

PRENTISS COUNTY MISSISSIPPI

COMPLIANCE REPORT

Compliance Special Reports

For the year ended *September 30, 2019*

SHAD WHITE

State Auditor

Stephanie C. Palmertree, CPA, CGMA

Director, *Financial and Compliance Audit Division*

Charlotte Duckworth

Director, *Compliance Audit Division*



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PRETISS COUNTY

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PRENTISS COUNTY

SPECIAL REPORTS



STATE OF MISSISSIPPI
OFFICE OF THE STATE AUDITOR
Shad White
AUDITOR

**INDEPENDENT ACCOUNTANT'S REPORT ON CENTRAL PURCHASING SYSTEM,
INVENTORY CONTROL SYSTEM AND PURCHASE CLERK SCHEDULES
(REQUIRED BY SECTION 31-7-115, MISSISSIPPI CODE ANNOTATED (1972))**

Members of the Board of Supervisors
Prentiss County, Mississippi

We have examined Prentiss County, Mississippi's (the County) compliance with establishing and maintaining a central purchasing system and inventory control system in accordance with *Sections 31-7-101 through 31-7-127, Mississippi Code Annotated (1972)* and compliance with the purchasing requirements in accordance with bid requirements of *Section 31-7-13, Mississippi Code Annotated (1972)* during the year ended September 30, 2019. The Board of Supervisors of Prentiss County, Mississippi is responsible for the County's compliance with those requirements.

Our examination does not provide a legal determination on the County's compliance with specified requirements. The Board of Supervisors of Prentiss County, Mississippi, has established centralized purchasing for all funds of the County and has established an inventory control system. The objective of the central purchasing system is to provide reasonable, but not absolute, assurance that purchases are executed in accordance with state law.

Because of inherent limitations in any central purchasing system and inventory control system, errors or irregularities may occur and not be detected. Also, projection of any current evaluation of the system to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the degree of compliance with the procedures may deteriorate.

The results of our procedures disclosed certain instances of noncompliance with the aforementioned code sections. Our findings, recommendations, and your responses are disclosed below:

Purchase Clerk

Finding 1: The Purchase Clerk Should Ensure Compliance with State Law over Purchasing Requirements.

Applicable State Laws: *Section 31-7-13(b), Mississippi Code Annotated. (1972)*, states, "Purchases which involve an expenditure of more than Five Thousand Dollars (\$5,000.00) but not more than Fifty Thousand Dollars (\$50,000.00), exclusive of freight and shipping charges, may be made from the lowest and best bidder without publishing or posting advertisement for bids, provided at least two (2) competitive written bids have been obtained." "The term "competitive written bid" shall mean a bid submitted on a bid form furnished by the buying agency or governing authority and signed

by authorized personnel representing the vendor, or a bid submitted on a vendor's letterhead or identifiable bid form and signed by authorized personnel representing the vendor. "Competitive" shall mean that the bids are developed based upon comparable identification of the needs and are developed independently and without knowledge of other bids or prospective bids. Any bid item for construction in excess of Five Thousand Dollars (\$5,000.00) shall be broken down by components to provide detail of component description and pricing. These details shall be submitted with the written bids and become part of the bid evaluation criteria. Bids may be submitted by facsimile, electronic mail or other generally accepted method of information distribution. Bids submitted by electronic transmission shall not require the signature of the vendor's representative unless required by agencies or governing authorities."

Section 31-7-105, Mississippi Code Annotated. (1972), states, "Upon acceptance of any bid by the board of supervisors, as provided in *Section 31-7-13*, the clerk of the board of supervisors, shall forthwith deliver to the purchase clerk a certified copy of such accepted bid."

The Professional Education Curriculum for County Purchase Clerks, promulgated by the Office of the State Auditor, as authorized by *Section 7-7-211, Mississippi Code Annotated (1972)*, provides the following "Purchase Requisition Guidelines:

1. Purchase requisitions (Exhibit 1) are issued by the department or office requesting commodities or services except for exempted purchases.
2. The purchase requisition must be signed by an authorized person in the requesting department who has been assigned the authority to obligate the department's budget.
3. The purchase requisition must be numbered, either by pre-numbering or at the time a purchase order is issued.
4. The purchase requisition must be prepared in triplicate. Copies 1 and 2 must be delivered to the purchase clerk. Copy 3 is to be filed in the department or office that made the request.
5. The purchase clerk matches copy 1 of the purchase requisition with copy 2 of the purchase order and forwards them to the clerk of the board of supervisors.
6. All purchase requisitions must be recorded in the purchase requisition/order docket. The purchase requisition docket may be maintained separately or jointly with the purchase order docket.
7. The purchase requisition form may be tailored to meet the individual needs of each county.
8. It is desirable that the same person not sign both the purchase requisition and receiving report.
9. It is important only for each appropriate department or file to receive a copy of the requisition form. The actual copy number of the form is not important but is provided for organizational purposes."

Finding Detail: During the review of Prentiss County, the auditor noted the following exceptions out of the twenty-five (25) samples tested:

- Eleven (11) instances where bids were not presented to the Board of Supervisors;
- Five (5) instances where quotes were not signed by the vendor's representative;
- Four (4) instances where purchase requisitions were not signed by the requisitioner;
- Two (2) instances where vehicle quotes were for the same make and model but different year models; therefore, quotes were deemed to be not comparable; and
- One (1) instance where no additional bids were attached for the purchase from Drug Testing Program Management, in the amount of **\$26,329**.

Failure to sign purchase requisitions and provide at least two (2) competitive signed bids could result in a loss or misappropriation of public funds.

Recommendation: We recommend the Purchase Clerk comply with the aforementioned statutes to ensure purchase requisitions are signed, and at least two (2) competitive signed bids are provided for each purchase over Five Thousand Dollars (\$5,000).

Official Response: I will monitor the purchases to make sure the proper documents are recorded in the minutes. I will make sure that the requisitions are signed and I will request the board to give me authority to make purchasing decisions.

Repeat Finding: No.

Finding 2: The Purchase Clerk Should Ensure Compliance with State Law over Completing the Purchase Schedules.

Applicable State Law: *Section 31-7-115, Mississippi. Code Annotated (1972)*, states, “The audit report shall include a schedule of purchases not made from the lowest bidder under the authority of *Section 31-7-13(d)*, with the reasons given therefor. The audit report shall include a schedule of emergency purchases made under the authority of *Section 31-7-13(k)*. The audit report shall include a schedule of purchases made noncompetitively from a sole source under the authority of *Section 31-7-13(m)*.”

Finding Detail: During the review of Prentiss County, the auditor noted a sole – source purchase from Paraben Corp for software in the amount of **\$6,795**, was approved in the Board minutes; however, the Purchase Clerk erroneously omitted this purchase on the Purchase Clerk’s Schedules.

Failure to maintain accurate purchasing records could result in violation of state purchasing statutes or the misappropriation of public funds.

Recommendation: We recommend the Purchase Clerk ensure all items meeting the applicable criteria are included in the Purchase Schedules.

Official Response: I overlooked this purchase in the minutes.

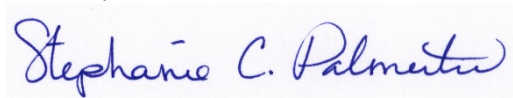
Repeat Finding: No.

The accompanying schedules of: (1) Purchases Not Made from the Lowest Bidder, (2) Emergency Purchases and (3) Purchases Made Noncompetitively from a Sole Source, are presented in accordance with *Section 31-7-115, Mississippi Code Annotated (1972)*.

Prentiss County’s responses to the findings included in this report were not audited, and accordingly, we express no opinion on them.

This report is intended for use in evaluating Prentiss County, Mississippi’s compliance with the aforementioned requirements, and is not intended to be and should not be relied upon for any other purpose. However, this report is a matter of public record and its distribution is not limited.

Sincerely,



STEPHANIE C. PALMERTREE, CPA, CGMA
Director, Financial and Compliance Audit
Office of the State Auditor

PRENTISS COUNTY

Schedule 1

Schedule of Purchases Not Made from the Lowest Bidder

For the Year Ended September 30, 2019

Our tests did not identify any purchases from other than the lowest bidder.

Prentiss County
Schedule of Emergency Purchases
For the Year Ended September 30, 2019

Schedule 2

<u>Date</u>	<u>Item Purchased</u>	<u>Amount Paid</u>	<u>Vendor</u>	<u>Reason for Emergency Purchase</u>
1/23/2019	Repairs to excavator.	\$ 17,795	Stribling Equipment	Needed to keep the landfill operational.
3/20/2019	Computer repairs.	\$ 9,396	Butram Computer Equipment	Server needed ASAP and no activity could be conducted until fixed.
7/1/2019	Limestone and rock.	\$ 24,282	Crossway Trucking	Booneville Trucking, who won the bid, closed, and the County will need to advertise the rebid.

PRENTISS COUNTY

Schedule 3Schedule of Purchases Made Noncompetitively From a Sole Source
For the Year Ended September 30, 2019

<u>Date</u>	<u>Item Purchased</u>	<u>Amount Paid</u>	<u>Vendor</u>
4/1/2019	Electronic Poll Books.	\$ 22,804	Election Systems and Software



**STATE OF MISSISSIPPI
OFFICE OF THE STATE AUDITOR**

Shad White
AUDITOR

LIMITED INTERNAL CONTROL AND COMPLIANCE REVIEW MANAGEMENT REPORT

Members of the Board of Supervisors
Prentiss County, Mississippi

In accordance with *Section 7-7-211, Mississippi Code Annotated (1972)*, the Office of the State Auditor, when deemed necessary, may conduct additional procedures and tests of transactions to ensure compliance with legal requirements. The scope of our review covered the 2019 fiscal year.

We have performed some additional limited internal control and state legal compliance review procedures as identified in the state legal compliance audit program issued by the Office of the State Auditor. Our procedures were substantially less in scope than an audit, the objective of which is the expression of an opinion on the County's compliance with these requirements. Accordingly, we do not express such an opinion.

Due to the reduced scope, these review procedures and compliance tests cannot and do not provide absolute assurance that all state legal requirements have been complied with. Also, our consideration of internal control would not necessarily disclose all matters within the internal control that might be weaknesses.

The results of our review procedures and compliance tests identified certain areas that are opportunities for strengthening internal controls and operating efficiency. Our findings, recommendations, and your responses are disclosed below.

Board of Supervisors.

Finding 1: The Board of Supervisors Should Ensure Compliance with State Law over Authorizing Employees to Sign Purchase Requisitions.

Applicable State Law: *The Professional Education Curriculum for County Purchase Clerks*, promulgated by the Office of the State Auditor, as authorized by *Section 7-7-211, Mississippi Code Annotated (1972)*, provides the following "Purchase Requisition Guidelines:

1. Purchase requisitions (Exhibit 1) are issued by the department or office requesting commodities or services except for exempted purchases.
2. The purchase requisition must be signed by an authorized person in the requesting department who has been assigned the authority to obligate the department's budget.
3. The purchase requisition must be numbered, either by pre-numbering or at the time a purchase order is issued.
4. The purchase requisition must be prepared in triplicate. Copies 1 and 2 must be delivered to the purchase clerk. Copy 3 is to be filed in the department or office that made the request.

5. The purchase clerk matches copy 1 of the purchase requisition with copy 2 of the purchase order and forwards them to the clerk of the board of supervisors.
6. All purchase requisitions must be recorded in the purchase requisition/order docket. The purchase requisition docket may be maintained separately or jointly with the purchase order docket.
7. The purchase requisition form may be tailored to meet the individual needs of each county.
8. It is desirable that the same person not sign both the purchase requisition and receiving report.
9. It is important only for each appropriate department or file to receive a copy of the requisition form. The actual copy number of the form is not important but is provided for organizational purposes.”

Finding Detail: During the review of Prentiss County, the auditor noted that the Board of Supervisors failed to authorize employees to sign purchase requisitions.

Failure to authorize employees to sign purchase requisitions could result in fraud or misappropriation of county monies.

Recommendation: We recommend that the Board of Supervisors authorize employees who are able to sign purchase requisitions at least every term.

Official Response: Will authorize and record in minutes as soon as possible.

Finding 2: The Board of Supervisors Should Ensure Compliance with State Law over Budgeted Expenditures.

Applicable State Law: *Section 19-11-17, Mississippi Code Annotated (1972)*, states, “No expenditures shall be made, or liabilities incurred, or warrants issued, in excess of the budget estimates as finally determined by the board of supervisors, or as thereafter revised under the provisions of this chapter. The board of supervisors shall not approve any claim, and the clerk shall not issue any warrant for any expenditures in excess of the budget estimates thus made and approved by the board of supervisors, or as thereafter revised under the provisions of this chapter, except upon the order of a court of competent jurisdiction, or for an emergency as hereinafter provided. Any violation of the provisions of this section shall make the members of the board of supervisors voting for same, and the surety upon their official bonds, liable for the full amount of the claim allowed, the contract entered into, or the public work provided for, and the State Auditor, as the head of the State Department of Audit, shall be authorized to sue for the recovery of the sum or sums so voted. Provided, however, that the term “budget estimates” for purposes of personal liability of the members of the board of supervisors under this section shall not include any unfunded liability for county employee retirement or pension funds. Nothing in this section shall diminish any responsibility of the members of the board of supervisors to fund any employee retirement or pension plans, or any liability as a result of any failure to fund such plans as otherwise required by law.”

Finding Detail: During the review of Prentiss County, the auditor noted that budgeted expenditures were exceeded for the following four (4) funds/departments:

- Fund 001 / Department 158 – **\$23,096**
- Fund 102 / Department 632 – **\$547**
- Fund 113 / Department 250 – **\$7,500**
- Fund 120 / Department 120 – **\$11,229**

Failure to properly amend the budget throughout the year for expenditures that exceed the budgeted allocations results in noncompliance with *Section 19-11-17*.

Recommendation: We recommend that the Board of Supervisors ensure the budget is amended when the County incurs expenditures that exceed budgeted amounts.

Official Response: We will amend the budget before end of the year.

Repeat Finding: No.

Finding 3: The Board of Supervisors Should Ensure Compliance with State Law over Compensating the Tax Assessor and the Tax Collector.

Applicable State Law: *Section 25-3-3(6), Mississippi Code Annotated (1972)*, states, “In addition to all other compensation paid to assessors and tax collectors, the board of supervisors of a county shall allow for such assessor or tax collector, or both, to be paid additional compensation when there is a contract between the county and one or more municipalities providing that the assessor or tax collector, or both, shall assess or collect taxes, or both, for the municipality or municipalities; and such assessor or tax collector, or both, shall be authorized to receive such additional compensation from the county and/or the municipality or municipalities in any amount allowed by the county and/or the municipality or municipalities for performing those services.”

Finding Detail: During the review of Prentiss County, the auditor noted that the County assesses and collects taxes for the Town of Jumpertown and the Town of Marietta; however, the Tax Assessor and the Tax Collector are not compensated for providing these services.

Failure to compensate the Tax Assessor and the Tax Collector, results in noncompliance with *Section 5-3-3(6)*.

Recommendation: We recommend that the Board of Supervisors compensate the Tax Assessor and the Tax Collector for assessing and collecting municipalities’ taxes.

Official Response: We will determine how much to pay them.

Repeat Finding: No.

Finding 4: The Board of Supervisors Should Ensure Compliance with State Law over Filing Annual Road Inspection Reports.

Applicable State Law: *Section 65-7-117, Mississippi Code Annotated (1972)*, states, “Each member of the board of supervisors shall inspect every road, bridge and ferry in each district at least annually, at times to be fixed by the board, and shall file with the clerk of the board a report, under oath, of the condition of the several roads, bridges and ferries inspected by him, with such recommendations as are needful, which reports shall be presented to the board of supervisors and kept on file for three (3) years.”

Finding Detail: During the review of Prentiss County, the auditor noted that the Board of Supervisors did not file a report of annual road inspections with the Clerk of the Board.

Failure to inspect every road in the county and file a report of the findings, could result in County’s roads not being maintained due to routine damage and usage.

Recommendation: We recommend that the Board of Supervisors inspect every road in the County on an annual basis and file a report of findings with the Clerk of the Board.

Official Response: Will make efforts to report and keep on file and adopt plan.

Repeat Finding: No.

Finding 5: The Board of Supervisors Should Strengthen Controls over the Payroll Department.

Internal Control Deficiency: An effective form of internal controls consists of segregation duties in the Payroll Department.

Finding Detail: During the review of Prentiss County, the auditor noted one (1) employee handles all payroll duties, including entering time, printing checks, and reconciling payroll bank statements.

Failure to strengthen controls could result in a loss or misappropriation of public funds.

Recommendation: We recommend that the Payroll Clerk strengthen internal controls by allowing another employee review and/or reconcile bank statements.

Official Response: The Chancery Clerk reviews the check before they are given out to the Employees. Department Heads also pick up most of the checks and give them to the employees.

Auditor's Note: Segregation of duties is a basic key to proper internal controls. It is used to ensure errors or irregularities are prevented or detected in a timely basis by employees in the normal course of business. Therefore, there should be an additional personnel incorporated within the payroll duties, when entering time, printing checks, and reconciling payroll bank statements. The Chancery Clerk reviewing checks before distribution does not add adequate assurance in regards to the segregation of duties within the payroll department.

Repeat Finding: Yes; 2017-002.

Board of Supervisors, Chancery Clerk, and Circuit Clerk.

Finding 6: The Board of Supervisors, Chancery Clerk, and Circuit Clerk Should Ensure Compliance with State Law over Issuing Warrants without Sufficient Money in the Fund.

Applicable State Law: *Section 19-13-43, Mississippi Code Annotated (1972)*, states, "Warrants shall be drawn by the clerk, under his seal of office, in favor of the claimants, on all demands, claims and accounts allowed by the board, in the order of their allowance, against the several funds in the county depository from which such allowed claims must be paid. The board of supervisors of any county may, in its discretion, adopt the use of a standard check signing machine to be used in lieu of the manual signing of warrants by the clerk, under such terms and conditions as the board shall deem meet and proper for the protection of the interest of the county. No warrant shall be signed, removed from the warrant book, nor delivered by the clerk until there is sufficient money in the fund upon which it is drawn to pay the same and all prior unpaid warrants drawn upon that fund, whether delivered or not." Additionally, the Board of Supervisors has no statutory authority to make an interest-free loan to the Chancery Clerk or Circuit Clerk.

Finding Detail: During the review of Prentiss County, the auditor noted the following exceptions:

- Warrants for the Chancery Clerk's employees' payroll were repeatedly issued during the year without a sufficient cash balance in the Chancery Clerk Payroll Clearing Fund, which in substance resulted in an interest-free loan from the County to the Chancery Clerk.
- Warrants for the Circuit Clerk's employees' payroll were repeatedly issued during the year without a sufficient cash balance in the Circuit Clerk Payroll Clearing Fund, which in substance resulted in an interest-free loan from the County to the Circuit Clerk.

Payment of the Chancery and Circuit Clerks' payroll without sufficient cash resulted in an illegal diversion of public funds and an unauthorized interest-free loan from the County to the Chancery and Circuit Clerks.

Recommendation: We recommend that the Chancery and Circuit Clerk properly reimburse the County for all of the employees' payroll expenses prior to the checks being issued to the employees. The Clerks should implement procedures to ensure sufficient cash is available in the Chancery and Circuit Clerks' Payroll Clearing Funds prior to issuance of warrants upon the fund.

Official Response:

Board of Supervisors: Every effort will be made to make sure funds are deposited prior to checks being written.

Circuit Clerk: The Circuit Clerk presents his check to payroll as required. Clerk will ask payroll to deposit as required.

Chancery Clerk: I will deposit funds timely.

Repeat Finding: No.

Board of Supervisors and Chancery Clerk.

Finding 7: The Board of Supervisors and Chancery Clerk Should Ensure Compliance with State Law over Maintaining Bank Accounts in Approved Depositories.

Applicable State Law: *Section 27-105-371, Mississippi Code Annotated (1972)*, states, “All county officials who receive funds under the authority of their office shall deposit such funds into a county depository.”

Finding Detail: During the review of Prentiss County, the auditor noted the following bank accounts were not held at a Board approved county depository:

- One (1) Board of Supervisors’ General Fund account was held at First American National Bank; and
- Two (2) Chancery Clerk bank accounts were held at Renasant Bank.

Failure to deposit county funds in an approved depository could lead to fraud and/or the misappropriation of funds.

Recommendation: We recommend the public officials either deposit county funds into an approved depository or ask the Board of Supervisors to select more than two (2) county depositories.

Official Response:

Board of Supervisors: Account is now closed.

Chancery Clerk: I will comply and speak to the banks about the accounts.

Repeat Finding: No.

Chancery Clerk.

Finding 8: The Chancery Clerk Should Ensure Compliance with State Law over Unallowable Expenses.

Applicable State Law: *Section 9-1-43, Mississippi Code Annotated (1972)*, states, “After making deductions for employer contributions paid by the chancery or circuit clerk to the Public Employees’ Retirement System under *Sections 25-11-106.1* and *25-11-123(f)(4)*, employee salaries and related salary expenses, and expenses allowed as deductions by Schedule C of the Internal Revenue Code, no office of the chancery clerk or circuit clerk of any county in the state shall receive fees as compensation for the chancery clerk’s or circuit clerk’s services in excess of Ninety Thousand Dollars (\$90,000.00). All such fees received by the office of chancery or circuit clerks that are in excess of the salary limitation shall be deposited by such clerk into the county general fund on or before April 15 for the preceding calendar year.”

Finding Detail: During the review of Prentiss County, the auditor noted that the Chancery Clerk claimed an expense on the Annual Financial Report for an advertisement at the Master’s Quartet Homecoming. This expense was deemed unallowable due to this being a limited audience advertisement.

Due to noncompliance with *Section 9-1-43*, the Chancery Clerk incurred \$100 in disallowed expenses.

Recommendation: We recommend that the Chancery Clerk comply with *Section 9-1-43* and only include allowable expenses on the Annual Financial Report. The Chancery Clerk should also file an amended Annual Financial Report with PERS and the Office of the State Auditor.

Official Response: I will file the amended financial report.

Repeat Finding: No.

Finding 9: The Chancery Clerk Should Ensure Compliance with State Law over Timely Deposits.

Applicable State Law: *Section 25-1-72, Mississippi Code Annotated (1972)*, states, “All county officers who receive funds payable into the county treasury shall deposit such funds into the county depository on the day when they are collected or on the next business day thereafter.”

Finding Detail: During the review of Prentiss County, the auditor noted the following exceptions:

- Twelve (12) out of the fifteen (15) receipts were not deposited until between two (2) to eight (8) business days after the monies were receipted; and
- Eight (8) out of the twelve (12) land redemption settlements were not deposited until between two (2) to seven (7) business days after the monies were receipted.

Failure to make timely bank deposits could result in the loss or misappropriation of public funds.

Recommendation: We recommend that the Public Official deposit monies the same day or the next business day after the monies are receipted.

Official Response: I will ensure that funds are deposited timely.

Repeat Finding: No.

Finding 10: The Chancery Clerk Should Ensure Compliance with State Law over Charging for Attending Board Meetings.

Applicable State Law: *Section 25-7-9(1)(f), Mississippi Code Annotated (1972)*, states, “Chancery Clerk shall charge \$20 per day, each, for himself and one deputy, for each day’s attendance on the board of supervisors’ meetings.”

Finding Detail: During the review of Prentiss County, the auditor noted the Chancery Clerk did not charge the statutory fee for attending Board meetings during fiscal year 2019.

Failure to charge for attending board meetings results in noncompliance with *Section 25-7-9(1)(f)*.

Recommendation: We recommend that the Chancery Clerk charge **\$20** for attendance upon each Board meeting.

Official Response: I will consider billing for board meetings. I like to save county money by not billing.

Repeat Finding: No.

Circuit Clerk.

Finding 11: The Circuit Clerk Should Ensure Compliance with State Law over Unallowable Expenses on the Annual Financial Report.

Applicable State Law: *Section 9-1-43, Mississippi Code Annotated (1972)*, states, “After making deductions for employer contributions paid by the chancery or circuit clerk to the Public Employees’ Retirement System under *Sections 25-11-106.1* and *25-11-123(f)(4)*, employee salaries and related salary expenses, and expenses allowed as deductions by Schedule C of the Internal Revenue Code, no office of the chancery clerk or circuit clerk of any county in the state shall receive fees as compensation for the chancery clerk’s or circuit clerk’s services in excess of Ninety Thousand Dollars (\$90,000.00). All such fees received by the office of chancery or circuit clerks that are in excess of the salary limitation shall be deposited by such clerk into the county general fund on or before April 15 for the preceding calendar year.”

Finding Detail: During the review of Prentiss County, the auditor noted the following four (4) disallowed expenses, due to limited audience advertising, were included on the Circuit Clerk’s Annual Financial Report:

• Booneville Country Club – Golf Tournament Sponsorship	\$300
• Jumpertown School – Yearbook Ad	\$50
• BHS Athletics – Football Program	\$35
• Master’s Quartet – Homecoming Ad	\$30

Due to noncompliance with *Section 9-1-43*, the Circuit clerk incurred \$415 in disallowed expenses.

Recommendation: We recommend that the Circuit Clerk comply with *Section 9-1-43* and only include allowed expenses on the Annual Financial Report.

Official Response: Check #13252 issued to Prentiss County for disallowed advertising expenses. County Receipt #22207 dated 06/03/2020.

Repeat Finding: No.

Finding 12: The Circuit Clerk Should Ensure Compliance with State Law over Surety Bonds.

Applicable State Law: *Section 9-7-123(2), Mississippi Code Annotated (1972)*, states, “Each deputy clerk of the circuit court, before he enters upon the duties of the appointment, shall take the oath of office, and shall give bond, with sufficient surety, to be payable, conditioned and approved as provided by law, in a penalty equal to three percent (3%) of the sum of all the state and county taxes shown by the assessment rolls and the levies to have been collectible in the county for the year immediately preceding the commencement of the term of office for the circuit clerk. However, the amount of such bond shall not be less than Fifty Thousand Dollars (\$50,000.00) nor more than One Hundred Thousand Dollars (\$100,000.00). The bond shall cover all monies coming into the hands of the deputy clerk by law or order of the court. The board of supervisors, in its discretion, may pay the bond on behalf of the deputy clerk.”

Finding Detail: During the review of Prentiss County, the auditor noted that all five (5) of the Deputy Circuit Clerks were bonded at \$50,000 rather than \$100,000.

Failure to properly bond public officials and public employees, as required by the aforementioned state law, results in non-compliance and could result in failure in the loss of public funds if the bonds are ever called upon.

Recommendation: We recommend that the Circuit Clerk secure new bonds, in the correct amount, for the Deputy Circuit Clerks.

Official Response: Clerk has spoken with Cornerstone who issues our bonds and they will issue bonds in the amount of \$100,000.

Repeat Finding: No.

Finding 13: The Circuit Clerk Should Ensure Compliance with State Law over Timely Deposits.

Applicable State Law: *Section 25-1-72, Mississippi Code Annotated (1972)*, states, “All county officers who receive funds payable into the county treasury shall deposit such funds into the county depository on the day when they are collected or on the next business day thereafter.”

Finding Detail: During the review of Prentiss County, the auditor noted three (3) out of the fifteen (15) receipts tested in the Circuit Clerk’s Office were not deposited until between two (2) and four (4) business days after the monies were receipted.

Failure to make timely bank deposits could result in the loss or misappropriation of public funds.

Recommendation: We recommend that the Circuit Clerk deposit monies the same day or the next business day after the monies are receipted.

Official Response: Actions have been taken to ensure that deposits are made in the prescribed time.

Repeat Finding: No.

Sheriff.

Finding 14: The Sheriff Should Ensure Compliance with State Law over Timely Deposits.

Applicable State Law: *Section 25-1-72, Mississippi Code Annotated (1972)*, states, “All county officers who receive funds payable into the county treasury shall deposit such funds into the county depository on the day when they are collected or on the next business day thereafter.”

Finding Detail: During the review of Prentiss County, the auditor noted (2) out of the fifteen (15) receipts, in the Sheriff’s Office, were not deposited until between two (2) and three (3) business days after the monies were receipted.

Failure to make timely bank deposits could result in the loss or misappropriation of public funds.

Recommendation: We recommend that the Sheriff deposit monies the same day or the next business day after the monies are receipted.

Official Response: We will make better efforts to make sure this is complied with by making deposits daily.

Repeat Finding: No.

Tax Assessor.

Finding 15: The Tax Assessor Should Ensure Compliance with State Law over Completing Statements of Economic Interest.

Applicable State Law: *Section 25-4-25(a), Mississippi Code Annotated (1972)*, states, “Each of the following individuals shall file a statement of economic interest with the commission in accordance with the provisions of this chapter: (a) Persons elected by popular vote...”

Section 25-4-29(1)(a), Mississippi Code Annotated (1972), states, "Every incumbent public official required by paragraphs (a), (b), (d) and (e) of *Section 25-4-25* to file a statement of economic interest shall file such statement with the commission on or before May 1 of each year that such official holds office, regardless of duration."

Section 25-4-29(2), Mississippi Code Annotated (1972), states, "Any person who fails to file a statement of economic interest within thirty (30) days of the date the statement is due shall be deemed delinquent by the commission. The commission shall give written notice of the delinquency to the person by United States mail or by personal service of process. If within fifteen (15) days of receiving written notice of delinquency the delinquent filer has not filed the statement of economic interest, a fine of Fifty Dollars (\$50) per day, not to exceed a total fine of One Thousand Dollars (\$1,000), shall be assessed against the delinquent filer for each day thereafter in which the statement of economic interest is not properly filed."

Finding Detail: During the review of Prentiss County, the auditor noted that the Tax Assessor failed to file a Statement of Economic Interest with the Mississippi Ethics Commission for the 2018 calendar year.

Failure to file the Statement of Economic Interest, as required by state law, resulted in non-compliance with *Section 25-4-25* and could result in fines being assessed and a civil judgement being enrolled against the delinquent filers, as allowed by *Section 25-4-29(2)*.

Recommendation: We recommend the Tax Assessor file a Statement of Economic Interest annually, no later than May 1st of each year that such official holds office, regardless of the duration.

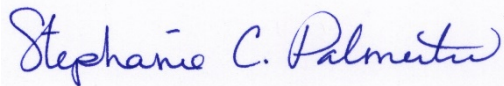
Official Response: I have filed this in 2020. I didn't realize it had to be submitted every year. I will try to do this annually.

Repeat Finding: No.

Prentiss County's responses to the findings included in this report were not audited, and accordingly, we express no opinion on them.

This report is intended solely for the information and use of management, the Board of Supervisors, and others within the County and is not intended to be and should not be used by anyone other than these parties. However, this report is a matter of public record and its distribution is not limited.

Sincerely,



STEPHANIE C. PALMERTREE, CPA, CGMA
Director, Financial and Compliance Audit
Office of the State Auditor

Prentiss County
Schedule of Surety Bonds for District Officials
For the Year Ended September 30, 2019
UNAUDITED

Name	Position	Company	Bond
James Ray Plaxico	Supervisor, District 1	Travelers Casualty & Surety of America	\$100,000
Matt Murphy	Supervisor, District 2	Travelers Casualty & Surety of America	\$100,000
Gary Michael Kesler	Supervisor, District 3	Travelers Casualty & Surety of America	\$100,000
Mike Huddleston	Supervisor, District 4	Travelers Casualty & Surety of America	\$100,000
Larry W. Lambert	Supervisor, District 5	Travelers Casualty & Surety of America	\$100,000
Glen David Pounds	Chancery Clerk	Travelers Casualty & Surety of America	\$100,000
Glen David Pounds	Purchase Clerk	Travelers Casualty & Surety of America	\$75,000
Shelba Walker	Asst. Purchase Clerk	Travelers Casualty & Surety of America	\$50,000
Amber Lancaster	Receiving Clerk	Travelers Casualty & Surety of America	\$75,000
Linda Fisher	Asst. Receiving Clerk - Sheriff's Dept.	Travelers Casualty & Surety of America	\$50,000
Kenneth Stevens	Asst. Receiving Clerk - District 1	Travelers Casualty & Surety of America	\$50,000
Billy Plaxico	Asst. Receiving Clerk - District 2	Travelers Casualty & Surety of America	\$50,000
Larry W. Powell	Asst. Receiving Clerk - District 3	Travelers Casualty & Surety of America	\$50,000
Dennis Moreland	Asst. Receiving Clerk - District 4	Travelers Casualty & Surety of America	\$50,000
Curtis Roy	Asst. Receiving Clerk - District 5	Travelers Casualty & Surety of America	\$50,000
Jennifer Cummings	Asst. Receiving Clerk - Drud Court	Travelers Casualty & Surety of America	\$50,000
Jacky Taylor	Asst. Receiving Clerk - Landfill	Travelers Casualty & Surety of America	\$50,000
Buddy Stone Lindsey	Inventory Clerk	Travelers Casualty & Surety of America	\$75,000
Sammy Henderson	Constable - Northern District	Travelers Casualty & Surety of America	\$50,000
Harry L. Allen	Constable - Southern District	Travelers Casualty & Surety of America	\$50,000
Michael R. Kelley	Circuit Clerk	Travelers Casualty & Surety of America	\$100,000
Mary Lou Bullard	Deputy Circuit Clerk	Travelers Casualty & Surety of America	\$50,000
Teresa Burcham	Deputy Circuit Clerk	Travelers Casualty & Surety of America	\$50,000
Pam Keeton	Deputy Circuit Clerk	Travelers Casualty & Surety of America	\$50,000
Catherine Shelton	Deputy Circuit Clerk	Travelers Casualty & Surety of America	\$50,000
Linda White	Deputy Circuit Clerk	Travelers Casualty & Surety of America	\$50,000
Randy Tolar	Sheriff	Travelers Casualty & Surety of America	\$100,000
Linda Fisher	Sheriff's Assistant	Travelers Casualty & Surety of America	\$25,000
Kenneth Shackelford	Deputy Sheriff	Travelers Casualty & Surety of America	\$50,000
Rusty McCoy	Deputy Sheriff	Travelers Casualty & Surety of America	\$50,000
Phillip Ryan Owens	Deputy Sheriff	Travelers Casualty & Surety of America	\$50,000
Bryant W. Cunningham	Deputy Sheriff	Travelers Casualty & Surety of America	\$50,000
Jeffrey D. Jones	Deputy Sheriff	Travelers Casualty & Surety of America	\$50,000
Bobby J. Tolar	Deputy Sheriff	Travelers Casualty & Surety of America	\$50,000
Douglas G. Crow	Deputy Sheriff	Travelers Casualty & Surety of America	\$50,000
Corie G. Robbins	Deputy Sheriff	Travelers Casualty & Surety of America	\$50,000
Rusty Burroughs	Deputy Sheriff	Travelers Casualty & Surety of America	\$50,000
Justin Underwood	Deputy Sheriff	Travelers Casualty & Surety of America	\$50,000
Douglas M. Rakestraw	Deputy Sheriff	Travelers Casualty & Surety of America	\$50,000
Jason Michael Cinicola	Deputy Sheriff	Travelers Casualty & Surety of America	\$50,000
James Thomas Bradley, Jr.	Deputy Sheriff	Travelers Casualty & Surety of America	\$50,000
Justin Moreland	Deputy Sheriff	Travelers Casualty & Surety of America	\$50,000
Devin Blake Burress	Deputy Sheriff	Travelers Casualty & Surety of America	\$50,000
Eric H. Lambert	Deputy Sheriff	Travelers Casualty & Surety of America	\$50,000
William Blake Kelley	Deputy Sheriff	Travelers Casualty & Surety of America	\$50,000
Marsenio Jarquez Nunn	Deputy Sheriff	Travelers Casualty & Surety of America	\$50,000
Keith W. Lovell	Deputy Sheriff	Travelers Casualty & Surety of America	\$50,000
Shane Anthony Scott	Deputy Sheriff	Travelers Casualty & Surety of America	\$50,000
Homer Stevens	Deputy Sheriff	Travelers Casualty & Surety of America	\$50,000
Pamula Stevens or Pamela	Deputy Sheriff	Travelers Casualty & Surety of America	\$50,000
Roy Ragin	Deputy Sheriff	Travelers Casualty & Surety of America	\$50,000
Brad Taylor	Deputy Sheriff	Travelers Casualty & Surety of America	\$50,000
Trent Moore	Justice Court Judge - Northern District	Travelers Casualty & Surety of America	\$50,000
Richard Tollison	Justice Court Judge - Northern District	Travelers Casualty & Surety of America	\$50,000

Prentiss County
Schedule of Surety Bonds for District Officials Continued
For the Year Ended September 30, 2019
UNAUDITED

Name	Position	Company	Bond
Angela White Pounds	Justice Court Judge - Southern District	Travelers Casualty & Surety of America	\$50,000
Paul Wright	Justice Court Clerk	Travelers Casualty & Surety of America	\$50,000
Lula M. Jumper	Deputy Justice Court Clerk	Travelers Casualty & Surety of America	\$50,000
Monica Daniels	Deputy Justice Court Clerk	Travelers Casualty & Surety of America	\$50,000
Amy K. Sellars	Deputy Justice Court Clerk	Travelers Casualty & Surety of America	\$50,000
Meka Matthews	Deputy Justice Court Clerk	Travelers Casualty & Surety of America	\$50,000
Homer Wesley Cole	Tax Collector	Travelers Casualty & Surety of America	\$100,000
Janis L. Furtick	Deputy Tax Collector	Travelers Casualty & Surety of America	\$50,000
Teresa Jo Young	Deputy Tax Collector	Travelers Casualty & Surety of America	\$50,000
Heather Lane Gray	Deputy Tax Collector	Travelers Casualty & Surety of America	\$50,000
Callie Stanley	Deputy Tax Collector	Travelers Casualty & Surety of America	\$50,000
Aneshia B. Davis	Deputy Tax Collector	Travelers Casualty & Surety of America	\$50,000
Bobby G. Maddox, Jr.	Tax Assessor	Travelers Casualty & Surety of America	\$50,000
Loretta G. Beasley	Deputy Tax Assessor	Travelers Casualty & Surety of America	\$10,000
Andy Childs	Deputy Tax Assessor	Travelers Casualty & Surety of America	\$10,000
Pamela Gail Holley	Deputy Tax Assessor	Travelers Casualty & Surety of America	\$10,000
Markrissa Thornton	Deputy Tax Assessor	Travelers Casualty & Surety of America	\$10,000
Mary Elaine Armstrong	Solid Waste Coordinator	Travelers Casualty & Surety of America	\$25,000
Nancy Lynn Farrar	Deputy Solid Waste Coordinator	Travelers Casualty & Surety of America	\$25,000
Racheal Danielle Pollock	Deputy Solid Waste Coordinator	Travelers Casualty & Surety of America	\$25,000
Rhonda Jolene Taylor	Deputy Solid Waste Coordinator	Travelers Casualty & Surety of America	\$25,000
Brenda Gail Taylor	Solid Waste Clerk	Travelers Casualty & Surety of America	\$50,000
Amber J. Holley	Solid Waste Clerk	Travelers Casualty & Surety of America	\$50,000
Angela Jourdan	Bookkeeper	Travelers Casualty & Surety of America	\$75,000