

**REPORT OF THE AUDIT OF THE
METCALFE COUNTY
SHERIFF**

**For The Year Ended
December 31, 2024**



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**ALLISON BALL
AUDITOR OF PUBLIC ACCOUNTS**

Independent Auditor's Report

The Honorable Larry Wilson, Metcalfe County Judge/Executive
The Honorable Lonnie Hodges, Metcalfe County Sheriff
Members of the Metcalfe County Fiscal Court

Report on the Audit of the Financial Statement

Opinions

We have audited the accompanying Statement of Receipts, Disbursements, and Excess Fees - Regulatory Basis of the Sheriff of Metcalfe County, Kentucky, for the year ended December 31, 2024, and the related notes to the financial statement.

Unmodified Opinion on Regulatory Basis of Accounting

In our opinion, the accompanying financial statement presents fairly, in all material respects, the receipts, disbursements, and excess fees of the Metcalfe County Sheriff for the year ended December 31, 2024, in accordance with the basis of accounting practices prescribed or permitted by the Commonwealth of Kentucky to demonstrate compliance with the Commonwealth of Kentucky's regulatory basis of accounting and budget laws as described in Note 1.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles section of our report, the financial statement does not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Metcalfe County Sheriff, as of December 31, 2024, or changes in financial position or cash flows thereof for the year then ended.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS), the standards applicable to financial audits contained in *Government Auditing Standards* (GAS), issued by the Comptroller General of the United States, and the *Audit Program for County Fee Officials* issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statement section of our report. We are required to be independent of the Metcalfe County Sheriff and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.



The Honorable Larry Wilson, Metcalfe County Judge/Executive
The Honorable Lonnie Hodges, Metcalfe County Sheriff
Members of the Metcalfe County Fiscal Court

Basis for Opinion (Continued)

Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

As described in Note 1 of the financial statement, the financial statement is prepared by the Metcalfe County Sheriff on the basis of the accounting practices prescribed or permitted by the laws of Kentucky, to demonstrate compliance with the Commonwealth of Kentucky's regulatory basis of accounting and budget laws, which is a basis of accounting other than accounting principles generally accepted in the United States of America. The effects on the financial statement of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material and pervasive.

Responsibilities of Management for the Financial Statement

Management is responsible for the preparation and fair presentation of this financial statement in accordance with accounting practices prescribed or permitted by the laws of Kentucky to demonstrate compliance with the Commonwealth of Kentucky's regulatory basis of accounting and budget laws. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of a financial statement that is free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Metcalfe County Sheriff's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statement

Our objectives are to obtain reasonable assurance about whether the financial statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with GAAS and GAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statement.

In performing an audit in accordance with GAAS and GAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statement, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statement.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Metcalfe County Sheriff's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statement.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Metcalfe County Sheriff's ability to continue as a going concern for a reasonable period of time.

The Honorable Larry Wilson, Metcalfe County Judge/Executive
The Honorable Lonnie Hodges, Metcalfe County Sheriff
Members of the Metcalfe County Fiscal Court

Auditor's Responsibilities for the Audit of the Financial Statement (Continued)

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we have identified during the audit.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 23, 2025, on our consideration of the Metcalfe County Sheriff's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is solely 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 effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*, in considering the Metcalfe County Sheriff's internal control over financial reporting and compliance.

Based on the results of our audit, we have presented the accompanying Schedule of Findings and Responses, included herein, which discusses the following report finding:

2024-001 The Metcalfe County Sheriff's Office Lacks Adequate Controls Over Payroll

Respectfully submitted,



Allison Ball
Auditor of Public Accounts
Frankfort, KY

October 23, 2025

METCALFE COUNTY
LONNIE HODGES, SHERIFF
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES - REGULATORY BASIS

For The Year Ended December 31, 2024

Receipts

State - Kentucky Law Enforcement Foundation Program Fund (KLEFPF)	\$ 12,597
State Fees For Services:	
Finance and Administration Cabinet	\$ 84,390
Sheriff Security Service	7,659
Cabinet For Health And Family Services	<u>3,220</u> 95,269
Circuit Court Clerk:	
Fines and Fees Collected	945
Fiscal Court:	
Contribution	90,338
County Match	33,130
County Match - KLEFPF	777
Alcoholic Beverage Control	<u>76,270</u> 200,515
County Clerk - Delinquent Taxes	12,862
Commission On Taxes Collected	225,013
Fees Collected For Services:	
Auto Inspections	6,320
Accident/Police Reports	830
Serving Papers	22,017
Carry Concealed Deadly Weapon Permits (CCDW)	2,855
Agency for Substance Abuse Policy (ASAP)	<u>1,500</u> 33,522
Other:	
Add-On Fees	11,620
Miscellaneous	<u>1,676</u> 13,296
Interest Earned	69
Borrowed Money:	
State Advancement	<u>65,000</u>
Total Receipts	659,088

METCALFE COUNTY
 LONNIE HODGES, SHERIFF
 STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES - REGULATORY BASIS
 For The Year Ended December 31, 2024
 (Continued)

Disbursements

Operating Disbursements and Capital Outlay:

Personnel Services-

Deputies' Gross Salaries	\$ 172,306
Justice Center Gross Salaries	80,717
Clerks Gross Salaries	84,041
KLEFPF Gross Salaries	10,162

Employee Benefits-

Employer's Share Social Security	35,227
Employer's Share Retirement - KLEFPF	2,378

Contracted Services-

Advertising	905
Vehicle Maintenance and Repairs	3,903
Tax Settlement Preparation	700

Materials and Supplies-

Office Materials and Supplies	5,430
Uniforms	4,194
Ammunition	2,056
Axon Contract	4,044

Auto Expense-

Gasoline	18,069
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Other Charges-

Conventions and Travel	462
Dues	545
Postage	4,882
Mileage on Personal Vehicles	168
Employee Training	1,311
Miscellaneous	624
CCDW	375
Blood Test	75
Prisoner Transport	5,800
HB 577	3,220

Capital Outlay-

Office Equipment	<u>1,555</u>	\$ 443,149
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METCALFE COUNTY
 LONNIE HODGES, SHERIFF
 STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES - REGULATORY BASIS
 For The Year Ended December 31, 2024
 (Continued)

Disbursements (Continued)

Debt Service:

State Advancement	<u>\$ 65,000</u>
Total Disbursements	<u>\$ 508,149</u>
Net Receipts	150,939
Less: Statutory Maximum	<u>108,103</u>
Excess Fees	42,836
Less: Training Incentive Benefit	<u>5,153</u>
Excess Fees Due County for 2024	37,683
Payment to Fiscal Court - March 6, 2025	<u>28,857</u>
Balance Due Fiscal Court at Completion of Audit	<u>\$ 8,826</u>

**METCALFE COUNTY
NOTES TO FINANCIAL STATEMENT**

December 31, 2024

Note 1. Summary of Significant Accounting Policies

A. Basis of Accounting

The financial statement has been prepared on a regulatory basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Authority for the regulatory basis is found in Kentucky Revised Statutes (KRS).

The Department for Local Government (DLG) is the regulatory agency responsible for establishing minimum accounting requirements for local government entities. The commissioner of the DLG is designated as the state local finance officer. (KRS 68.001). The DLG must prescribe and maintain “a uniform system of accounting and reporting on the receipt, use and handling of all public funds, other than taxes, due and payable to the state” from local government entities. (KRS 46.010(1)). The state local finance officer supervises the administration of the county uniform budget system and accounts and financial operations and must prescribe a “uniform system of accounts for all counties and county officials.” (KRS 68.210). Under this authority, the DLG requires local governments to follow guidelines set forth in its *County Budget Preparation and State Local Finance Officer Policy Manual* (Manual) to meet the minimum required reporting for financial statement purposes.

The regulatory basis is outlined in the Manual and defines the measurement, presentation, disclosure, and recognition requirements for financial transactions when preparing regulatory basis financial statements. The Manual includes the standardized format for quarterly reporting to DLG.

Under this regulatory basis of accounting, receipts and disbursements are generally recognized when cash is received or disbursed, with the exception of accrual of the following items (not all-inclusive) as of December 31 that may be included in the excess fees calculation:

- Interest receivable
- Collection on accounts due from others for 2024 services
- Reimbursements for 2024 activities
- Payments due to other governmental entities for December tax and fee collections and payroll
- Payments due to vendors for goods or services provided in 2024

B. Measurement Focus and Excess Fees

The measurement focus of a fee official’s financial statement is upon current financial resources. A sheriff must remit to the fiscal court any income of his or her office, including the income from investments, that exceeds the sum of his or her maximum salary as permitted by the Constitution and other reasonable expenses, including compensation of deputies and assistants, when making his or her annual settlement. (KRS 134.192(12)). This settlement is due to the fiscal court by March 15 of each year. (KRS 134.192(11)). An outgoing sheriff shall make a final settlement with the fiscal court by March 15 immediately following the expiration of his or her term of office. (KRS 64.830). The fiscal court shall collect any amount due from the sheriff as determined by the audit. (KRS 64.820).

C. 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 receipts over disbursements to facilitate management control, accountability, and compliance with laws.

METCALFE COUNTY
NOTES TO FINANCIAL STATEMENT
December 31, 2024
(Continued)

Note 1. Summary of Significant Accounting Policies (Continued)

D. Cash and Investments

KRS 66.480 authorizes the sheriff's office to invest in 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 and Other Post-Employment Benefits

The sheriff's office has elected to participate, pursuant to KRS 78.530, in the County Employees Retirement System (CERS), which has been governed by the CERS nine-member board of trustees since April 1, 2021. The Kentucky Public Pensions Authority (KPPA) was created by KRS 61.505, effective April 1, 2021, to provide staffing and daily administrative needs for CERS and Kentucky Retirement Systems. CERS is a cost-sharing, multiple-employer, defined benefit pension plan, which covers all eligible full-time employees and provides for retirement, disability, and death benefits to plan members. Benefit contributions, vesting requirements, and provisions are established by statute and are determined by participation date and hazardous or non-hazardous participation.

The sheriff's contribution for calendar year 2022 was \$2,353, calendar year 2023 was \$2,547, and calendar year 2024 was \$2,378. The county's contribution rate for nonhazardous employees for calendar year 2024 was 23.34% for the first six months and 19.71% for the last six months.

Other Post-Employment Benefits (OPEB)

CERS provides post-retirement health care, cost of living adjustments for all recipients of retirement benefits, and a retired member's death benefit, all determined by participation date and hazardous or non-hazardous participation.

Specific details about retiree pension and OPEB benefits can be found online at: <https://www.kyret.ky.gov/Publications>.

Kentucky Public Pension Authority's Annual Financial Report and Proportionate Share Audit Report

KPPA issues a publicly available annual financial report that includes financial statements and required supplementary information on CERS. Many of these annual reports are available online at <https://kyret.ky.gov>. Reports may also be obtained by writing the KPPA, 1260 Louisville Road, Frankfort, KY 40601-6124, or by telephone at (502) 564-4646.

KPPA also issues proportionate share audit reports for both total pension liability and other post-employment benefits for CERS determined by actuarial valuation, as well as each participating county's proportionate share. Both the Schedules of Employer Allocations and Pension Amounts by Employer and the Schedules of Employer Allocations and OPEB Amounts by Employer reports and the related actuarial tables are available online at <https://kyret.ky.gov>. The complete actuarial valuation report, including all actuarial assumptions and methods, is also available on the website or can be obtained as described in the paragraph above.

METCALFE COUNTY
 NOTES TO FINANCIAL STATEMENT
 December 31, 2024
 (Continued)

Note 3. Deposits

The Metcalfe County Sheriff maintained deposits of public funds with federally insured banking institutions as required by the Manual. The Manual strongly recommends perfected pledges of securities covering all public funds except direct federal obligations and funds protected by federal insurance. In order to be perfected 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 sheriff 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.

Custodial Credit Risk - Deposits

Custodial credit risk is the risk that in the event of a depository institution failure, the sheriff's deposits may not be returned. The Metcalfe County Sheriff does not have a deposit policy for custodial credit risk, but rather follows the requirements of the Manual. As of December 31, 2024, all deposits were covered by a properly executed collateral security agreement.

Note 4. Short-term Debt - State Advancement

The Metcalfe County Sheriff's Office was committed to the following short-term debt as of December 31, 2024.

	Beginning Balance	Additions	Reductions	Ending Balance
State Advancement	\$ _____	\$ 65,000	\$ 65,000	\$ _____
Total Short-term Debt	\$ 0	\$ 65,000	\$ 65,000	\$ 0

Note 5. Drug Eradication Account

The Metcalfe County Sheriff's Office maintains a drug eradication account, which is funded by proceeds from the confiscation, surrender, or sale of real and personal property involved in drug related convictions. These funds are to be used for law enforcement activities. As of January 1, 2024, the balance of the account was \$30,626. The sheriff had receipts of \$10,462, which included \$16 in interest income, and disbursements of \$3,465 in the current year. The ending balance as of December 31, 2024, was \$37,623.

Note 6. Donation Account

The Metcalfe County Sheriff's Office maintains a donation account, which is used to account for donations of money or goods to be used for public purposes of the sheriff's office. As of January 1, 2024, the balance of the account was \$1,713. The sheriff had no receipts or disbursements in the current year. The ending balance as of December 31, 2024, was \$1,713.

METCALFE COUNTY
NOTES TO FINANCIAL STATEMENT
December 31, 2024
(Continued)

Note 7. Fiduciary Account - Sheriff's Evidence Holding Account

The Metcalfe County Sheriff deposited cash evidence into a custodial bank account. These funds are held until a resolution in the form of a court order is received. The funds are then remitted in accordance with the court order. The account had a beginning balance of \$7,535 with receipts of \$4,255 and \$3,670 of disbursements for calendar year 2024. The account balance was \$8,120 as of December 31, 2024.

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*

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ALLISON BALL
AUDITOR OF PUBLIC ACCOUNTS

**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***

Independent Auditor's Report

The Honorable Larry Wilson, Metcalfe County Judge/Executive
The Honorable Lonnie Hodges, Metcalfe County Sheriff
Members of the Metcalfe County Fiscal Court

We have audited, 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 Program for County Fee Officials* issued by the Auditor of Public Accounts, Commonwealth of Kentucky, the Statement of Receipts, Disbursements, and Excess Fees - Regulatory Basis of the Metcalfe County Sheriff for the year ended December 31, 2024, and the related notes to the financial statement and have issued our report thereon dated October 23, 2025. The Metcalfe County Sheriff's financial statement is prepared on a regulatory basis of accounting, which demonstrates compliance with the Commonwealth of Kentucky's regulatory basis of accounting and budget laws, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statement, we considered the Metcalfe County Sheriff's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances 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 Metcalfe County Sheriff's internal control. Accordingly, we do not express an opinion on the effectiveness of the Metcalfe County Sheriff's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying Schedule of Findings and Responses, we identified a certain deficiency in internal control that we consider to be a material weakness.

A *deficiency in internal control* 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 and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statement will not be prevented, or detected and corrected on a timely basis. We consider the deficiency described in the accompanying Schedule of Findings and Responses as item 2024-001 to be a material weakness.



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)

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Metcalfe County Sheriff's financial statement 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 financial statement. 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 an instance of noncompliance or other matter that is required to be reported under Government Auditing Standards and which is described in the accompanying Schedule of Findings and Responses as item 2024-001.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Respectfully submitted,



Allison Ball
Auditor of Public Accounts
Frankfort, KY

October 23, 2025

SCHEDULE OF FINDINGS AND RESPONSES

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METCALFE COUNTY
LONNIE HODGES, SHERIFF
SCHEDULE OF FINDINGS AND RESPONSES

For The Year Ended December 31, 2024

2024-001 The Metcalfe County Sheriff's Office Lacks Adequate Controls Over Payroll

The Metcalfe County Sheriff's Office lacks adequate controls over the payroll process. During calendar year 2024, controls over payroll failed to discover posting errors to payroll categories on the disbursement ledger, errors in calculating net pay and employee withholdings, and errors in reporting wages and withholdings to reporting agencies. As a result of inadequate payroll controls, the following deficiencies were noted:

- The sheriff was overpaid \$470 compared to the maximum annual amount set by the Department for Local Government (DLG).
- One-time lump sum payments to two deputies for compensatory time earned exceeded the 50-hour maximum payout allowed per the sheriff's personnel policies. One deputy received a one-time lump sum payment for 147 compensatory hours earned and another received a one-time lump sum payment for 117.75 compensatory hours earned.
- The sheriff's office overpaid the fiscal court \$154 for employee insurance withholdings and underpaid the fiscal court \$515 for employee retirement withholdings during the year.
- Federal Form 941, Employer's Quarterly Federal Tax Return, was not prepared correctly and payments were not made timely. Liabilities were reported on incorrect dates and federal wages, taxable Social Security and Medicare wages, federal withholding, and FICA liabilities were overstated for the year. Forms 941 for all four quarters contain miscalculated balances due, which resulted in a total overpayment of \$791 for the year to the Internal Revenue Service (IRS).
- The sheriff received overpayment notices and refund checks totaling \$985 from the IRS for the overpayment of Form 941 liabilities. The sheriff's office returned these checks to the IRS.
- Kentucky Form K-1, Employer's Return of Income Tax Withheld, was not prepared correctly. Gross wages were overstated by \$133,726 for the year and employee state tax withholding was overpaid to the Kentucky Department of Revenue by \$622.
- City of Edmonton Quarterly Occupational Tax Returns were not prepared correctly. Gross wages were overstated to the city by \$1,800 for the year and employee city tax withholding was overpaid by \$36.
- Metcalfe County Occupational Tax Returns were not prepared correctly. Gross wages were overstated by \$3,800 for the year and employee county tax withholding was overpaid by \$24.
- Corrections to payroll after checks have been issued are not entered correctly into the payroll software, resulting in payroll ledgers not agreeing to employees' Form W-2 or the sheriff's disbursement ledger. Payroll ledgers overstated employee gross wages by \$3,993 and employee withholdings by \$1,034.
- One employee's Form W-2 was not prepared correctly. Local wages were understated by \$600.

Rather than implement a strong internal control system to monitor the payroll process, the sheriff relied on individual employees to perform specific functions of payroll without sufficient oversight to ensure accuracy of work performed. Per the sheriff's office, the payroll software prepares the quarterly reports for submission to external reporting agencies, and the office cannot override amounts posted to the forms by the software.

The lack of oversight over the payroll process could result in misstatements of financial records and inaccurate reporting. In addition, weak internal controls allowed non-compliances with state and federal regulations and the sheriff's personnel policy. As a result of preparing inaccurate payroll tax reports, the sheriff has overpaid external reporting agencies and is at risk of paying penalties and interest, which are disallowed disbursements of the sheriff's office.

METCALFE COUNTY
LONNIE HODGES, SHERIFF
SCHEDULE OF FINDINGS AND RESPONSES
For The Year Ended December 31, 2024
(Continued)

2024-001 The Metcalfe County Sheriff's Office Lacks Adequate Controls Over Payroll (Continued)

KRS 46.010(2) requires, “each county treasurer, and each county officer who receives or disburses state funds, to keep an accurate account of receipts and disbursements, showing a daily balance of receipts and disbursements.” KRS 46.010(3) requires, “all county officers handling state funds, other than taxes, to make an annual report to the Department for Local Government showing receipts and disbursements, and to make other financial statements as the Department for Local Government requires.” Internal control over payroll processing is a basic internal control necessary to ensure the accuracy and reliability of payroll and financial reports.

KRS 64.5275 says the sheriff shall receive an annual salary pursuant to the salary schedule set by the Kentucky Department for Local Government.

The sheriff's policy and procedure manual states, “Block 50: is referred to as a payout for excess compensatory time, and it may be awarded to any full-time sworn employee who has accumulated up to 200 hours of compensatory time at the employee's request. A Block 50 payout can only be made when the funds are available for the payout. No more than two Block 50 payouts can be made per calendar year to each employee. A Block 50 payout is subject to the approval of the Sheriff.”

We recommend the sheriff's office strengthen internal controls over the payroll process to ensure payroll is posted correctly on the disbursement ledger, payroll tax reports are accurate, and the correct amount of payroll tax liabilities are paid to reporting agencies. Further, we recommend the sheriff adhere to his policy and procedure manual regarding payouts of accumulated compensatory time. In addition, we recommend the sheriff pay the fiscal court the \$470 he was overpaid for calendar year 2024.

Sheriff's Response: The official did not provide a response.