

COPIAH COUNTY MISSISSIPPI

COMPLIANCE REPORT

Compliance Special Reports

For the year ended *September 30, 2020*

SHAD WHITE

State Auditor

Stephanie C. Palmertree, CPA, CGMA

Deputy State Auditor

Joe E. McKnight, CPA

Director, County Audit Section



*The Office of the State Auditor does not discriminate on the basis of
race, religion, national origin, sex, age or disability.*

COPIAH COUNTY

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COPIAH 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
Copiah County, Mississippi

We have examined Copiah 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, 2020. The Board of Supervisors of Copiah 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 Copiah 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.

Copiah County, Mississippi, complied with state laws governing central purchasing, inventory and bid requirements for the year ended September 30, 2020.

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)*.

This report is intended for use in evaluating Copiah 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,

A handwritten signature in black ink, reading "Joe E. McKnight". The signature is written in a cursive, flowing style with a long horizontal stroke at the end.

JOE E. MCKNIGHT, CPA
Director, County Audit Section
Office of the State Auditor

COPIAH COUNTY

Schedule 1

Schedule of Purchases Not Made from the Lowest Bidder

For the Year Ended September 30, 2020

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

COPIAH COUNTY
Schedule of Emergency Purchases
For the Year Ended September 30, 2020

Schedule 2

<u>Date</u>	<u>Item Purchased</u>	<u>Amount Paid</u>	<u>Vendor</u>	<u>Reason for Emergency Purchase</u>
1/8/2020	Jetted sewer line	\$ 25,750	Red Oak Construction	Industrial Park sewer line needed jetting
5/7/2020	Sanitize courthouse	5,750	E3 Environmental	Courthouse had to be disinfected due to employee contracting Covid.

COPIAH COUNTY

Schedule 3Schedule of Purchases Made Noncompetitively From a Sole Source
For the Year Ended September 30, 2020

<u>Date</u>	<u>Item Purchased</u>	<u>Amount Paid</u>	<u>Vendor</u>
9/2/2020	Repairs to Freightliner	\$ 9,142.61	Empire Trucks



**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
Copiah 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 2020 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: Public Officials Should Ensure Compliance with State Law over Reemployment of Retired Public Employees.

Applicable State Law: *Section 25-11-127(4), Mississippi Code Annotated (1972)*, states, "The provisions of this section shall not be construed to prohibit any retiree, regardless of age, from being employed and drawing a retirement allowance either:

- (a) For a period of time not to exceed one-half (½) of the normal working days for the position in any fiscal year during which the retiree will receive no more than one-half (½) of the salary in effect for the position at the time of employment, or
- (b) For a period of time in any fiscal year sufficient in length to permit a retiree to earn not in excess of twenty-five (25%) of retiree's average compensation.

To determine the normal working days for a position under paragraph (a) of this subsection, the employer shall determine the required number of working days for the position on a full-time basis and the equivalent number of hours representing the full-time position. The retiree then may work up to one-half (½) of the required number of working days or up to one-half (½) of the equivalent number of hours and receive up to one-half (½) of the salary for the position. In the case of

employment with multiple employers, the limitation shall equal one-half (½) of the number of days or hours for a single full-time position.

Notice shall be given in writing to the executive director, setting forth the facts upon which the employment is being made, and the notice shall be given within five (5) days from the date of employment and also from the date of termination of the employment.”

Finding Detail: During our review of Copiah County, we noted the following exception with the compensation of retired public employees:

- One (1) instance where a PERS retiree was paid more than one-half (½) of the salary for their position during fiscal year 2020.

Failure to comply with state law regarding compensation of retired employees resulted in noncompliance with the aforementioned code section.

Recommendation: We recommend the County ensure PERS retirees are not paid more than the allowable amount.

Officials’ Response: We will comply.

Repeat Finding: No.

Chancery Clerk.

Finding 2: Public Officials 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 to deposit such funds into the county depository on the day when they are collected or on the next business day thereafter.”

Finding Detail: During our review of Copiah County, we noted land redemption releases were not deposited in a timely manner. One (1) release in the amount of \$445.06, dated November 15, 2021, could not be traced to the Clerk’s deposits or settlement report run on January 18, 2022.

Failure to deposit funds on the day they were collected or on the next business day thereafter could lead to the loss or misappropriation of public funds.

Recommendation: The Chancery Clerk should ensure that timely deposits are made for land redemption collections.

Official’s Response: We will improve our depositing of land redemptions in a timely manner recommended by auditor’s office. We will be making daily deposits to the land redemption account.

Repeat Finding: No.

Sheriff.

Finding 3: Public Officials Should Strengthen Controls and Ensure Compliance with State Law over Monthly Commissary Settlements.

Internal Control Deficiency: An effective system of internal control over the inmate canteen facility should include the settlement of canteen commissions to the County in a timely manner.

Applicable State Law: Section 19-3-81(2), *Mississippi Code Annotated (1972)*, states, “In lieu of the authority to operate an inmate canteen facility under subsection (1) of this section, the board of supervisors of any county, in its discretion, may authorize the sheriff to contract with a private company for the provision of commissary services to inmates of the county jail. Money collected from or on behalf of an inmate for the purchase of commissary items shall be deposited to the credit of the inmate into a special fund in the county treasury to be designated as the “Inmate Commissary Trust Fund.” Money in the special fund may be expended upon requisition by the sheriff for the purchase and delivery of prepackaged items from the company with which the sheriff has contracted. The sheriff shall adopt rules and regulations for the letting of contracts for commissary services, the collection and distribution of commissary items to inmates, and the items that inmates may purchase through commissary services contracts.”

Finding Detail: During our review of Copiah County, we noted the following deficiencies in the Sheriff’s commissary account:

- From the start of the commissary account in 2014 through July 2020, the Sheriff failed to settle all commissary commissions to the Board of Supervisors. Unsettled commissions totaled \$38,770.
- Other amounts that were misappropriated during this time totaled \$68,025.

Failure to implement necessary controls over the collection and disbursement of commissary commissions resulted in the misappropriation of \$106,795.

Recommendation: We recommend that the Sheriff implement controls to ensure that settlements of commissary commissions and bank account interest are settled timely and in accordance with state law.

Official’s Response: The Copiah County Board of Supervisors agree and have assured that the current Copiah County Sheriff Administration has implemented controls to ensure that settlements of commissary commissions and bank account interest are settled timely and in accordance with state law.

Repeat Finding: No.

Copiah 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,



JOE E. MCKNIGH, CPA
Director, County Audit Section
Office of the State Auditor

COPIAH COUNTY
Schedule of Surety Bonds for County Officials
For the Year Ended September 30, 2020
UNAUDITED

Name	Position	Company	Bond
Daryl McMillian	Supervisor District 1	FCCI Insurance Company	\$100,000
Terry Channell	Supervisor District 2	FCCI Insurance Company	\$100,000
Perry Hood	Supervisor District 3	FCCI Insurance Company	\$100,000
Kenneth Powell	Supervisor District 4	FCCI Insurance Company	\$100,000
Judson Jackson	Supervisor District 5	FCCI Insurance Company	\$100,000
Ronnie Barlow	County Administrator	Western Surety Company	\$100,000
Steve Amos	Chancery Clerk	FCCI Insurance Company	\$100,000
Dawn Courtney	Purchase Clerk	Western Surety Company	\$75,000
Sandra Sullivan	Assistant Purchase Clerk	Western Surety Company	\$50,000
Kenshana Johnson	Receiving Clerk	Western Surety Company	\$75,000
Mary Harris	Inventory Control Clerk	Western Surety Company	\$75,000
Booky Thompson	Road Manager	Western Surety Company	\$50,000
Jimmy White	Constable	Western Surety Company	\$50,000
Joseph Granger	Constable	Western Surety Company	\$50,000
Edna Stevens	Circuit Clerk	FCCI Insurance Company	\$100,000
Wanda Craig-Watson	Deputy Circuit Clerk	Western Surety Company	\$50,000
Ethel Williams	Deputy Circuit Clerk	Western Surety Company	\$50,000
Sonia Sullivan	Deputy Circuit Clerk	Western Surety Company	\$50,000
Byron Swilley	Sheriff	FCCI Insurance Company	\$100,000
Derrick Cubit	Deputy Sheriff	Western Surety Company	\$50,000
Vicki Ramsey	Justice Court Judge	FCCI Insurance Company	\$50,000
Teresa Bozeman	Justice Court Judge	Western Surety Company	\$50,000
Mona Lisa Carr	Justice Court Clerk	Western Surety Company	\$50,000
Vicki Smith	Deputy Justice Court Clerk	Western Surety Company	\$50,000
Tara Middleton	Deputy Justice Court Clerk	Western Surety Company	\$50,000
Brianna Sanders	Deputy Justice Court Clerk	Western Surety Company	\$50,000
April Holloway	Tax Collector	FCCI Insurance Company	\$100,000
Chiquita Sandifer	Deputy Tax Collector	Western Surety Company	\$50,000
Melinda Terrell	Deputy Tax Collector	Western Surety Company	\$50,000
Dana Rogers	Deputy Tax Collector	Western Surety Company	\$75,000
James Todd Mooney	Tax Assessor	FCCI Insurance Company	\$50,000
Sidney Thompson III	Deputy Tax Assessor	Western Surety Company	\$10,000
Shelton Rogers	Deputy Tax Assessor	Western Surety Company	\$10,000
Pamela Hudson	Deputy Tax Assessor	Western Surety Company	\$10,000
Paula Stewart	Deputy Tax Assessor	Western Surety Company	\$10,000
Logan Granger	Deputy Tax Assessor	Western Surety Company	\$10,000