

**REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS  
AGREED-UPON PROCEDURES ENGAGEMENT  
OF THE  
LAUREL COUNTY  
PROPERTY VALUATION ADMINISTRATOR**

**For The Period  
July 01, 2014 Through June 30, 2015**



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**MIKE HARMON**  
**AUDITOR OF PUBLIC ACCOUNTS**

**Independent Accountant's Report**  
**On Applying Agreed Upon Procedures**

William M. Landrum III, Secretary, Finance and Administration Cabinet  
The Honorable Joyce Garland Parker  
Laurel County Property Valuation Administrator  
London, Kentucky 40741

We have performed the procedures enumerated below, which were agreed to by the Finance and Administration Cabinet, Department of Revenue, and the Laurel County Property Valuation Administrator (PVA) solely to assist you with the accountability for statutory contribution receipts and disbursements, including capital outlay disbursements, city government receipts, recordkeeping, and leases and contracts for the period July 01, 2014 through June 30, 2015. PVA's management is responsible for the accountability for statutory contribution receipts and disbursements, including capital outlay disbursements, city government receipts, recordkeeping, and leases and contracts. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. Procedure -

Determine if the PVA has a receipts ledger, a disbursements ledger, and reconciles bank records to books each month. Re-perform the year-end bank reconciliation (June 30, 2015), for all bank accounts, to determine if amounts are accurate.

Finding -

The PVA has a receipts and disbursements ledger. The PVA conducts monthly bank reconciliations. The June 30, 2015 bank reconciliation was accurate. However, it was noted that there were abnormal delays (more than 3 business days) between funds being received and funds being deposited.

*PVA's Response: Agree.*



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The Honorable Joyce Garland Parker  
Laurel County Property Valuation Administrator  
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2. Procedure -

Confirm any and all payments by the city to the PVA. Compare recorded city receipts to confirmed payment amounts obtained from city governments. Also review the list of city receipts for completeness.

Finding -

The payments from the cities have been confirmed and agree to the PVA receipts records. List of cities receipts are complete.

3. Procedure -

Confirm any and all payments made by the fiscal court to the PVA. Compare the budgeted statutory contribution by fiscal court to the legally required amounts calculated by the Department of Revenue. Trace the fiscal court payments from the fiscal court statutory contribution budget account to the PVA's local bank account.

Finding -

Payments made by the fiscal court to the PVA have been confirmed. The budgeted statutory contribution by fiscal court agrees to the legally required amounts calculated by the Department of Revenue. Fiscal court payments were traced from the fiscal court statutory contribution budget account to the PVA's local bank accounts.

4. Procedure -

Judgmentally select 15 disbursements from PVA records and agree amounts to cancelled checks, paid invoices or other supporting documentation. Determine if the disbursement is for official business. Review all credit card statements (if any) to determine if disbursements are for official business.

Finding -

The selected disbursements agree to cancelled checks and paid invoices or other supporting documentation. Disbursements were determined to be for official business. All credit card statements were reviewed. The PVA had \$224 in late fees and interest charges that were not for official business which were paid by the PVA from personal funds. All other credit card purchases were for official business.

*PVA's Response: Agree.*

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The Honorable Joyce Garland Parker  
Laurel County Property Valuation Administrator  
(Continued)

5. Procedure -

Compare capital outlay disbursements with cancelled checks, supporting documentation, and proper purchasing procedures. Verify the location of newly acquired assets. Determine if assets were added to the PVA's Capital Asset Inventory List.

Finding -

The PVA did not make any capital outlay disbursements during fiscal year 2015.

6. Procedure -

Scan vehicle lease agreements, personal service contracts, and professional service contracts for cost schedules and compare to actual payments. Determine if services received were appropriate, for official business, and properly authorized.

Finding -

Lease agreements and professional service contracts are for official business, are properly authorized and agree to actual payments. No vehicle leases or personal service contracts were identified.

7. Procedure -

Compare PVA's final budget to actual disbursements to determine if PVA overspent in any account series.

Finding -

Budget to actual disbursements were compared and the PVA did not overspend in any account series.

8. Procedure -

Determine whether timesheets are completed, maintained, approved, and support hours worked.

Finding -

Time records are completed, maintained, approved, and support the hours worked.

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Laurel County Property Valuation Administrator  
(Continued)

9. Procedure -

Determine whether cash balances were properly transferred from former PVA to new PVA.

Finding -

Not applicable as no change in the PVA

10. Procedure -

For newly hired employees, during July 1, 2014 through June 30, 2015, of the PVA office determine if the Ethics Certification Form has been completed and is on file.

Finding -

The PVA has on file the completed Ethics Certification Form for the newly hired employee, hired during July 1, 2014 through June 30, 2015.

11. Procedure -

Determine if the PVA's office was closed any day other than the state's approved holidays. If so, determine if the proper procedures and forms were completed.

Finding -

The PVA followed the proper procedures and completed the appropriate form for the days the office was closed other than state's approved holidays.

We were not engaged to, and did not perform an examination, the objective of which would be the expression of an opinion on the receipts and disbursements, including capital outlay disbursements, city government receipts, recordkeeping, and leases and contracts. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Property Valuation Administrator and the Finance and Administration Cabinet, Department of Revenue, and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,



Mike Harmon  
Auditor of Public Accounts

March 01, 2016

