

Audit Highlights

Comprehensive Annual Financial Report
Crockett County, Tennessee
For the Year Ended June 30, 2003

Scope

We have audited the general purpose financial statements and the combining, individual fund, and account group financial statements of Crockett County as of and for the year ended June 30, 2003.

Results

Our report on Crockett County's financial statements was qualified because the statements did not include a general fixed assets account group and did not include one component unit whose financial statements were not available at the date of this report.

Our audit resulted in 19 findings and recommendations, which we have reviewed with Crockett County management. Detailed findings, recommendations, and management's responses are included in the Single Audit Section of this report.

The following are summaries of the audit findings:

OFFICE OF COUNTY EXECUTIVE:

- ◆ The office did not issue purchase orders.
 - ◆ Expenditures of the General Fund exceeded appropriations in six major appropriation categories.
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OFFICE OF ROAD SUPERVISOR:

- ◆ Purchase orders were completed in most instances after the purchase was made.
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OFFICE OF DIRECTOR OF SCHOOLS:

- ◆ A log was not maintained for the department's mechanical check-signing machine, and the machine did not have a counter.
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OFFICE OF TRUSTEE:

- ◆ The office did not maintain written policies and procedures for routine computer operations.
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OFFICE OF SHERIFF:

- ◆ The office had a cash shortage of \$842.01 because certain seized monies were not deposited or otherwise accounted for. The sheriff liquidated the cash shortage by remitting personal funds to the Drug Control Fund.
- ◆ Seized vehicles that the Tennessee Department of Safety awarded to the Crockett County Sheriff's Office were released to the owners without proper authorization.

- ◆ The office had several deficiencies in maintaining inventory records of case evidence, seized cash, and seized property. In addition, the office improperly traded in some seized weapons in the purchase of bullet-proof vests.
 - ◆ Sealed bids were solicited and were opened on September 6, 2002, for the purchase of a 2002 Dodge Durango Sport; however, the vendor's invoice, odometer disclosure statement, and application for certificate of title and registration for the 2002 Dodge Durango Sport indicated the vehicle was purchased on August 22, 2002, 15 days prior to the bid opening.
 - ◆ The sheriff purportedly sold two patrol cars and two seized vehicles to individuals without following proper procedure.
 - ◆ A vendor allowed a sheriff's deputy to purchase a rifle for personal use through the county's purchasing system. By using the county's tax-exempt status, this employee avoided paying \$71 in state sales tax.
 - ◆ Several drug control forms and reports were not completed, as required by the Office of the Comptroller of the Treasury.
 - ◆ Fees collected in the office were not reported and paid to the county monthly, as required by state statute.
 - ◆ Litigants were not required to reimburse the county for expenses incurred for towing and storage fees associated with the seizure of vehicles.
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OTHER FINDINGS:

- ◆ The county did not inventory, value, and record its general fixed assets, as required by generally accepted accounting principles.
- ◆ County officials had not adopted a central system of accounting, budgeting, and purchasing.
- ◆ Duties were not segregated adequately among the officials and employees in the Offices of Circuit and General Sessions Courts Clerk, Clerk and Master, Register, and Sheriff.
- ◆ The Crockett County Memorial Library maintained an outside bank account.
- ◆ Payments for city elections were not remitted to the General Fund.