REPORT OF THE AUDIT OF THE LAWRENCE COUNTY CLERK

For The Year Ended
December 31, 2003

CRIT LUALLEN
AUDITOR OF PUBLIC ACCOUNTS
www.auditor.ky.gov

105 SEA HERO ROAD, SUITE 2
FRANKFORT, KY 40601-5404
TELEPHONE (502) 573-0050
FACSIMILE (502) 573-0067

CRIT LUALLEN
AUDITOR OF PUBLIC ACCOUNTS

To the People of Kentucky
Honorable Ernie Fletcher, Governor
Robbie Rudolph, Secretary
Finance and Administration Cabinet
Honorable Phillip Carter, Lawrence County Judge/Executive
Honorable Chris Jobe, Lawrence County Clerk
Members of the Lawrence County Fiscal Court

The enclosed report prepared by Ross & Company, PLLC, Certified Public Accountants, presents the statement of revenues, expenditures, and excess fees of the County Clerk of Lawrence County, Kentucky, for the year ended December 31, 2003.

We engaged Ross & Company, PLLC to perform the audit of this statement. We worked closely with the firm during our report review process; Ross & Company, PLLC evaluated the Lawrence County Clerk's internal controls and compliance with applicable laws and regulations.

Respectfully submitted,

Crit Luallen
Auditor of Public Accounts

Enclosure

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FRANKFORT, KY 40601-5404

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FACSIMILE 502.573.0067
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REPORT OF THE AUDIT OF THE LAWRENCE COUNTY CLERK

For The Year Ended
December 31, 2003

ROSS & COMPANY, PLLC
Certified Public Accountants
800 Envoy Circle
Louisville, KY
Telephone (502) 499-9088
Facsimile (502) 499-9132

EXECUTIVE SUMMARY

AUDIT EXAMINATION OF THE
LAWRENCE COUNTY CLERK

For The Year Ended
December 31, 2003

Ross & Company, PLLC has completed the Lawrence County Clerk's audit for the year ended December 31, 2003. 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 described in Note 1.

Financial Condition:

Excess fees increased by $18,548 from the prior year, resulting in excess fees of $41,879 as of December 31, 2003. Revenues increased by $212,759 from the prior year and expenditures increased by $199,477.

Deposits:

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

CONTENTS PAGE

INDEPENDENT AUDITOR'S REPORT.....1
STATEMENT OF REVENUES, EXPENDITURES, AND EXCESS FEES - REGULATORY BASIS.....3
NOTES TO FINANCIAL STATEMENT.....6
REPORT ON COMPLIANCE AND ON INTERNAL CONTROL
OVER FINANCIAL REPORTING BASED ON AN AUDIT OF THE FINANCIAL
STATEMENT PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS.....11

ROSS & COMPANY, PLLC
Certified Public Accountants
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The Honorable Phillip Carter, Lawrence County Judge/Executive
The Honorable Chris Jobe, Lawrence County Clerk
Members of the Lawrence 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 Lawrence County, Kentucky, for the year ended December 31, 2003. 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, 2003, in conformity with the regulatory basis of accounting.

In accordance with Government Auditing Standards, we have also issued our report dated October 13, 2004, on our consideration of the County Clerk's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

The Honorable Phillip Carter, Lawrence County Judge/Executive
The Honorable Chris Jobe, Lawrence County Clerk
Members of the Lawrence County Fiscal Court

This report is intended solely for the information and use of the County Clerk and Fiscal Court of Lawrence 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,

Ross & Company, PLLC

Audit fieldwork completed -
October 13, 2004

LAWRENCE COUNTY
CHRIS JOBE, COUNTY CLERK
STATEMENT OF REVENUES, EXPENDITURES, AND EXCESS FEES - REGULATORY BASIS

For The Year Ended December 31, 2003

Revenues		
State Fees For Services		$ 7,210
Fiscal Court		24,056
Licenses and Taxes:		
Motor Vehicle-		
Licenses and Transfers	$ 344,367	
Usage Tax	1,028,140	
Tangible Personal Property Tax	594,932	
Licenses-		
Fish and Game	11,405	
Marriage	7,211	
Deed Transfer Tax	17,973	
Delinquent Tax	213,222	2,217,250
Fees Collected for Services:		
Recordings-		
Deeds, Easements, and Contracts	$ 13,032	
Real Estate Mortgages	22,049	
Chattel Mortgages and Financing Statements	51,145	
Powers of Attorney	1,118	
Deeds of Release	7,305	
All Other Recordings	7,413	
Charges for Other Services-		
Candidate Filing Fees	180	
Copywork	8,012	
Postage	1,350	111,604
Other:		
Bail Bonds	$ 294	
U.S. Passport Applications	3,470	
Miscellaneous	13,593	17,357
Interest Earned		680
Total Revenues		$ 2,378,157

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

LAWRENCE COUNTY
CHRIS JOBE, COUNTY CLERK
STATEMENT OF REVENUES, EXPENDITURES, AND EXCESS FEES - REGULATORY BASIS
For The Year Ended December 31, 2003
(Continued)

Expenditures

Payments to State:		
Motor Vehicle-		
Licenses and Transfers	$ 257,744	
Usage Tax	990,897	
Tangible Personal Property Tax	307,310	
Licenses, Taxes, and Fees-		
Fish and Game	14,677	
Delinquent Tax	26,155	
Legal Process Tax	14,843	
Candidate Filing Fees	60	$ 1,611,686
Payments to Fiscal Court:		
Tangible Personal Property Tax	$ 100,162	
Delinquent Tax	30,387	
Deed Transfer Tax	17,074	147,623
Payments to Other Districts:		
Tangible Personal Property Tax	$ 162,472	
Delinquent Tax	99,521	261,993
Payments to Sheriff		3,479
Payments to County Attorney		34,490
Operating Expenditures and Capital Outlay:		
Personnel Services-		
Deputies' Salaries	$ 137,100	
Part-Time Salaries	4,140	
Overtime	452	
Employee Benefits-		
Employer's Share Social Security	14,292	
Contracted Services-		
Service on Equipment	12,616	
Tax Bill Preparation	2,426	
Materials and Supplies-		
Office Supplies	4,211	

LAWRENCE COUNTY
CHRIS JOBE, COUNTY CLERK
STATEMENT OF REVENUES, EXPENDITURES, AND EXCESS FEES - REGULATORY BASIS
For The Year Ended December 31, 2003
(Continued)

Expenditures (Continued)

Operating Expenditures and Capital Outlay: (Continued)

Other Charges-			
Conventions and Travel	$ 2,285		
Dues	900		
Postage	5,538		
Clerk and Deputies Bond	944		
Telephone, Fax Line, and Internet	791		
U.S. Passport Applications	2,330		
Office Expense	13,302		
Refunds	4,787		
Service Charge	10		
Capital Outlay-			
Office Equipment	7,129		
Computer Hardware	196	$ 213,449	
Total Expenditures			$ 2,272,720
Net Revenues			$ 105,437
Less: Statutory Maximum			59,199
Excess Fees			$ 46,238
Less: Expense Allowance		$ 3,600	
Training Incentive Benefit		759	4,359
Excess Fees Due County for 2003			$ 41,879
Payment to Fiscal Court - March 5, 2003			41,879
Balance Due Fiscal Court at Completion of Audit			$ 0

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

LAWRENCE COUNTY
NOTES TO FINANCIAL STATEMENT

December 31, 2003

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

Kentucky Revised Statute (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 2003 services
- Reimbursements for 2003 activities
- Payments due other governmental entities for December tax and fee collections and payroll
- Payments due vendors for goods or services provided in 2003

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).

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 multiple-employer public retirement system that covers all eligible full-time employees.

Benefit contributions and provisions are established by statute. Nonhazardous covered employees are required to contribute 5.0 percent of their salary to the plan. The county's contribution rate for nonhazardous employees was 6.34 percent for the first six months and 7.34 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.

Note 3. Deposits

The County Clerk maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC). According to KRS 66.480(1)(d) and 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. These requirements were met, and as of December 31, 2003, the County Clerk's deposits were fully insured or collateralized at a 100% level with collateral of either pledged securities held by the County Clerk's agent in the County Clerk's name, or provided surety bond which named the County Clerk as beneficiary/obligee on the bond.

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

ROSS & COMPANY, PLLC
Certified Public Accountants
800 Envoy Circle
Louisville, KY
Telephone (502) 499-9088
Facsimile (502) 499-9132

The Honorable Phillip Carter, Lawrence County Judge/Executive
The Honorable Chris Jobe, Lawrence County Clerk
Members of the Lawrence County Fiscal Court

Report On Compliance And On Internal Control
Over Financial Reporting 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 Lawrence County Clerk for the year ended December 31, 2003, and have issued our report thereon dated October 13, 2004. This was a special report on the County Clerk's financial statement 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.

Compliance

As part of obtaining reasonable assurance about whether the Lawrence County Clerk's financial statement for the year ended December 31, 2003, is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, 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 that are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Lawrence County Clerk internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement and not to provide assurance 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 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 in amounts that would be material in relation to the financial statement 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.

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

This report is intended solely for the information and use of management and is not intended to be and should not be used by anyone other than the specified parties.

Respectfully submitted,

Ross & Company, PLLC

Audit fieldwork completed -
October 13, 2004