



Susan Montee, JD, CPA  
Missouri State Auditor

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# Ste. Genevieve County



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December 2009  
Report No. 2009-138

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**Susan Montee, JD, CPA**  
Missouri State Auditor

## YELLOW SHEET

### Findings in the audit of Ste. Genevieve County

Financial Condition	The financial condition of the General Revenue Fund has declined. General Revenue Fund disbursements have exceeded receipts in 7 of the last 10 years. The County Commission indicated it is aware of this concern, but has not developed a formal plan to address the financial condition. While the county has been working on increasing receipts, the County Commission has no specific plans to reduce disbursements.
Disbursements	The county's procedures related to written agreements and fuel use need improvement. The county did not enter into formal written agreements defining services to be provided and benefits to be received for the reoccurring services of microfilming records and quarry assessments. The county's procedures to account for fuel used by the Road and Bridge Department are lacking. Fuel usage logs are maintained to record fuel pumped; however, the county does not reconcile total fuel pumped to total fuel purchased.
Budgets	The county's procedures related to budget preparation and monitoring need improvement. Formal budgets were not prepared for some funds and budgets for the Mental Health Fund, Senior Citizens Fund, and Senate Bill 40 (SB40) Fund were not filed with the State Auditor's office as required. Approved disbursements exceeded budgeted amounts during the years ended December 31, 2008 and 2007, for the Law Enforcement Sales Tax Fund by approximately \$53,600 and \$47,000, respectively.
Closed Minutes	While minutes of closed meetings are required by state law, the county failed to maintain minutes of several closed meetings held by the County Commission.
Community Center	The Community Center's procedures related to timesheets and capital assets need improvement. Timesheets are not prepared by salaried employees of the Community Center. The Community Center's procedures to account for property are not sufficient and property records are not accurate. Written authorization is not obtained from the Community Center Board for the disposition of capital assets. Disposition information such as dates, amounts, and means of disposal are not recorded by Community Center officials in capital asset records, and the Community Center does not perform a physical inventory.



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## YELLOW SHEET

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### Senate Bill 40 Board

The SB40 Board does not have adequate disbursement procedures for sheltered workshop and group home services. Not-for-profit (NFP) organizations submit an annual budget request and audit to the SB40 Board each year; however, the SB40 Board did not enter into formal written agreements defining services to be provided and benefits to be received for services. The SB40 Board has not developed an effective method of monitoring services provided by the NFPs. The approved amount is disbursed to the sheltered workshop at the beginning of the year, prior to receiving services.

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### Sheriff's Commissary

Sheriff commissary procedures related to profits, bank reconciliations, and liabilities need improvement. Profits earned on commissary and phone card sales are held in the Sheriff's Commissary Account and used to make jail purchases outside the control of the normal county disbursement process. Although commissary bank reconciliations are prepared, the Sheriff's department did not clearly document its investigation of unidentified differences, or correct the unidentified differences and reconciling items. A detailed liabilities list is not printed and retained to properly support the liabilities balance.

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### Associate and Probate Divisions and Circuit Clerk

The Associate and Probate Division accounting duties are not adequately segregated. Receipts are not deposited on a timely basis. Receipts are usually posted to the Justice Information System (JIS) as received; however, manual receipt slips may be issued when the computer system is not available. There is no independent review to ensure all manual receipt slips are properly entered into the JIS and subsequently deposited.

Other findings in the audit report relate to capital assets and the office of the Public Administrator.

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# Ste. Genevieve County

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# **SUSAN MONTEE, JD, CPA**

## **Missouri State Auditor**

To the County Commission  
and  
Officeholders of Ste. Genevieve County

We have audited certain operations of Ste. Genevieve County in fulfillment of our responsibilities under Section 29.230, RSMo. In addition, Daniel Jones & Associates, Certified Public Accountants, has been engaged to audit the financial statements of Ste. Genevieve County for the 2 years ended December 31, 2008. The scope of our audit included, but was not necessarily limited to, the 2 years ended December 31, 2008. The objectives of our audit were to:

1. Evaluate the county's internal controls over significant management and financial functions.
2. Evaluate the county's compliance with certain legal provisions.
3. Evaluate the economy and efficiency of certain management practices and operations, including certain revenues and expenditures.

Our methodology included reviewing minutes of meetings, written policies and procedures, financial records, and other pertinent documents; interviewing various personnel of the county, as well as certain external parties; and testing selected transactions.

We obtained an understanding of internal controls that are significant within the context of the audit objectives and assessed whether such controls have been properly designed and placed in operation. However, providing an opinion on the effectiveness of internal controls was not an objective of our audit and accordingly, we do not express such an opinion.

We obtained an understanding of legal provisions that are significant within the context of the audit objectives, and we assessed the risk that illegal acts, including fraud, and violations of contract, or other legal provisions could occur. Based on that risk assessment, we designed and performed procedures to provide reasonable assurance of detecting instances of noncompliance significant to those 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. Abuse, which refers to behavior that is deficient or improper when compared with behavior that a prudent person would consider reasonable and necessary given the facts and circumstances, does not necessarily involve noncompliance with legal provisions. Because the determination of abuse is subjective, our audit is not required to provide reasonable assurance of detecting abuse.

We conducted our audit in accordance with the standards applicable to performance audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform our audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides such a basis.

The accompanying Organization and Statistical Information is presented for informational purposes. This information was obtained from the county's management and was not subjected to the procedures applied in our audit of the county.

The accompanying Management Advisory Report presents our findings arising from our audit of Ste. Genevieve County.



Susan Montee, JD, CPA  
State Auditor

The following auditors participated in the preparation of this report:

Director of Audits:	Alice M. Fast, CPA, CIA, CGFM
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# Ste. Genevieve County Management Advisory Report State Auditor's Findings

## 1. Financial Condition

The financial condition of the General Revenue Fund has declined and is not expected to improve significantly during the year ended December 31, 2009. The following table reflects the receipts, disbursements, and cash balances of the fund for the years ended December 31, 2008 and 2007, as well as anticipated amounts for the year ended December 31, 2009, per the year ended December 31, 2009, approved budget:

General Revenue Fund	2009 (budgeted)	2008 (actual)	2007 (actual)
Beginning Balance, January 1	\$ 9,902	147,982	89,008
Receipts	4,496,761	4,323,605	4,244,412
Disbursements	(4,493,500)	(4,461,685)	(4,185,438)
Ending Balance, December 31	\$ 13,163	9,902	147,982

General Revenue Fund disbursements have exceeded receipts in 7 of the last 10 years. Although the financial condition of the General Revenue Fund improved in 2007, the ending balance significantly declined from 2007 to 2008. In 2008, budgeted receipts were approximately \$155,000 more than actual receipts due to lower than anticipated revenues from prisoner boarding and recycling grants. In addition, the County Commission approved employee raises of 2 percent and 25 cents an hour in 2008.

The county cannot continue to spend more than it receives in this fund. The County Commission indicated it is aware of the concern, but has not developed a formal plan to address the county's financial condition and has no specific plan to reduce disbursements. The county has been working on increasing receipts by renegotiating its prisoner housing contract with the federal government to increase the daily prisoner rate from \$57 to \$75 and requiring a local company to begin paying \$130,000 annually as payment in lieu of taxes for an industrial development project.

It is essential the County Commission address the situation both in the immediate and long-term future. To improve the financial condition of the county, the County Commission should review disbursements and reduce discretionary spending as much as possible, evaluate controls and management practices to ensure efficient use of county resources, and attempt to maximize all sources of revenue.

## Recommendations

The County Commission closely monitor the county's financial condition and take the necessary steps to improve the financial condition of the General Revenue Fund. The County Commission should perform long-term planning and ensure receipts are maximized and disbursements are closely monitored.



## Auditee's Response

*The County Commission provided the following response:*

*We are aware of the financial condition of the General Revenue Fund. We have been working on this situation and will continue to work on it.*

## 2. Disbursements

The county's procedures related to written agreements and fuel use need improvement.

### 2.1 Written agreements

The county did not enter into formal written agreements defining services to be provided and benefits to be received for the following reoccurring services:

Service	2008	2007
Microfilming records \$	8,835	10,147
Quarry assessments	32,502	4,700

Section 432.070, RSMo, requires contracts of political subdivisions to be in writing. Written contracts are necessary to ensure all parties are aware of their duties and responsibilities and to provide protection to all parties.

### 2.2 Fuel use

The county's procedures to account for fuel used by the Road and Bridge Department are lacking. Fuel usage logs are maintained to record fuel pumped; however, the county does not reconcile total fuel pumped to total fuel purchased. The county maintains three bulk fuel tanks at the Road and Bridge Department for use in road and bridge owned vehicles and equipment. During the years ended December 31, 2008 and 2007, the county disbursed approximately \$115,000 and \$64,000, respectively, for bulk fuel.

To ensure the validity and propriety of fuel disbursements and detect fuel loss or misuse on a timely basis, the county should adopt procedures to ensure fuel pumped is reconciled to fuel purchased.

## Recommendations

The County Commission:

- 2.1 Enter into written agreements, signed by all parties involved, that clearly specify the services to be rendered, compensation to be paid or benefits received, and the documentation to be provided.
- 2.2 Reconcile fuel purchases to fuel pumped and investigate any differences.



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Management Advisory Report - State Auditor's Findings

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## Auditee's Response

*The County Commission provided the following responses:*

- 2.1 *The county has now entered into a written agreement for quarry assessments. We will continue to work with the Recorder to obtain a written agreement for microfilming services.*
- 2.2 *This recommendation has been implemented.*

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## 3. Budgets

The county's procedures related to budget preparation and monitoring need improvement.

### 3.1 Budget preparation

Formal budgets were not prepared for the Associate Circuit Time Payment Fund, Passport Account Fund, and Juvenile Restitution Fund, for the years ended December 31, 2009, 2008, and 2007. Also, the budgets for the Mental Health Fund, Senior Citizens Fund, and Senate Bill 40 (SB40) Fund were not filed with the State Auditor's office. While none of these funds are under the direct control of the County Commission, budgets for these funds are required by state law.

Chapter 50, RSMo, requires counties to prepare annual budgets for all funds and prohibits the expenditure of public funds without an approved budget that has been filed with the State Auditor's office. This chapter also requires preparation of annual budgets for all county funds to present a complete financial plan for the ensuing year. By preparing or obtaining budgets for all county funds and activities, the County Commission is able to more effectively evaluate all county financial resources.

### 3.2 Budget monitoring

Approved disbursements exceeded budgeted amounts during the years ended December 31, 2008 and 2007, for the Law Enforcement Sales Tax Fund by approximately \$53,600 and \$47,000, respectively. Although disbursements are monitored and compared to budgeted amounts by the County Treasurer and County Clerk, the County Treasurer indicated budget amendments were not prepared because the budget was exceeded in December.

Budget documents are an essential tool for the efficient management of county finances. If there are valid reasons, which require excess disbursements (i.e., emergencies, unforeseen occurrences, or additional revenues), amendments should be made prior to the excess disbursements following the same process by which the annual budget is approved, including holding public hearings and filing the amended budget with the State Auditor's office.



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## Recommendations

The County Commission:

- 3.1 Work with other elected officials and boards to ensure budgets are prepared and submitted to the State Auditor's office for all county funds.
- 3.2 Ensure disbursements are kept within amounts budgeted and implement procedures to ensure budgets are properly amended if necessary, budget amendments are properly made prior to incurring the actual disbursements, and valid reasons for excess disbursements are documented.

## Auditee's Response

*The County Commission and County Clerk provided the following responses:*

- 3.1 *This recommendation will be implemented.*
- 3.2 *This recommendation has been implemented.*

*The Circuit Clerk provided the following response:*

- 3.1 *This recommendation will be implemented.*

*The Associate Circuit Clerk provided the following response:*

- 3.1 *The Associate Circuit Court Time Payment Fee Fund will be budgeted in 2010, when we consolidate with the Circuit Court.*

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## 4. Closed Minutes

While minutes of closed meetings are required by state law, the county failed to maintain minutes of several closed meetings held by the County Commission. Closed meeting minutes are prepared and retained by either the County Commission or Deputy County Clerk (who only attends closed meetings when requested by the County Commission). As a result, no one ensures closed meeting minutes are prepared and retained for all closed meetings.

The Sunshine Law, Chapter 610, RSMo, requires minutes be kept for all closed meetings and provides that public governmental bodies shall not discuss any other business during the closed meeting that differs from the specific reasons used to justify such meeting, record, or vote. The minutes should provide sufficient details of discussions to demonstrate compliance with statutory provisions and support important decisions.

## Recommendation

The County Commission ensure minutes are prepared and retained to support all closed meetings.



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## Auditee's Response

*The County Commission provided the following response:*

*We have been working on improving this documentation.*

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## 5. Capital Assets

The county's procedures to account for county property are not sufficient and county property records are not accurate. As of the end of 2008, county property, not including buildings and vehicles, was valued at approximately \$760,000 on the county's insurance policy. Currently, each county official is to prepare and submit an inventory list of capital assets to the County Clerk annually, and the County Clerk is to maintain a capital asset list for all other assets owned by the county.

- The County Clerk's office has no procedures in place to identify property purchases and disposals throughout the year. Capital asset purchases are also not reconciled to capital asset records. In October 2007, the Sheriff purchased a vehicle costing \$18,594, and in April 2008, the 911 department purchased radios costing \$60,693 that were not added to capital asset records. Although the 911 department submitted an inventory list to the County Clerk's office, the Deputy County Clerk said she did not add the radios because the list submitted by the 911 department did not clearly document the radios. The Sheriff did not submit an inventory list to the County Clerk's office in 2008 or 2007. The County Clerk's office did not have documentation of follow up requests or reminders sent to the Sheriff's department.
- Written authorization is not obtained from the County Commission for the disposition of capital assets.
- Disposition information such as dates, amounts, and means of disposal are not recorded by county officials in the county capital asset records. When a capital asset is disposed by the county, the capital asset is deleted from the County Clerk's capital asset records. The Deputy County Clerk indicated the capital asset has to be deleted from the County Clerk's capital asset system to remove it from the records.

Adequate capital asset records are necessary to secure better internal control over county property, meet statutory requirements, and provide a basis for determining proper insurance coverage on county property. Section 49.093, RSMo, requires counties to account for personal property costing \$1,000 or more, assigns responsibilities to each county department officer, and describes details to be provided in the capital asset records. After the first inventory is taken, an explanation of material changes should be attached to subsequent inventories. Remaining property not inventoried by a particular department should be inventoried by the County Clerk.



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Management Advisory Report - State Auditor's Findings

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## Recommendation

The County Commission ensure physical inventories are conducted by each department/office and submitted to the County Clerk's office. The County Commission should also implement a procedure for tracking new property items throughout the year, modify insurance coverage promptly, follow up on discrepancies identified during the annual physical inventory process, and ensure capital asset purchases are periodically reconciled to capital asset additions. In addition, the County Commission should also approve all dispositions of county property.

## Auditee's Response

*The County Commission provided the following response:*

*The County Clerk's office has been working on implementation of these recommendations. The County Commission has met with elected officials regarding capital asset procedures.*

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## 6. Community Center

The Community Center's procedures related to timesheets and capital assets need improvement.

### 6.1 Timesheets

Timesheets are not prepared by salaried employees of the Community Center. The Community Center pays salaried employees the same amount each pay period unless informed otherwise by the employees' supervisor. Although these employees do not prepare timesheets, they can earn compensatory time.

Detailed timesheets document hours actually worked, provide information necessary to monitor overtime, and leave and compensatory time usage and balances, and are beneficial in demonstrating compliance with county policies and the requirements of the Fair Labor Standards Act of 1938.

### 6.2 Capital assets

The Community Center's procedures to account for property are not sufficient and Community Center property records are not accurate. As of the end of 2008, the Community Center property, not including buildings, was valued at approximately \$194,790 on the Community Center's insurance policy.

- Written authorization is not obtained from the Community Center Board for the disposition of capital assets.
- Disposition information such as dates, amounts, and means of disposal are not recorded by Community Center officials in capital asset records. For example, exercise equipment, sold on May 15, 2009, was still listed on the capital asset records as of August 10, 2009.
- The Community Center does not perform a physical inventory.



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Adequate capital asset records are necessary to secure better internal control over county property, meet statutory requirements, and provide a basis for determining proper insurance coverage required on county property. Section 49.093, RSMo, requires counties to account for personal property costing \$1,000 or more, assigns responsibilities to each county department officer, and describes details to be provided in the capital asset records. After the first inventory is taken, an explanation of material changes should be attached to subsequent inventories.

## Recommendations

The Community Center Board:

- 6.1 Require all employees to prepare timesheets. Timesheets should be prepared and signed by the employee and approved by the applicable supervisor.
- 6.2 Implement a procedure for tracking disposed property items throughout the year, modify insurance coverage promptly, and perform an annual physical inventory process. The Community Center Board should also approve all dispositions of Community Center property.

## Auditee's Response

*The Community Center Director and Office Manager provided the following response:*

*These recommendations have been implemented.*

## 7. Senate Bill 40 Board

The SB40 Board does not have adequate disbursement procedures for the following services:

Service	2008	2007
Sheltered workshop	\$ 157,852	119,018
Group home	56,842	15,190

Not-for-profit (NFP) organizations submit an annual budget request and audit report to the SB40 Board each year. The following concerns were noted during a review of disbursements to the NFPs:

- The SB40 Board did not enter into formal written agreements defining services to be provided and benefits to be received for services.
- The SB40 Board has not developed an effective method of monitoring services provided by the NFPs. Although the NFPs are not required to submit a list of clients serviced, the sheltered workshop submits a list annually. The group home does not provide documentation of clients served to the SB40 Board.



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- The approved amount is disbursed to the sheltered workshop at the beginning of the year, prior to receiving services.
- The SB40 Board paid the sheltered workshop for depreciation expenses. Sheltered workshop personnel indicated the depreciation was to help pay for repairs to the vans. The SB40 Board paid the sheltered workshop \$8,200 for depreciation in 2008.

Section 432.070, RSMo, requires contracts of political subdivisions to be in writing. Written contracts, signed by the parties involved, should specify the services to be rendered, the manner and amount of compensation to be paid, and the documentation to be provided. The inadequate monitoring efforts and informal payment methods used by the SB40 Board do not provide adequate assurance as to how monies are spent. At a minimum, the SB40 Board should ensure documentation is received regarding the specific services to county residents or the number of clients to be served in exchange for funding provided by the SB40 Board.

## Recommendations

The SB40 Board enter into written agreements that clearly detail services to be performed and compensation to be paid or benefits received. In addition, the SB40 Board should ensure payments made to the NFPs are made in relation to levels of services provided and/or number of clients served.

## Auditee's Response

*The Senate Bill 40 Board Chairman and Treasurer provided the following response:*

*We stopped paying depreciation in January 2009. We will implement these recommendations.*

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## 8. Sheriff's Commissary

Sheriff commissary procedures related to profits, bank reconciliations, and liabilities need improvement. The Sheriff processes approximately \$160,000 annually in monies received from inmates for commissary and phone card purchases.

### 8.1 Profits

Profits earned on commissary and phone card sales are held in the Sheriff's Commissary Account and used to make jail purchases outside the control of the normal county disbursement process. The Sheriff's department turned over excess profits of \$15,000 to the County Treasurer during the 2 years ended December 31, 2008; however, \$2,506 and \$6,838 was used to make purchases in 2008 and 2007, respectively. At June 30, 2009, the Sheriff held profits of approximately \$8,080.



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Making disbursements from this account circumvents the county's normal budgeting and disbursement processes. Section 50.330, RSMo, requires every county official who receives any fees or other remuneration for official services to pay such monies to the county treasurer.

## 8.2 Bank reconciliations and liabilities

Although commissary bank reconciliations are prepared, the Sheriff's department did not clearly document its investigation of unidentified differences, or correct the unidentified differences and reconciling items. The following concerns were noted during a review of commissary bank reconciliations and liabilities:

- Numerous negative reconciling items totaling \$335 were reflected on the November 30, 2008, bank reconciliation without adequate documentation as to why the adjustments were necessary. The oldest reconciling item dates back to 2002. Sheriff's department personnel indicated the reconciling items were the result of converting to the commissary vendor's computer system; however, documentation was not maintained to adequately explain the items.
- Numerous reconciling items for bank fees, totaling \$311, were shown on the November 30, 2008, bank reconciliation. The oldest bank fee dates back to 2002.
- Differences between the bank balance and liabilities list are not thoroughly investigated and documented. Differences fluctuate each month, and at December 9, 2008, the bank balance shown on the commissary computer system was \$494 more than the liabilities balance. Sheriff's department personnel indicated the difference fluctuates because of timing differences between the bank statement and liability dates and they continuously work with the commissary vendor to try to resolve the difference.
- A detailed liabilities list is not printed and retained to properly support the liabilities balance. Although Sheriff's department personnel were able to print the detailed lists at our request, these detailed lists did not agree with the amounts shown on the liabilities list. Sheriff's department personnel indicated the detailed list did agree with amounts on the liabilities list at the time but they are unable to print the detailed list after the date originally ran.

Bank reconciliation adjustments and differences should be investigated and corrected on a timely basis to ensure the accuracy of cash and liability balances, and to ensure the cash balance is adequate to cover liabilities. Adequate documentation should also be maintained for the reconciliation process.



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Similar conditions  
previously reported

Similar conditions to 8.1 and 8.2 were noted in our prior audit report.

Recommendations

The Sheriff:

- 8.1 Turn over commissary profit to the County Treasurer and discontinue the practice of making disbursements from accountable fees.
- 8.2 Investigate and resolve any adjustments, bank fees, and differences. The Sheriff should also maintain detailed documentation to support this process.

Auditee's Response

*The Sheriff provided the following responses:*

- 8.1 *We plan to retain these monies and continue to purchase items for the jail when needed and turn over excess commissary profit periodically.*
- 8.2 *This recommendation will be implemented.*

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## 9. Public Administrator

The prior Public Administrator made payments to his legal firm from ward accounts which appear to be a conflict of interest. During the 2 years ended December 31, 2008, \$730 was paid from two wards' estates to the Public Administrator's legal firm for legal services. The Probate Judge indicated the prior Public Administrator hired his partner to be his legal counsel during court cases. Without bidding these services, the disbursements give the appearance of a conflict of interest.

Elected officials serve in a fiduciary capacity. The Public Administrator's personal interests in business matters involving wards of the Public Administrator create the appearance of conflicts of interest. The Public Administrator should consider all variables and avoid potential conflicts of interest.

Recommendation

The Public Administrator avoid any disbursements from wards' estates which appear to be conflicts of interest.

Auditee's Response

*The current Public Administrator provided the following response:*

*I took over as Public Administrator in January 2009. I am aware that I should avoid potential conflicts of interest. I have avoided and will continue to avoid conflicts of interest.*



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*The prior Public Administrator provided the following response:*

*I was appointed to finish out the term of the previous public administrator when he died quite suddenly. While in office, Mr. Staab used my partner as counsel for the public administrator. Once I took over, it seemed most efficient and easiest to continue with that arrangement and ultimately it saved my wards legal expense not to have to obtain new counsel and start from scratch. All the files were maintained separately in the office. All the payments were scrutinized and approved by the probate judge.*

## 10. Associate and Probate Division and Circuit Clerk

The Associate and Probate Division procedures related to segregation of duties need improvement. The Associate and Probate Division and Circuit Clerk procedures related to deposits and manual receipt slips need improvement. The Associate and Probate Division processes approximately \$660,000 annually in civil and criminal case fees, fines, and bonds. The Circuit Clerk's office processes approximately \$142,000 annually in civil and criminal case fees, fines, and bonds.

### 10.1 Segregation of duties

Associate and Probate Division accounting duties are not adequately segregated. Currently, one clerk is responsible for receiving and recording monies, preparing deposits, preparing checks, and reconciling bank statements. The Associate Judge signs all checks; however, this action is the only documented review of the work performed by the clerk.

Proper segregation of duties helps ensure all transactions are accounted for properly and assets are adequately safeguarded. Internal controls would be improved by segregating the duties of receiving and depositing monies from recording and reconciling receipts. If proper segregation of duties cannot be achieved due to the limited staff available, the Associate Judge should at least review the bank reconciliations and perform periodic comparisons of receipts to deposits.

### 10.2 Deposits

Receipts are not deposited on a timely basis. Cash, checks, and money orders are accepted. Monies are normally collected each business day, but deposits are usually made only once per week. The following concerns were noted during a review of deposits for the Associate and Probate Division and Circuit Clerk's office:

- For the Associate and Probate Division, the average deposit amount during December 2008, was approximately \$12,620. Our cash count conducted on July 13, 2009, showed monies on hand totaling \$1,852, which included cash of \$860, and was comprised of receipts collected from July 6 to July 13, 2009. In addition, some checks and money orders are not restrictively endorsed immediately upon receipt.



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- For the Circuit Clerk's office, the average deposit amount during December 2008 was approximately \$935. Our cash count conducted on July 13, 2009, showed monies on hand totaling \$400, comprised of receipts collected from July 1 to July 13, 2009.

To adequately safeguard receipts and reduce the risk of loss, theft, or misuse of funds, receipts should be deposited intact on a timely basis and checks and money orders should be restrictively endorsed immediately upon receipt.

A similar condition was noted in our prior audit report.

### 10.3 Manual receipt slips

Receipts are usually posted to the Justice Information System (JIS) as received; however, manual receipt slips may be issued when the computer system is not available. The following concerns were noted during a review of manual receipt slips for the Associate and Probate Division and Circuit Clerk's office:

- For the Associate and Probate Division, the corresponding JIS receipt slip number is not recorded on the manual receipt slip after the information has been entered in the JIS and there is no independent review to ensure all manual receipt slips are properly entered into the JIS and subsequently deposited.
- For the Circuit Clerk's office, the corresponding JIS receipt slip number is recorded on the manual receipt slip after the information has been entered in the JIS. However, there is no independent review to ensure all manual receipt slips are properly entered into the JIS and subsequently deposited.

To adequately safeguard receipts and reduce the risk of loss, theft, or misuse of funds, procedures should be established to account for manual receipt slips and verify the receipts have been recorded on the JIS and deposited.

## Recommendations

The Associate and Probate Division:

- 10.1 Adequately segregate accounting duties to the extent possible. At a minimum, the Associate Judge should perform documented supervisory reviews of the accounting records.
- 10.2 And the Circuit Clerk deposit receipts intact on a timely basis. In addition, the Associate and Probate Division should restrictively endorse checks and money orders immediately upon receipt.
- 10.3 Record the corresponding JIS receipt number on the manual receipt slip after the information has been entered in the JIS. In addition,



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the Associate and Probate Division and Circuit Clerk should ensure manual receipt slips are recorded on the JIS and accounted for properly by someone independent of the receipt process.

## Auditee's Response

*The Circuit Clerk provided the following responses:*

- 10.1 This recommendation will be implemented when the Circuit Clerk and Associate and Probate Divisions are combined.*
- 10.2 We will work on improving this process.*
- 10.3 This recommendation will be implemented.*

*The Associate Circuit Clerk provided the following responses:*

- 10.1 Accounting duties will be segregated for JIS when we are consolidated with the Circuit Clerk's office.*
- 10.2 We are trying to get the checks endorsed as soon as we write receipts. We will try to deposit more often.*
- 10.3 We are trying to write JIS receipt numbers on the manual receipt slips now.*

# Ste. Genevieve County

## Organization and Statistical Information

Ste. Genevieve County is a county-organized, third-class county and is part of the Twenty-Fourth Judicial Circuit. The county seat is Ste. Genevieve.

Ste. Genevieve County's government is composed of a three-member county commission and separate elected officials performing various tasks. All elected officials serve 4-year terms. 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 county roads and 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.

### Elected Officials and Their Compensation Paid

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

Officeholder	2009	2008
<b>County-Paid Officials:</b>		
Albert J. Fults, Presiding Commissioner	\$	32,537
Garry L. Nelson, Associate Commissioner		30,395
Ray Gettinger, Associate Commissioner		30,395
David Gegg, Recorder of Deeds		46,053
Kay A. Basler, County Clerk		46,053
Timothy W. Inman, Prosecuting Attorney		56,763
Gary Stolzer, Sheriff		51,408
Judy E. Thomas, County Treasurer		46,053
Leo C. (Chipper) Basler Jr., County Coroner		16,065
Robert Huelskamp, Public Administrator		15,300
Phyllis A. Vessell, County Collector (1), year ended February 28 (29),	55,399	
Clement F. Donze, County Assessor (2), year ended August 31,		46,440
Gerald Bader, County Surveyor (3)		5,164
<b>State-Paid Officials:</b>		
Carol A. Steiger, Circuit Clerk		52,668
Raymond Weber, Associate Circuit Judge		107,641

- (1) Includes \$9,154 of commissions earned for collecting city property taxes.
- (2) Includes \$688 annual compensation received from the state.
- (3) Compensation on a fee basis.



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Ste. Genevieve County  
Organization and Statistical Information

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Financing  
Arrangements

A lease-purchase agreement was entered into with the Community Center Foundation of Ste. Genevieve to lease the community center on June 1, 2008. The terms of the agreement are for the Community Center Foundation of Ste. Genevieve to purchase the community center and lease the community center back to the county for payments totaling the principal and interest due on the outstanding Certificates of Participation. The Certificates of Participation were refinanced in June 2008. Payments are made from the Community Center Sales Tax Fund. The Certificates of Participation are scheduled to be paid off in 2018. The remaining principal and interest due on the lease-purchase agreement at December 31, 2008, was \$5.8 million.

In February 2006, the county entered into an agreement to issue taxable Industrial Development Revenue Bonds as authorized by Article VI, Section 27, Missouri Constitution, and Sections 100.010 to 100.200, RSMo. The proceeds of the bonds, which were issued in 2006 in the amount of approximately \$1 billion, are to be used for the acquisition, construction, and furnishing costs related to an industrial development project in Ste. Genevieve County. The bonds are payable solely from lease payments generated by the project, and the county is not liable for ultimate repayment of the bonds. It is expected the company developing the project will receive property tax abatements of \$1 billion until 2020 and will make payments in lieu of taxes during that period.