

## ***Audit Highlights***

Comprehensive Annual Financial Report  
Rutherford County, Tennessee  
For the Year Ended June 30, 2004

### ***Scope***

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Rutherford County as of and for the year ended June 30, 2004.

### ***Results***

Our report on Rutherford County's financial statements was unqualified.

Our audit resulted in nine findings and recommendations, which we have reviewed with Rutherford 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 MAYOR:**

- ◆ The Correctional Work Center's commissary operation did not deposit funds to the office bank account within three days of collection, as required by state statute.

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#### **OFFICE OF HIGHWAY SUPERINTENDENT:**

- ◆ Documentation was not on file detailing reasons for rejecting the lowest bid received for a four-wheel drive backhoe.
- ◆ The office solicited bids for the purchase of four tandem dump trucks using bid specifications that could be met by only one manufacturer.

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#### **OFFICE OF CIRCUIT, GENERAL SESSIONS, AND JUVENILE COURTS CLERK:**

- ◆ The office did not maintain formal user documentation pertaining to the court software.

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#### **OFFICE OF REGISTER:**

- ◆ The register allowed individuals unsupervised access to her office to research documents after business hours. This unsupervised access seriously weakens internal controls over assets.
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**OFFICE OF SHERIFF:**

- ◆ The sheriff did not have authorization for deputy hires.
  - ◆ The commissary did not deposit funds to the office bank account within three days of collection, as required by state statute.
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**OTHER FINDINGS:**

- ◆ Duties were not segregated adequately among the officials and employees in the Office of Juvenile Court Clerk and the Correctional Work Center.
- ◆ County officials had not adopted a central system of purchasing.

*State of Tennessee  
Comptroller of the Treasury  
Department of Audit  
Division of County Audit*