charges only. It did not provide room rates, dates of lodging, or other details needed to ensure the overall billing was appropriate.
- In June 2004 registration fees of \$545 were paid in advance from the Assessment Fund for a September training session. The county's support for this expenditure was a handwritten memo identifying details needed to issue a payment. No registration or training agenda was provided and no vendor invoices were subsequently provided.
- Meal reimbursement documentation did not always provide sufficient details to ensure the cost was appropriate. The Sheriff was reimbursed \$63 from the Peace Officers Training Fund in April 2005 for lunch costs for himself and six other individuals; however, there is no indication who the other 6 people were or the purpose associated with the lunch.
- County policy limits the daily meal allowance to a maximum of \$24. However, instances were noted during 2004 and 2005 where meal reimbursements paid to the Prosecuting Attorney from the Prosecuting Attorney Training Fund exceeded the maximum daily reimbursement allowed by county policy.

Although the county's travel policies do not require employees to submit copies of agendas for training conferences, consideration should be given to requiring these be submitted for any training related disbursements. Agendas would provide information to the county regarding the dates of training sessions, meals or other costs covered by the registration fees, or other pertinent details that would assist the county in verifying the propriety of the expenditure.

Travel and training related expenditures or reimbursements should be supported by paid receipts or vendor-provided invoices, training agendas, and/or other detailed documentation needed to support the cost and allow for effective review. Such documentation is necessary to ensure purchases are valid and necessary expenditures of county funds. The County Clerk and County Commission need to ensure that supporting documentation is both reviewed and retained in the county's expenditure files. In addition, the County Commission should ensure the policy for reimbursement of meal costs is followed by all county employees and officials.

- B. The county did not enter into a formal written contract with the Emergency Management Director. The Emergency Management Director was appointed effective April 2004 and is paid \$500 a month as an independent contractor. He is also a full time employee of the Clinton County Health Center. According to the County Commission, the hours the director spends on emergency management duties are performed outside his normal working hours for the Health Center and on weekends. The county does not require the director to submit any documentation of hours/days worked and tasks performed prior to approving monthly payments.

Section 432.070, RSMo, prohibits a county from making a contract unless it is in writing. In addition to being required by statute, written contracts are necessary to document the duties, rights, and responsibilities of each party and should establish performance criteria which must be met prior to payment for work completed. Further, the county should require adequate supporting documentation be provided by the independent contractor. This documentation should be used when approving monthly payments and to periodically reevaluate the arrangement and related compensation.

A similar issue was noted in the prior audit report.

- C. The Clinton County Estates Escrow Fund is used to handle a portion of the permit fees required for building in a particular subdivision. The county entered into a contract with the developer in 2003, requiring him to construct the hard surface roadways in the subdivision. In return, the county agreed to do the earth work and prepare the road bases. Upon satisfactory completion of the project, the county is obligated to pay the developer \$42,000. Contract terms indicate the county plans to pay this obligation with permit fees deposited into the escrow fund. While the County Commission indicated various information was reviewed prior to entering into this agreement, no documentation was available showing overall costs and benefits, and potential permit fee revenues as compared to contractual obligations. According to a November 2005 analysis of fund receipts to date and remaining potential permit revenues, the Planning and Zoning administrator estimated the escrow fund balance might fall short by approximately \$18,000 and the remainder of the amount due to the developer will need to be paid from another county fund. It appears the county did not adequately evaluate the potential revenues that could be generated by permit fees. When entering into similar arrangements in the future, the County Commission needs to ensure that decisions are adequately documented, an

analysis of costs and benefits is prepared, and funding sources are sufficient to meet planned obligations.

- D. The county's accounts payable process does not provide adequate controls to prevent duplicate payments. Bills are often paid based on a statement and original invoices are not reconciled to the billing statement. The review of previous payments is not sufficient to ensure payment has not already been made. Our review of expenditures did identify some duplicate payments which were subsequently resolved.

To ensure against duplicate payment of bills, payments should be based on original invoices which are marked paid when a check has been issued by the county and the expenditure system and documents should be reviewed for previous payments.

**WE RECOMMEND** the County Commission:

- A. Require county officials and employees to submit a copy of the training agenda or registration form and the actual detailed hotel bill to provide adequate supporting documentation for expenses relating to training conferences, lodging, and mileage. In addition, the County Commission should require compliance with the county travel reimbursement policy.
- B. Enter into a written agreement with the Emergency Management Director and require adequate supporting documentation showing hours/days worked and tasks performed.
- C. Ensure future decisions related to written agreements are sufficiently documented and properly consider costs and benefits to the county.
- D. Ensure all payments are based on original invoices. In addition, the County Clerk should check the expenditure system and documents to ensure payment has not already been made.

**AUDITEE'S RESPONSE**

*The County Commission indicated:*

- A. *A memo has already been sent to all county departments requiring that training agendas will be required prior to paying for training expenses. In addition, the County Commission indicated they will be more diligent in requiring detailed information regarding travel expenses and ensuring compliance with county policy.*
- B-D. *They will implement these recommendations.*



**2.****Monitoring Vehicle/Equipment Usage and Operating Costs**

Mileage logs are not maintained for county vehicles and records of fuel usage for county vehicles and road and bridge equipment are not adequately monitored. The county owns 32 road and bridge department vehicles (including pick up trucks, dump trucks, graders, tractors, and loaders), 15 Sheriff's department vehicles, 1 Assessor's office vehicle, and 1 Planning and Zoning office vehicle.

- A. While information is maintained to support the fuel usage of most county owned vehicles (see Part B), the county does not require mileage logs to be prepared for any county-owned vehicles.

Without adequate mileage logs, the county cannot effectively monitor that vehicles are used for official business only, that maintenance costs for vehicles are reasonable, and that maintenance billings to the county represent legitimate and appropriate charges. In addition, without details regarding overall mileage and costs incurred for the various county vehicles, the county cannot evaluate 1) whether alternative methods for providing transportation (such as reimbursing mileage for use of a personal vehicle) might result in lower costs, 2) the optimal number of county vehicles needed, 3) when vehicles need to be replaced, etc.

Vehicle mileage logs should include trip information (i.e. employee, dates used, beginning and ending odometer readings, destination, and purpose) and operating costs information. These logs should be reviewed by a supervisor to ensure vehicles are used only for county business and evaluate operating costs.

- B. Although both the road and bridge department and Sheriff's department maintain various fuel usage records, these records are not fully utilized by these departments or other county officials to evaluate fuel use and costs, or verify vendor billings to the county. During the two years ended December 31, 2005, the county disbursed approximately \$213,000 for fuel for the bulk tanks used by the Road and Bridge Department and approximately \$69,000 for gasoline used by the Sheriff's department. The Road and Bridge Department has two bulk fuel pumps which are used to dispense the fuel into the vehicles and equipment. Fuel is purchased by Sheriff's department employees at local vendors where the county has accounts.

Road and bridge employees record pertinent information on a fuel log sheet each time fuel is dispensed from one of the county's bulk tanks. Information from these logs is then entered into a specialized computer program by the road and bridge record keeper. In comparing the two records, we noted some errors in transferring data from the original paper logs to the computer system. Information from the vendor billings for fuel is also entered into the computer program. While various reports can be generated from the computer system, this is generally not done and available information is not used to evaluate overall fuel usage or verify vendor billings. In addition, an inventory record of bulk fuel showing purchases, usage, and

fuel on hand is not maintained and no procedure is performed to periodically test the amount of fuel on hand.

Beginning in 2005, department policy requires Sheriff's office employees to call a dispatcher when fueling a vehicle and provide pertinent data for entry into a computer spreadsheet. In addition, employees are required to submit fuel tickets to the bookkeeper. While the Sheriff's office bookkeeper compares these tickets to the spreadsheet details, there is no comparison of this information to vendor billings to the county. Also, the effectiveness of this spreadsheet information is limited because it is not sorted by vehicle and provides no details regarding destination or purpose of use, and odometer readings were deleted from the report at year end.

The failure to compare fuel usage records to vendor billings and analyze vehicle mileage as compared to fuel usage, increases the possibility the county may pay improper billing amounts and theft or misuse of fuel could occur and may not be detected.

**WE RECOMMEND** the County Commission:

- A. Require the preparation of mileage logs for all county vehicles, and ensure proper reviews are performed.
- B. Ensure fuel usage records are periodically reviewed for completeness and reasonableness of usage, and used to verify vendor billings. In addition, the County Commission should ensure inventory records of bulk fuel tanks are maintained.

**AUDITEE'S RESPONSE**

*A&B. The County Commission indicated they will evaluate records currently being prepared and will work toward implementing these recommendations.*

<b>3. Payroll Procedures and Shared Costs</b>
---

The County Clerk does not maintain centralized records of leave and compensatory time for Sheriff's office employees, and final payments to some employees did not have sufficient support. There are no written agreements and records are not maintained to support annual subsidies received for 911 coordination and dispatching services. In addition, some time sheets are not signed by the employee and their supervisor.

- A.1. While the County Clerk's office does receive timesheets for Sheriff's office employees, the time and leave information is not used to maintain records of vacation leave, sick leave or compensatory time earned, taken, or accumulated. Rather, the Sheriff's office maintains its own records. We noted two instances where final amounts paid to employees terminating in early 2004 were not supported by the leave and time records available in either the County Clerk's or Sheriff's office.

While the County Commission discussed and approved the amount paid to one of these individuals, there was no documentation explaining how the amount was derived or why it was not consistent with the available records. A review of timesheets and leave records for the other individual showed that the final payment represented two months' salary; however, hours worked and leave balances were not sufficient to cover the entire time period. Again, there was no documentation showing how the amount was derived and why it differed from the available records. Without centralized records, the County Commission cannot ensure that employees' leave and compensatory time usage and balances are accurate. Centralized records also aid in determining final compensation for employees leaving county employment.

2. Both of these employees had been on leave of absence or on administrative leave prior to leaving the county's employment. Neither the county's personnel policy manual nor the amendment to the personnel policy manual for Sheriff's office employees address the issues of leave of absence or administrative leave. It is unclear if the employees were required to use their accumulated leave for all or some of the missed days of work and if they would continue to earn leave during this time. The county's personnel policies should be amended to address the issues of leave of absence or administrative leave.
- B. There are no written agreements and records are not maintained to support annual subsidies or reimbursements for costs related to 911 coordination and dispatching services.

A deputy clerk in the County Clerk's office performs tasks related to general county government and 911 coordination, and is paid approximately \$19,000 from the General Revenue Fund. Sheriff's office dispatchers handle both emergency (911) and non-emergency calls. The county spends approximately \$150,000 annually for dispatching salaries from the General Revenue Fund. Each year the county receives \$10,000 and \$25,000 from the ACCD 911 board to help offset costs of employing a 911 coordinator and dispatchers, respectively. The county also received more than \$45,000 annually from various cities for providing dispatching services. However, the county does not use payroll records or dispatching call records to track costs and time associated with the different tasks performed by county employees. Such records are needed to evaluate the reasonableness of subsidies and/or contract payments received.

The County Commission should ensure the deputy clerk's timesheets provide details regarding tasks performed (general county versus 911) and dispatching call records differentiate between emergency and non-emergency calls, and city and county activities. The County Commission should periodically evaluate this information and ensure the subsidies and reimbursement amounts are reasonable. Furthermore, Section 432.070, RSMo, requires county contracts to be in writing. A similar condition was noted in our prior report.

- C.1. Some employees and their supervisors are not signing time sheets submitted. Time sheets should be signed by the employee and the employee’s supervisor to indicate their agreement to the actual time reported each month.
- 2. While the county pays the salaries for employees working at the regional child support enforcement office, those employees do not submit copies of their time sheets to the County Clerk’s office. These payroll costs are included on reimbursement claims to the state and the county is fully reimbursed from the U.S. Department of Health and Human Services through the Missouri Department of Social Services Title IV-D Program. Because of this, the county did not perceive a review of time sheets as an important procedure. However, county officials have an obligation to ensure reimbursements from any source (local, state, or federal) are for valid costs with adequate support.

**WE RECOMMEND** the County Commission:

- A. Ensure centralized leave records for the Sheriff’s office employees are maintained by the County Clerk and amend the personnel policies to address leaves of absences and administrative leave. Also, the County Commission should ensure that future final paychecks are supported by proper documentation.
- B. Require that detailed time and cost records related to 911 and dispatching tasks be maintained and periodically reevaluate whether subsidies and/or reimbursements from other entities are sufficient to cover the county’s costs. Also, the county should enter into written agreements with the ACCD 911 board and cities as appropriate.
- C. Ensure all time sheets have been signed by both the employee and the employee’s supervisor, and obtain timesheets from the regional child support enforcement office employees.

**AUDITEE’S RESPONSE**

*A-C. The County Commission indicated they will work toward implementing these recommendations.*

<b>4. County Officials’ Compensation</b>
--

Salary increases approved for some officials did not appear to comply with various statutory provisions.

- A. The County Collector and County Assessor received raises, effective January 1, 2005, which should not have taken effect until March 1 and September 1, 2005, respectively, the date of these officeholders' incumbency. The raises were based on an increase in the county's assessed valuation. Section 50.333.8, RSMo, provides for salaries to be adjusted each year on the official's year of incumbency for assessed

valuation changes that affect the maximum allowable compensation for that office.

This issue was also noted in our prior report. While the County Commission responded that they would request a written legal opinion from the Prosecuting Attorney, a formal opinion was neither requested nor provided. Rather, the Prosecuting Attorney drafted a letter and suggested that each officeholder could discuss their individual questions with him.

- B. The County Treasurer's salary was increased \$9,446 annually, effective with the start of a new term of office on January 1, 2003. A salary commission meeting held in October 2002 approved this increase. A September 2002 memo from the Prosecuting Attorney to the County Commission concluded that no salary commission meeting could be held in 2002. Despite this information, a meeting was held rather than waiting until 2003. Salary commission meeting minutes indicate consideration was given to having another meeting in 2003 to satisfy the statutory requirement that meetings be held in odd years, but members decided it was not necessary.

House Bill 2137, effective August 28, 2002, provided for an increase in the compensation paid to the county treasurer. It established an alternative, higher salary schedule and stated the salary commission may authorize the use of the alternative salary schedule. However, Section 50.333, RSMo, appears to authorize salary commissions to meet only in odd-numbered years.

As a result, it is unclear whether the salary increase provided to the County Treasurer is in accordance with state law.

**WE RECOMMEND** the County Commission:

- A. And the Salary Commission re-evaluate the timing of these salary increases as compared to statutory provisions, seeking legal counsel if necessary. If overpayments are determined, the county should pursue repayments or offset amounts against future salary payments as appropriate.
- B. And the Salary Commission consult with legal counsel and review the situation to ensure the actions taken were in accordance with state law.

**AUDITEE'S RESPONSE**

*A&B. The County Commission indicated they will give consideration to these recommendations and will address them with the county's newly elected Prosecuting Attorney in 2007.*

**5.****Assessor's Controls and Procedures**

Receipting and transmittal procedures are inadequate and provide little assurance that all monies collected by the Assessor's office are properly handled and accounted for.

Individuals can obtain copies and aerial maps from the Assessor's office. Assessor's office personnel indicated their usual procedure is not to accept monies but to require the customer to first pay the County Treasurer for the requested copies or maps, and then they will release the items to the customer upon proof of payment (presentation of treasurer receipt slip). However, we determined that this office does collect monies. A review of the receipts records and procedures identified various problems and discrepancies.

There was only one transmittal made to the Treasurer during the audit period. It consisted of \$150 in cash transmitted on May 20, 2005, which appeared to relate to one transaction and was not recorded in the Assessor's office receipt records. A November 2, 2006, cash count identified approximately \$77 in cash on hand, but these monies could not be agreed to receipt slip details. The receipt slip books indicated that only approximately \$66 was receipted by the Assessor's office from November 2004 through June 2006. Receipt slips are not issued for all monies received and the method of payment was not always noted on the receipt slips. Because of these various problems, there is uncertainty as to total monies actually received and their proper handling.

To better protect monies collected, the Assessor should continue the procedure of requiring payments to be made to the County Treasurer prior to releasing maps or copies.

**WE RECOMMEND** the Assessor continue to require customers to make payment to the County Treasurer prior to releasing requested maps and/or copies.

**AUDITEE'S RESPONSE**

*The County Assessor indicated that his office will continue to require customers to make payment to the County Treasurer prior to releasing maps and/or copies to them. If the County Treasurer's office is closed, customers will be sent to the County Clerk's office to make payment.*

**6.****Sheriff's Controls and Procedures**

Controls and procedures of the Sheriff's office need improvement. Accounting duties are not adequately segregated and oversight is lacking. Some monies collected by the office are not recorded or deposited timely, and receipt records are lacking or do not always contain proper details. Month-end reconciliation procedures are not satisfactory. Weaknesses were also noted regarding commissary activities, board of prisoner billings and jail food costs.

- A. Accounting duties are not adequately segregated. The office manager maintains the fee account and the jail administrator maintains the inmate account. Each is primarily responsible for receiving, recording, depositing and disbursing monies, and reconciling the bank accounts. Supervisory reviews are not performed.

To safeguard against possible loss or misuse of funds, internal controls should provide reasonable assurance that 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.

- B. The Sheriff's office maintains a fee bank account which is used to process various receipts generated from serving court papers, gun permits, telephone commissions, board of prisoner billings, bonds, and sheriff's sale proceeds. For the years ended December 31, 2005 and 2004, receipts of this account totaled approximately \$337,000 and \$137,000, respectively.

Receipts from court paper service fees are not recorded until they are deposited and are not deposited timely or intact. Monies are normally collected each business day for serving court papers. However, the monies are held by the Sheriff's office and not recorded or deposited until the related papers are served. These monies are not kept in a secure location and access to the monies is not limited. A cash count performed on August 1, 2006, showed undeposited checks for court paper service fees totaling approximately \$1,700. Some of these monies were not deposited until a month later.

Other monies deposited into this account also are not always being deposited timely. Deposits are generally made once a week. In addition, the method of payment received (cash, check, money order, etc.) is not always noted on the receipt slips and checks are not restrictively endorsed immediately upon receipt.

To adequately safeguard receipts and reduce the risk of loss, theft, or misuse of funds, monies should be maintained in a secure location until deposited and individuals with access to the funds should be limited, receipt slips with method of payment noted should be issued immediately, and deposits should be made intact on a timely basis. In addition, checks and money orders should be restrictively endorsed immediately upon receipt.

- C. The Sheriff also maintains a separate inmate checking account which is used to handle personal inmate monies and operate a commissary for inmates. For the years ended December 31, 2005 and 2004, receipts of this account totaled approximately \$10,000 and \$8,000, respectively.

The Sheriff's office uses a specialized computer program to maintain the records for this account. Inmates order various personal items from the commissary and the

money is deducted from their account. Any remaining personal monies are paid to the inmate upon release. The amounts of monies received, commissary purchases made, and the available cash balance for each inmate are recorded on a computer system. Sheriff's office employees did not generate or utilize computer system reports to perform needed reconciliations. This and other concerns were noted regarding this account.

- 1) Prenumbered receipt slips are not issued for monies received. To properly safeguard cash receipts and reduce the risk of loss, theft, or misuse of funds, prenumbered receipt slips should be issued for all monies received, the numerical sequence of receipt slips should be accounted for, and the composition of receipts should be reconciled to the composition of deposits.
- 2) Bank reconciliations are not performed monthly and a book balance is not maintained. In addition, no report of the cash balance is generated from the computer system which could be reconciled to the cash balance in the bank account. As of December 31, 2005, the bank account balance was approximately \$2,800.

Without maintaining a cumulative book balance and preparing monthly bank reconciliations, there is little assurance that cash receipts and disbursements have been properly handled and recorded or that bank or book errors will be detected and corrected in a timely manner.

- 3) The inmate account balance is not reconciled to the total of the individual inmate balances and any remaining commissary proceeds. Inmate balances are maintained on computer files, but the balances have not been reconciled to the total in the bank account. To reconcile accounting records to the bank account balance, the Sheriff's department needs to maintain records which account for the commissary activity (sales, purchases, and any residual profit).

Reconciliation between receipts, disbursements, and individual inmate balances are necessary to ensure all monies received are accounted for properly and errors in recording amounts in inmate and commissary accounts are detected.

- 4) The Sheriff does not have a system for tracking the profit and loss from the sales of commissary items and all monies earned from the sale of commissary items are retained in the commissary account. The Sheriff currently uses an independent vendor for purchasing commissary items for inmates. Sheriff's department employees indicated there is a profit from commissary sales but had no records to show the amount and could provide no estimate. To adequately account for the commissary account, records should be maintained in a manner to allow for the tracking of profit and loss on all sales from the commissary. The profits from the commissary account should be



deposited into the county treasury. Section 50.370, RSMo, requires every county official who receives any fees or other remuneration for official services to pay such money to the county treasury.

5) Disbursement records for this account were not available for part of the audit period. As discussed below, some carbon copies of checks written on the inmate account could not be located. Because supporting documentation (such as vendor invoices and inmate acknowledgement of receipt of personal monies upon release) for checks is attached to the carbon copy, the propriety and reasonableness of some disbursements cannot be determined.

D. The Sheriff's office houses prisoners for other political subdivisions. The county received approximately \$28,000 and \$23,000 from board of prisoner billings during the years ended December 31, 2005 and 2004, respectively. Billings are filed in individual inmate files, and no overall record of amounts billed, payments received, and accounts receivable is maintained. Monies received are not compared to amounts billed and there is no effort to identify and follow up on any unpaid amounts.

The Sheriff should maintain an overall record of amounts billed to and collected from the various political subdivisions to track amounts due and to ensure all outstanding amounts are received in a timely manner.

E. Various financial records could not be located. The bank statements and canceled checks for January through March 2004 for the current fee account and for January through June 2004 for a fee account which has since been closed could not be located. Bank statements and canceled checks for January through May 2004; and February, March, May, and June 2005, for the inmate account could not be located. At our request, the Sheriff's Office did obtain copies of these bank statements. In addition, they were unable to locate the carbon copies of some checks issued from the inmate account. Because these are not filed in any particular order (ie; numeric sequence or by date) the number of carbon copies missing or for what time periods was not determined.

Record retention is necessary to ensure the validity of transactions and provide an audit trail. In addition, Section 109.270, RSMo, states that all records made or received by an official in the course of their public duties are public property and are not to be disposed of except as provided by law.

F. During the two years ended December 31, 2005 and 2004, the county spent approximately \$30,000 and \$29,000, respectively, on food costs for the jail. Although the Sheriff's office maintains attendance records of prisoners housed in the county jail and retains documentation of the related food purchases from local vendors, the Sheriff's office does not calculate the average cost of meals served to prisoners.

The average cost of meals served to prisoners should be calculated periodically to ensure county assets are not misused and that expenditures for prisoner meals are reasonable. In addition, Section 221.105, RSMo, requires the governing body of any county to fix the amount to be expended for the cost of incarceration of prisoners confined in the jail.

Conditions similar to A, B, and C.2. were noted in our prior audit.

**WE RECOMMEND** the Sheriff:

- A. Adequately segregate accounting duties to the extent possible or ensure periodic supervisory reviews are performed and documented.
- B. Issue receipt slips, which indicate method of payment, immediately upon receipt, maintain monies in a secure location until deposited, and deposit all monies intact on a timely basis. In addition, checks and money orders should be restrictively endorsed immediately upon receipt.
- C.1. Issue prenumbered receipt slips for all monies received and account for the numerical sequence of receipt slips issued. In addition, reconcile the composition of receipts to the composition of deposits.
  - 2. Prepare monthly bank reconciliation and maintain a book balance.
  - 3. Maintain records for the commissary account and reconcile the individual prisoner and commissary balances to the total of the monies in the bank account on a monthly basis.
  - 4. Develop records to adequately track profits and losses on the commissary operations and turn all profits over to the County Treasurer as accountable fees.
  - 5. Ensure supporting documentation is retained for all disbursements.
- D. Maintain an overall record of board of prisoner billings and implement procedures to identify and follow up on any unpaid amounts.
- E. Retain financial records in a secure location to prevent misplacement or loss.
- F. Calculate the average cost of prisoner meals periodically.

**AUDITEE'S RESPONSE**

*The Sheriff indicated some of these recommendations have already been implemented and he will work toward ensuring that all recommendations are implemented.*

7.

### Investigative Squad Fund

Records and procedures for Investigative Squad Fund receipts are not sufficient.

The county employs an investigator in the sheriff's office. Salary and other costs related to investigations are funded through federal grant reimbursements from Buchanan County, fundraising activities, and donations. The county submits reimbursement claims to Buchanan County. While the investigator handles the monies from the fundraising activities and donations, the only records he maintains are photocopies of donation checks. According to the county budget document, donations total approximately \$12,000 each year.

The main fundraising activity is an annual rodeo held by the Sheriff's office. The rodeo receipts reflected on the Investigative Squad Fund budget totaled approximately \$11,900 and \$7,600 during 2005 and 2004, respectively. The investigator turns the proceeds over to the County Treasurer who deposits them into the Investigative Squad Fund. Unnumbered tickets are printed by the Sheriff's office and taken to local businesses to sell in advance of the rodeo. Tickets are also sold at the gate. However, no record is maintained to account for the total number of tickets printed, tickets sold by local businesses or at the gate, and tickets returned unsold. Because tickets are not numbered and accounted for, the county cannot perform a reconciliation between the ticket proceeds and the number of tickets sold.

To ensure accountability over tickets and the related receipts, the county should ensure that tickets are prenumbered, records of tickets are maintained, and should reconcile receipts to ticket sales and remaining tickets on hand. Without proper records and reconciliation procedures, there is less assurance that ticket sales proceeds are properly accounted for and transmitted to the County Treasurer.

**WE RECOMMEND** the Sheriff and the County Commission ensure rodeo tickets are prenumbered and that proper recordkeeping and reconciliation procedures are in place.

#### **AUDITEE'S RESPONSE**

*The Sheriff indicated he agrees with this recommendation and will make changes as needed.*

*The County Commission indicated this recommendation will be implemented.*

**8.****Property Tax Controls and City Tax Collections**

The County Collector does not perform month-end reconciliation procedures to ensure the bank account balances are in agreement with partial pay records and other identified liabilities. Contracts with various cities for collection of city property taxes need clarification regarding fees and penalties assessed. In addition, the County Clerk needs to improve procedures related to verification of the back tax books.

The County Collector is responsible for collecting and distributing property taxes for most political subdivisions within the county. During the years ended February 28, 2006 and 2005, property taxes and other monies totaling approximately \$14,580,000 and \$13,081,000 million, respectively, were collected and distributed.

A. Monthly liability listings are not prepared and reconciled with cash balances.

- 1) A separate bank account is maintained for partial payments received. The Collector does not perform a reconciliation between the partial payment ledger and the reconciled bank balance. The February 28, 2006, bank account balance was \$25,616 of which approximately \$12,000 has been held since at least July 2003. The Collector does not apply partial payments to unpaid taxes unless specifically requested by the taxpayer and does not periodically review partial pays held to determine if refunds or other disposition is appropriate. Whether these partial payments represent recent transactions or those dating back a number of years, it is the responsibility of the Collector to resolve any overpayment or old accounts, and make a continued effort to ensure partial payment accounts are properly closed on a timely basis.
- 2) The County Collector does not prepare monthly listings of liabilities, and as a result liabilities are not reconciled to the cash balance in the regular tax account. Upon request, the County Collector prepared a listing of liabilities to reconcile to the cash balance for February 28, 2006. The bank account was short approximately \$25 when compared to the listing of liabilities.

Monthly reconciliations of the cash balance to liabilities and accounting records are necessary to ensure the cash balances are sufficient to cover liabilities. Without the preparation of such reconciliations, there is less assurance that cash receipts and disbursements have been properly handled and recorded. In addition, the Collector should follow up on old partial pay amounts and determine if refunds or some other disposition is appropriate.

B. The county entered into written contracts which provide for the county to bill and collect property taxes for several cities in the county. The contracts provide for the County Collector to receive a fee of 3 percent withheld from all taxes collected

(approximately \$15,000 a year), and to receive penalties as prescribed by law which are collected from the taxpayers (approximately \$6,000 a year). These fees are retained personally by the County Collector. In addition, the county assesses a fee of 2 percent withheld from all taxes collected for providing the use of county employees and equipment and preparation of appropriate property tax records. This fee is divided with 1 percent deposited into the county's General Revenue Fund (approximately \$5,000 a year) and the other 1 percent retained personally by the County Clerk (approximately \$5,000 a year).

According to discussions with the County Collector and some of the cities involved, it does not appear the 3 percent fee is based on state law or city ordinance. Also, while the 7 percent penalty on delinquent city taxes is being assessed as provided for by state law, it is not being distributed as outlined by state law.

Section 50.332, RSMo, allows county officials, with the approval of the County Commission, to perform services for cities that they normally provide to the county for additional compensation. However, fees and add on penalties assessed to city taxpayers should be based on state law or city ordinance. The contracts with the cities should clearly define the amount of fees and penalties to be assessed, describe how all amounts should be distributed, and provide a basis for the amounts and handling.

- C. The County Collector generates the back tax books and compares the entries to the delinquent tax bills. The County Clerk performs a reconciliation of charges, additions and abatements, and collections to the delinquent tax book total, but does not sum the tax book charges or verify individual entries in the back tax books.

Section 140.050, RSMo, requires the County Clerk to prepare the back tax books. The procedures outlined in the statutes for the preparation of the tax books provide for the separation of duties and acts as a form of checks and balances. Although the reconciliation performed by the County Clerk provides some control, a review of individual entries on a test basis and summing the tax book would reduce the risk of errors and irregularities going undetected.

**WE RECOMMEND:**

- A.1. The County Collector ensure the partial payment ledger is reconciled to the bank balance periodically and proper records are maintained. In addition, the County Collector should take action to pay out or otherwise resolve all the old partial payment accounts.
- 2. The County Collector prepare a monthly listing of liabilities, reconcile this listing to the reconciled bank balance, investigate any unreconciled differences, and make the appropriate adjustments to correct any differences noted.

- B. The County Commission and other county officials re-evaluate and amend the contracts to clarify the basis for fees and penalties assessed and their subsequent distribution.
- C. The County Clerk perform and document additional verification of the back tax books.

**AUDITEE’S RESPONSE**

- A.1. *The County Collector indicated she plans to follow up on old partial pay amounts and dispose of as appropriate. In addition, she plans to stop accepting partial payments.*
- 2. *The County Collector indicated neither she nor the previous collector was aware of the need to identify and reconcile liabilities to the bank account balances. However, this procedure will be implemented as soon as time permits.*
- B. *The County Collector indicated she will re-evaluate the city contracts to ensure terms clearly describe fees and commissions to be assessed and their handling.*

*The County Commission indicated these contracts will be re-evaluated for clarity and reasonableness.*

- C. *The County Clerk indicated this recommendation will be implemented.*

<p><b>9. Senate Bill 40 Board Policies and Procedures</b></p>
---

The Senate Bill 40 (SB40) Board’s contracts with various agencies do not contain sufficient details regarding funding or documentation requirements. The board’s approval of disbursements is not adequately documented. Also, the board minutes are not signed.

- A. As discussed in our prior audit report, the SB40 Board has entered into contracts and provides services to three not-for-profit (NFP) organizations. However, the contract terms are general and do not provide information regarding maximum funding levels, specific periodic funding amounts, or documentation required to be submitted for board review prior to providing funding or reimbursements. Terms for two of the three contracts indicate the board agrees to “disburse funds (amounts varying)”, list the types of uses planned by the NFP, and indicate the NFP agrees that the monies will be used for the benefit of Clinton County residents. The other contract provided a set monthly amount to be provided for a specific purpose. However, none of the contracts addressed documentation or reporting requirements.

While it appeared disbursements by the board were consistent with planned use outlined in the contracts, the board made these payments without requiring adequate supporting documentation or vendor provided invoices when appropriate.

The contracts with the NFPs should be more specific and clearly establish the responsibilities and duties of each party and outline procedures and/or penalties for failure by either party to meet contractual terms. Also, to ensure the validity and propriety of expenditures, adequate supporting documentation should be obtained for all payments to vendors and contracts should be sufficiently detailed to allow the SB40 Board a basis for adequately monitoring the services received and determining whether the amount paid was reasonable.

- B. The SB40 bookkeeper provides a disbursement report listing vendor names and amounts for board approval at each meeting. While the board minutes indicate bills were approved, these reports are not signed or initialed to document the board's approval. Also, bank reconciliations, bank statements, and canceled checks are not reviewed by the board.

Indicating board approval on the listing of disbursements provides specific and clear documentation of all disbursements approved. To safeguard against possible loss or misuse of funds, ensure that proper reconciliation procedures are in place, and ensure that disbursement transactions are in agreement with board approvals, the board should perform reviews of bank information and canceled checks.

- C. The SB40 bookkeeper is paid approximately \$6,000 annually. The board determines the salary amount each year during the budget process. Timesheets are not prepared by the SB40 bookkeeper. Timesheets are necessary to document the hours worked, support payroll expenditures, and provide the board with a method to monitor hours worked and evaluate the reasonableness of the salary amount.
- D. The SB40 Board minutes are not signed to attest to their completeness and accuracy. The board minutes should be signed by the board secretary as preparer and the board chairman upon approval to show that the minutes accurately reflect the discussions held and actions taken in a previous meeting.

**WE RECOMMEND** the Senate Bill 40 Board:

- A. Improve contract terms regarding funding levels and required documentation or reporting.
- B. Signify approval of disbursements on the monthly report and review bank information and canceled checks.
- C. Require a timesheet from the bookkeeper and use to evaluate the annual salary amount.
- D. Ensure the board minutes are properly signed to attest to their accuracy.

**AUDITEE'S RESPONSE**

*A-D. Senate Bill 40 Board members indicated these recommendations will be given consideration and implemented as appropriate.*



## Follow-Up on Prior Audit Findings

CLINTON COUNTY, MISSOURI  
FOLLOW-UP ON PRIOR AUDIT FINDINGS

In accordance with *Government Auditing Standards*, this section reports the auditor's follow-up on action taken by Clinton County, Missouri, on findings in the Management Advisory Report (MAR) of the audit report issued for the two years ended December 31, 2001. Any prior recommendations which have not been implemented, but are considered significant, are repeated in the current MAR. Although the remaining unimplemented recommendations are not repeated, the county should consider implementing those recommendations.

1. Bidding and Contracts

- A. Bids were not always solicited, nor was bid documentation always retained for various purchases made by the county.
- B. The county did not enter into formal written agreements for ACCD 911 system mapping services and for funding provided to the Clinton County domestic violence shelter.

Recommendation:

The County Commission:

- A. Solicit bids for all items in accordance with Section 50.660, RSMo 2000. Documentation of bids solicited and justification for bid awards should be retained by the County Clerk.
- B. Ensure that contracts are obtained and entered into for services received.

Status:

- A. Partially implemented. Improvements were noted in the county's bidding procedures. For most purchases reviewed, bids were received and bid awards were documented in the commission minutes; however, sole source procurements were not always documented. Although not repeated in the current MAR, our recommendation remains as stated above.
- B. Partially implemented. The county does have a contract for funding to the Clinton County domestic violence shelter. However, in 2004 the county hired an Emergency Management Coordinator who is paid as an independent contractor without a formal written agreement. See MAR finding number 1.

2. Closed Meeting Minutes

Minutes were not always prepared to document the matters discussed in closed meetings. In addition, open meeting minutes did not always document the related vote to close the

meeting, reasons for closing the meeting, or the final disposition of matters discussed in closed meetings.

Recommendation:

The County Commission ensure minutes are prepared, approved, and retained for all closed meetings, reasons for closing a meeting are documented, and the final disposition of matters discussed in closed meetings is made public as required by state law.

Status:

Partially implemented. Minutes for the two closed meetings held during the two years ended December 31, 2005 could not be located. However, reasons for closing the meetings were documented. A final disposition of matters discussed in closed meetings was documented for only one of the meetings. Although not repeated in the current MAR, our recommendation remains as stated above.

3. Multi-County (ACCD) 911 System

The county received \$236,010 from DeKalb County for 911 mapping expenditures, but provided documentation for only \$203,675.

Recommendation:

The County Commission review supporting documentation for mapping expenditures and refund any advances not used for allowable mapping expenditures.

Status:

Implemented. The county used the remaining monies to pay for mapping expenses.

4. Officials' Salaries

A. The Associate County Commissioners each received mid-term salary increases totaling approximately \$7,400 yearly. A subsequent Missouri Supreme Court decision held the statute unconstitutional.

B. The County Collector and County Assessor received raises, effective January 1, 2000, which was prior to their dates of incumbency which were March 1 and September 1, respectively. In addition, the salary commission used the current year's assessed valuation rather than the preceding year's assessed valuation to determine the maximum allowable salaries for all officials in 2000.

Recommendation:

The County Commission and the salary commission:

- A. Review the impact of this decision and develop a plan for obtaining repayment of the salary overpayments.
- B. Request a written opinion from the Prosecuting Attorney as to the legality of the salary increases that went into effect on January 1, 2000, and proceed accordingly.

Status:

- A. Not implemented. The County Commission responded in the prior report that the raises were approved based on existing state law and they did not plan to request repayment. In addition, commission minutes indicate this issue was discussed with legal counsel in July 2004, but no written opinion was obtained. Although not repeated in the current MAR, our recommendation remains as stated above.
- B. Not implemented. See MAR finding number 4.

5. Payroll

During the years ended December 31, 2001 and 2000, approximately 24 percent and 29 percent, respectively, of the salary paid to the 911 Coordinator from the Special Road and Bridge Fund was reimbursed by the 911 Fund. However, the county did not maintain documentation to support this nor were detailed timesheets for the employee maintained.

Recommendation:

The County Commission require detailed timesheets from the 911 Coordinator to ensure appropriate amounts are paid from the 911 Fund, Special Road and Bridge Fund and General Revenue Fund.

Status:

Not implemented. See MAR finding number 3.

6. County Clerk

The County Clerk did not maintain a complete account book with the County Collector.

Recommendation:

The County Clerk establish and maintain an account book of the County Collector's transactions, and the County Commission make use of this account book to verify the County Collector's annual settlements.

Status:

Implemented.

7. Associate Division Accounting Controls

- A. Formal bank reconciliations for the bond account were not prepared.
- B. Monthly listings of open items for the bond account were prepared, but the listings were not reconciled to the cash balances.
- C. There were checks which had been outstanding for a considerable length of time.

Recommendation:

The Associate Division:

- A. Prepare and document bank reconciliations for the bond account on a monthly basis and reconcile to the accounting records. Ensure documented periodic reviews of receipts to deposits and bank reconciliations are performed.
- B. Ensure a complete and accurate open items list is maintained and reconciled to the cash balance monthly. Any discrepancies should be promptly investigated and resolved.
- C. Reissue old outstanding checks where the payee can be located. Any unclaimed amounts should be turned over to the state's Unclaimed Property Section in accordance with state law.

Status:

The Associate Division along with the Probate Division combined with the Circuit Division in October 2005. All monies held by the Associate Division have been turned over to the Circuit Clerk's Office.

8. Sheriff Accounting Controls

- A. The duties of cash custody and record-keeping had not been adequately segregated.
- B.1. Receipts were not deposited on a timely basis.

2. Receipts were not posted to the cash control ledger when written and the method of payment was not always indicated on receipt slips.
- C. Bank reconciliations were not performed for the commissary account. In addition, an open items listing was not prepared monthly and reconciled with the account balance.

Recommendation:

The Sheriff:

- A. Adequately segregate accounting and bookkeeping duties to the extent possible. At a minimum, the Sheriff should perform documented reviews of the accounting records.
- B.1. Deposit daily or when accumulated receipts exceed \$100.
  2. Post all receipts to the cash control ledger on a timely basis. In addition, ensure method of payment is indicated on all receipt slips and reconcile the composition of receipts to the composition of bank deposits.
- C. Prepare bank reconciliations for the commissary account and reconcile the cash balance to the open items listing on a monthly basis. In addition, the excess cash balance which represents profit should be remitted periodically to the county treasury.

Status:

A-C. Not implemented. See MAR finding number 6.

9. Health Center

- A. The Health Center did not have a depository agreement with the bank and collateral securities were not pledged by the Health Center Board's depository bank for deposits in excess of the Federal Deposit Insurance Corporation (FDIC) coverage.
- B. Receipt slips were not issued for some monies received.

Recommendation:

The Health Center Board:

- A. Obtain a bank depository agreement and ensure adequate collateral securities are pledged for all deposits in excess of FDIC coverage.

- B. Require that prenumbered receipt slips be issued for all monies received. In addition, the method of payment should be indicated on all receipts and the composition of receipts should be reconciled to deposits.

Status:

- A. Implemented.
- B. Not implemented. Receipt slips are being issued for all monies except those direct deposited into the health center's bank account. Although not repeated in the current MAR, our recommendations remain as stated above.

10. Senate Bill 40 Board

- A.1. The board did not enter into a formal written agreement with the Cameron Children's Development Center.
  - 2. The contract with Clinco (sheltered workshop provider) was not up to date.
- B. The board had not established a written policy for the review and approval of requests for funds by citizens.
- C. The board made payments to vendors without requiring or retaining adequate supporting documentation and approval of expenditures was not adequately documented.

Recommendation:

The Senate Bill 40 Board:

- A. Enter into written agreements for all services and up date all contracts. The written agreement should detail all duties to be performed and the compensation to be paid under the agreement.
- B. Establish a written policy detailing the requirements for requesting funds.
- C. Ensure adequate documentation is received and maintained to support all expenditures. In addition, review and approve all expenditures of Senate Bill 40 funds.

Status:

- A. Partially implemented. While the Senate Bill 40 Board has entered into written agreements, the agreements do not include all necessary details. See MAR finding number 9.

- B. Implemented.
- C. Partially implemented. While the supporting documentation for disbursements made on the behalf of citizens has improved, the supporting documentation for disbursements paid under contracts with various agencies is still lacking. In addition, the board is reviewing all invoices; however, their approval is not always adequately documented. See MAR finding number 9.



STATISTICAL SECTION

History, Organization, and  
Statistical Information

CLINTON COUNTY, MISSOURI  
HISTORY, ORGANIZATION,  
AND STATISTICAL INFORMATION

Organized in 1833, the county of Clinton was named after DeWitt Clinton, an American Statesman. Clinton County is a county-organized, third-class county and is part of the 43rd Judicial Circuit. The county seat is Plattsburg.

Clinton County's government is composed of a three-member county commission and separate elected officials performing various tasks. 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 approximately 517 miles of county roads and 102 county 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 15,916 in 1980 and 18,979 in 2000. The following chart shows the county's change in assessed valuation since 1980:

		Year Ended December 31,					
		2005	2004	2003	2002	1985*	1980**
		(in millions)					
Real estate	\$	161.0	148.3	143.4	129.8	57.9	39.1
Personal property		49.8	46.9	45.7	43.7	12.8	9.2
Railroad and utilities		10.0	10.4	9.9	9.8	12.6	9.2
Total	\$	220.8	205.6	199.0	183.3	83.3	57.5

\* First year of statewide reassessment.

\*\* Prior to 1985, separate assessments were made for merchants' and manufacturers' property. These amounts are included in real estate.

Clinton County's property tax rates per \$100 of assessed valuations were as follows:

		Year Ended December 31,			
		2005	2004	2003	2002
General Revenue Fund	\$	.2395	.2050	.2150	.2121
Special Road and Bridge Fund *		.3500	.3500	.3500	.3500
Health Center Fund		.0887	.0887	.0887	.0910
Senate Bill 40 Board Fund		.0887	.0887	.0887	.0910

\* The county retains all tax proceeds from areas not within road districts. The county has two road districts that receive four-fifths of the tax collections from property within these districts, and the Special Road and Bridge Fund retains one-fifth. The road districts also have an additional levy approved by the voters.

Property taxes attach as an enforceable lien on property as of January 1. Taxes are levied on September 1 and payable by December 31. Taxes paid after December 31 are subject to penalties. The county bills and collects property taxes for itself and most other local governments. Taxes collected were distributed as follows:

	Year Ended February 28 (29),			
	2006	2005	2004	2003
State of Missouri	\$ 67,610	62,428	60,232	55,387
General Revenue Fund	532,098	444,926	433,510	374,683
Special Road and Bridge Fund	885,232	823,946	788,450	726,945
Assessment Fund	207,537	131,643	120,308	112,220
Health Center Fund	198,070	182,920	176,980	165,937
Senate Bill 40 Board Fund	196,802	181,694	175,762	164,762
School districts	9,965,884	8,894,638	8,133,335	7,490,693
Ambulance districts	452,885	414,981	309,190	304,218
Fire protection districts	637,574	569,589	536,935	500,020
Watershed district	1,765	1,803	1,876	1,695
Special road districts	483,116	441,594	431,551	406,544
Cities	557,369	535,427	534,994	524,809
Tax Maintenance Fund	33,977	32,550	29,607	14,468
Refunds and miscellaneous	7,447	10,795	10,404	12,550
Tax sale surplus	515	32,195	0	0
County Clerk	1,042	1,192	1,101	1,118
County Employees' Retirement	86,831	78,646	71,320	69,822
Commissions and fees:				
Collector	22,091	21,865	21,674	20,078
County Clerk	5,302	5,086	5,087	4,975
General Revenue Fund	237,120	212,805	198,316	189,748

Percentages of current taxes collected were as follows:

	Year Ended February 28 (29),				%
	2006	2005	2004	2003	
Real estate	93.1	92.8	92.3	92.2	
Personal property	87.1	86.7	84.9	85.9	
Railroad and utilities	99.1	100.0	99.6	99.1	

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

	Rate	Expiration Date	Required Property Tax Reduction	
General	\$ .0050	None	50	%
Capital improvements	.0050	2007	0	

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

Officeholder	2006	2005	2004	2003	2002
County-Paid Officials:	\$				
Mark Hoover, Presiding Commissioner		30,565	30,222	30,222	30,222
James T. Crenshaw, Associate Commissioner		28,486	28,142	28,142	28,142
Larry King, Associate Commissioner		28,486			
E.W. Dixon, Associate Commissioner			28,142	28,142	28,142
Mary Blanton, County Clerk (1)		48,487	47,699	47,748	47,535
Mitch Elliott, Prosecuting Attorney		53,040	50,960	50,960	50,960
K. Porter Hensen, Sheriff (2)		47,840	7,262		
Dan Jones, Sheriff (3)			7,664	46,800	46,800
Grace Daniels, County Treasurer		43,160	41,000	41,000	31,554
Randall Relford, County Coroner		14,560			
Robert Angle, County Coroner			13,520	13,520	13,520
Nancy D. Wingate, Public Administrator		26,000			
John Denis O'Connor, Public Administrator			20,800	20,800	20,800
Sharon Cockrum, County Collector (4), year ended February 28 (29),	65,251	64,591	64,314	62,718	
Jerry Howard, County Assessor (5), year ended August 31,		43,674	43,405	43,540	43,567

(1) Includes \$5,327, \$5,059, \$5,108, and \$4,894, respectively, of commissions earned for collecting city property taxes.

(2) Elected sheriff in November 2004 and took office immediately.

(3) Sheriff Jones died in February 2004. Gary McCrea served as interim sheriff from March 3, 2004, until the November 2004 election and was paid \$31,917.

(4) Includes \$22,091, \$21,865, \$21,674 and \$20,078, respectively, of commissions earned for collecting city property taxes.

(5) Includes \$688, \$765, \$900, and \$900 annual compensation received from the state in 2005, 2004, 2003, and 2002, respectively.

State-Paid Officials:

Molly Livingston, Circuit Clerk and Ex Officio Recorder of Deeds	48,643	47,900	45,741	2,059
Betty Mallen, Circuit Clerk and Ex Officio Recorder of Deeds			1,971	47,300
Paul Luckenbill, Associate Circuit Judge	96,000	96,000	96,000	96,000