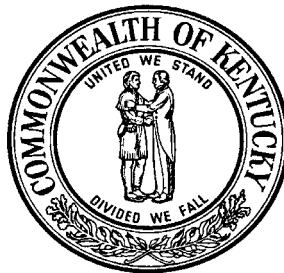


**REPORT OF THE AUDIT OF THE  
WHITLEY COUNTY  
CLERK**

**For The Year Ended  
December 31, 2008**



**CRIT LUALLEN  
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## **EXECUTIVE SUMMARY**

### **AUDIT EXAMINATION OF THE WHITLEY COUNTY CLERK**

**For The Year Ended  
December 31, 2008**

The Auditor of Public Accounts has completed the Whitley County Clerk's audit for the year ended December 31, 2008. Based upon the audit work performed, the financial statement presents fairly in all material respects, the revenues, expenditures, and excess fees in conformity with the regulatory basis of accounting.

#### **Financial Condition:**

Excess fees decreased by \$59,326 from the prior year, resulting in excess fees of \$148,838 as of December 31, 2008. Revenues decreased by \$466,273 from the prior year and expenditures decreased by \$406,947.

#### **Deposits:**

The County Clerk's deposits were insured and collateralized by bank securities.



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C R I T L U A L L E N  
A U D I T O R O F P U B L I C A C C O U N T S

The Honorable Pat White Jr., Whitley County Judge/Executive  
The Honorable Kay Schwartz, Whitley County Clerk  
Members of the Whitley County Fiscal Court

Independent Auditor's Report

We have audited the accompanying statement of revenues, expenditures, and excess fees - regulatory basis of the County Clerk of Whitley County, Kentucky, for the year ended December 31, 2008. This financial statement is the responsibility of the County Clerk. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, and the Audit Guide for County Fee Officials issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and 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 described in Note 1, the County Clerk's office prepares the financial statement on a regulatory basis of accounting that demonstrates compliance with the laws of Kentucky, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the revenues, expenditures, and excess fees of the County Clerk for the year ended December 31, 2008, in conformity with the regulatory basis of accounting described in Note 1.

In accordance with Government Auditing Standards, we have also issued our report dated June 8, 2009 on our consideration of the Whitley County Clerk'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 Honorable Pat White Jr., Whitley County Judge/Executive  
The Honorable Kay Schwartz, Whitley County Clerk  
Members of the Whitley County Fiscal Court

This report is intended solely for the information and use of the County Clerk and Fiscal Court of Whitley County, Kentucky, and the Commonwealth of Kentucky and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Crit Luallen", with a long horizontal flourish extending to the right.

Crit Luallen  
Auditor of Public Accounts

June 8, 2009



WHITLEY COUNTY  
KAY SCHWARTZ, COUNTY CLERK  
STATEMENT OF REVENUES, EXPENDITURES, AND EXCESS FEES - REGULATORY BASIS

For The Year Ended December 31, 2008

Revenues

State Fees For Services		\$ 11,758
Fiscal Court		63,312
Licenses and Taxes:		
Motor Vehicle-		
Licenses and Transfers	\$ 1,111,743	
Usage Tax	1,679,130	
Tangible Personal Property Tax	2,423,349	
Other-		
Fish and Game Licenses	4,821	
Marriage Licenses	15,585	
Deed Transfer Tax	54,994	
Delinquent Tax	389,831	5,679,453
Fees Collected for Services:		
Recordings-		
Deeds, Easements, and Contracts	22,695	
Real Estate Mortgages	22,049	
Chattel Mortgages and Financing Statements	107,998	
Powers of Attorney	3,536	
All Other Recordings	60,095	
Charges for Other Services-		
Copywork	15,809	
Miscellaneous	51,797	
Lien Fees	18,662	302,641
Other:		
Franchise Bank Deposit Taxes		88,656
Interest Earned		3,418
Total Revenues		6,149,238

The accompanying notes are an integral part of this financial statement.

WHITLEY COUNTY  
 KAY SCHWARTZ, COUNTY CLERK  
 STATEMENT OF REVENUES, EXPENDITURES, AND EXCESS FEES - REGULATORY BASIS  
 For The Year Ended December 31, 2008  
 (Continued)

Expenditures

Payments to State:

Motor Vehicle-

Licenses and Transfers \$ 770,996

Usage Tax 1,628,660

Tangible Personal Property Tax 989,451

Licenses, Taxes, and Fees-

Fish and Game Licenses 4,577

Marriage Licenses 15,584

Legal Process Tax 21,200

Delinquent Tax 59,805

Affordable Housing 11,748 \$ 3,502,021

Payments to Fiscal Court:

Tangible Personal Property Tax 170,335

Delinquent Tax 43,906

Deed Transfer Tax 52,244

Franchise Bank Deposit Taxes 88,656 355,141

Payments to Other Districts:

Tangible Personal Property Tax 1,168,203

Delinquent Tax 189,480 1,357,683

Payments to Sheriff

5,032

Payments to County Attorney

55,246

Operating Expenditures and Capital Outlay:

Personnel Services-

Deputies' Salaries 323,077

Part-Time Salaries 750

Employee Benefits-

Employer's Share Social Security 29,765

Employer's Share Retirement 56,599

Employer's Paid Health Insurance 61,067

Contracted Services-

Advertising 890

Insurance Bonds 6,334

The accompanying notes are an integral part of this financial statement.

WHITLEY COUNTY  
 KAY SCHWARTZ, COUNTY CLERK  
 STATEMENT OF REVENUES, EXPENDITURES, AND EXCESS FEES - REGULATORY BASIS  
 For The Year Ended December 31, 2008  
 (Continued)

Expenditures (Continued)

Operating Expenditures and Capital Outlay: (Continued)

Materials and Supplies-			
Office Supplies	\$	34,386	
Election Expenses		50,117	
Other Charges-			
Conventions and Travel		7,990	
Dues		1,375	
Postage		10,929	
Branch Office Rent		12,000	
Returned Checks		1,041	
Training Expenses		1,735	
Capital Outlay-			
Office Equipment		9,227	
Equipment Maintenance & Rental Agreements		<u>22,834</u>	\$ 630,116
Operating Leases			
Postage Meter		1,416	
Copiers		<u>9,075</u>	<u>10,491</u>
Total Expenditures			<u>\$ 5,915,730</u>
Net Revenues			233,508
Less: Statutory Maximum			<u>79,308</u>
Excess Fees			154,200
Less: Expense Allowance		3,600	
Training Incentive Benefit		<u>1,762</u>	<u>5,362</u>
Excess Fees Due County for 2008			148,838
Payment to Fiscal Court - February 17, 2009			<u>146,123</u>
Balance Due Fiscal Court at Completion of Audit *			<u>\$ 2,715</u>

\* Note: The County Clerk presented a check for \$2,715 to the County Treasurer on June 8, 2009.

The accompanying notes are an integral part of this financial statement.

WHITLEY COUNTY  
NOTES TO FINANCIAL STATEMENT

December 31, 2008

Note 1. Summary of Significant Accounting Policies

A. Fund Accounting

A fee official uses a fund to report on the results of operations. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fee official uses a fund for fees to account for activities for which the government desires periodic determination of the excess of revenues over expenditures to facilitate management control, accountability, and compliance with laws.

B. Basis of Accounting

KRS 64.820 directs the fiscal court to collect any amount, including excess fees, due from the County Clerk as determined by the audit. KRS 64.152 requires the County Clerk to settle excess fees with the fiscal court by March 15 each year.

The financial statement has been prepared on a regulatory basis of accounting, which demonstrates compliance with the laws of Kentucky and is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Under this regulatory basis of accounting, revenues and expenditures are generally recognized when cash is received or disbursed with the exception of accrual of the following items (not all-inclusive), at December 31 that may be included in the excess fees calculation:

- Interest receivable
- Collection on accounts due from others for 2008 services
- Reimbursements for 2008 activities
- Payments due other governmental entities for December tax and fee collections and payroll
- Payments due vendors for goods or services provided in 2008

The measurement focus of a fee official is upon excess fees. Remittance of excess fees is due to the County Treasurer in the subsequent year.

C. Cash and Investments

At the direction of the fiscal court, KRS 66.480 authorizes the County Clerk's office to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

WHITLEY COUNTY  
NOTES TO FINANCIAL STATEMENT  
December 31, 2008  
(Continued)

Note 2. Employee Retirement System

The county officials and employees have elected to participate in the County Employees Retirement System (CERS), pursuant to KRS 78.530 administered by the Board of Trustees of the Kentucky Retirement Systems. This is a cost-sharing, multiple-employer, defined benefit pension plan that covers all eligible full-time employees and provides for retirement, disability, and death benefits to plan members.

Benefit contributions and provisions are established by statute. Nonhazardous covered employees are required to contribute 5.0 percent of their salary to the plan. Nonhazardous covered employees hired after September 1, 2008 are required to contribute 6.0 percent of their salary to the plan. The county's contribution rate for nonhazardous employees was 16.17 percent for the first six months and 13.5 percent for the last six months of the year.

Benefits fully vest on reaching five years of service for nonhazardous employees. Aspects of benefits for nonhazardous employees include retirement after 27 years of service or age 65.

Historical trend information pertaining to CERS' progress in accumulating sufficient assets to pay benefits when due is presented in the Kentucky Retirement Systems' annual financial report which is a matter of public record. This report may be obtained by writing the Kentucky Retirement Systems, 1260 Louisville Road, Frankfort, Kentucky 40601-6124, or by telephone at (502) 564-4646.

Note 3. Deposits

The Whitley County Clerk maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC) as required by KRS 66.480(1)(d). According to KRS 41.240(4), the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement between the County Clerk and the depository institution, signed by both parties, that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, which approval must be reflected in the minutes of the board or committee, and (c) an official record of the depository institution.

Custodial Credit Risk - Deposits

Custodial credit risk is the risk that in the event of a depository institution failure, the County Clerk's deposits may not be returned. The Whitley County Clerk does not have a deposit policy for custodial credit risk but rather follows the requirements of KRS 41.240(4). As of December 31, 2008, all deposits were covered by FDIC insurance or a properly executed collateral security agreement.

WHITLEY COUNTY  
 NOTES TO FINANCIAL STATEMENT  
 December 31, 2008  
 (Continued)

Note 4. Local Records Grant

As of December 31, 2007, the County Clerk had a balance of \$13,384 in the Local Records Grant Account from the Kentucky Department for Libraries and Archives to be used for the purchase of a roller desk and film cartridges. During 2008, the account earned interest of \$36 and there were no expenditures during the year, leaving a balance of \$13,420, as of December 31, 2008. The Kentucky Department for Libraries and Archives has extended the project completion date to December 31, 2009.

Note 5. Operating Leases

The Whitley County Clerk's office entered into lease agreements for 5 copiers and a postage machine, and a maintenance agreement for the fax machine. The future minimum lease and maintenance agreement payments as of December 31, 2008 are as follows:

Item Purchased	Monthly Payment	Term of Agreement	Ending Date	Outstanding Balance 12/31/08
Postage Machine	\$ 118	60 months	06/27/12	\$ 4,956
Copier	130	60 months	04/03/12	5,312
Copier	111	60 months	10/03/13	6,533
Copier	166	60 months	11/24/13	9,987
Copier	115	60 months	11/24/13	6,922
Copier	115	60 months	11/24/13	6,922
Fax Machine Maintenance	18	36 months	12/31/10	432

Note 6. Related Party Transactions

During the year ended December 31, 2008, the County Clerk paid SKA Cabinet Shop \$3,107 for construction and installation of cabinets and various office repairs. The County Clerk's brother owns and operates SKA Cabinet Shop and these transactions are therefore considered related party transactions.

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND  
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF THE FINANCIAL  
STATEMENT PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS







CRIT LUALLEN  
AUDITOR OF PUBLIC ACCOUNTS

The Honorable Pat White Jr., Whitley County Judge/Executive  
The Honorable Kay Schwartz, Whitley County Clerk  
Members of the Whitley County Fiscal Court

Report On Internal Control Over Financial Reporting And  
On Compliance And Other Matters Based On An Audit Of The Financial  
Statement Performed In Accordance With Government Auditing Standards

We have audited the statement of revenues, expenditures, and excess fees - regulatory basis of the Whitley County Clerk for the year ended December 31, 2008, and have issued our report thereon dated June 8, 2009. The County Clerk's financial statement is prepared in accordance with a basis of accounting other than generally accepted accounting principles. 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, we considered the Whitley County Clerk's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statement, but not for the purpose of expressing an opinion on the effectiveness of the County Clerk's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the County Clerk's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with the regulatory basis of accounting such that there is more than a remote likelihood that a misstatement of the entity's financial statement that is more than inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statement will not be prevented or detected by the entity's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.



Report On Internal Control Over Financial Reporting And  
On Compliance And Other Matters Based On An Audit Of The Financial  
Statement Performed In Accordance With Government Auditing Standards  
(Continued)

Compliance And Other Matters

As part of obtaining reasonable assurance about whether the Whitley County Clerk's financial statement for the year ended December 31, 2008, is free of material misstatement, we performed tests of its 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.

This report is intended solely for the information and use of management, the Whitley County Fiscal Court, and the Department for Local Government and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,



Crit Luallen  
Auditor of Public Accounts

June 8, 2009

