

HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT

AUDIT COMMITTEE

JUNE 4, 2024 | 6:00PM | MAYOR'S OFFICE

MINUTES

Members Present: 4/4

Beverly Atwood
Will Dennis

Jerry Ford
Judy Kerr

Madam Chairman Beverly Atwood called the meeting to order at 6pm. A quorum was determined to be present with all members in attendance.

Minutes from the December 4, 2023 meeting were reviewed.
Motion to accept as presented by Kerr; second by Dennis.

MINUTES APPROVED

General Discussion

FY23 Audit Review

The 2023 Annual Financial Report was reviewed by the Committee. This report is provided by the Tennessee state Comptroller's office. Data snapshot for the audit shows the County is good health. Over a three-year span Debt has reduced by \$3 Million, Expenditures have increased by \$13 Million, and Revenues have increased by \$13 Million.

For the fiscal year ending June 30, 2023, Hartsville/Trousdale County received 2 findings: one in the budgeting operations and one in the Water & Sewer Department. Both departments submitted corrective actions for these findings which are included in the audit report on pages 230 and 231.

Fund Balance Statement

Most of the fund balances increased while Solid Waste and Debt Services decreased.

Fund Balances per FY2023 Audit

Table with 4 columns: Fund, Beginning Balance (7/1/2022), Net Change, Ending Balance (6/30/2023). Rows include various fund categories like General Fund, Urban Services, Solid Waste, etc., and a Total Fund Balance row.

Fundraising

Committee discussed concerns over fundraising; specifically, GoFundMe accounts. Any solicited fundraising, which is different than unsolicited donations, should be approved by the Commission. Atwood stated that a policy needs to be considered so the appropriate measures can be followed when creating a fundraising activity. Amy Thomas has been in talks with the Comptroller's office for guidance on a current situation within a County department.

Committee Make Up

Atwood will be asking the Mayor for additional members to be appointed to the Committee to ensure a quorum and balanced discussions.

Adjourn

Motion to adjourn by Ford, seconded by Dennis. Meeting adjourned at 6:33pm.

**Hartsville/Trousdale County Government, Tennessee**  
**Management's Corrective Action Plan**  
**For the Year Ended June 30, 2023**

We reviewed the financial statement and federal award findings and recommendations with management to provide an opportunity for their response as required by the auditee requirements within Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Management's corrective action plans for all financial statement findings and federal award findings are presented in this section and have been indexed below. The corrective action plans were prepared by management and have been presented as they were submitted.

Finding Number	Title of Finding	Corrective Action Plan Page Number
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**OFFICE OF COUNTY MAYOR**

2023-001	The office had deficiencies in budget operations.	230
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**WATER AND SEWER UTILITY DEPARTMENT**

2023-002	The office failed to properly issue purchase orders.	231
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HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

**CORRECTIVE ACTION PLAN – FY 2023**

**FINDING 2023-001 THE OFFICE HAD DEFICIENCIES IN BUDGET OPERATIONS**

Response and Corrective Action Plan Prepared by: **Amy Thomas, Administrative Officer**

Person Responsible for Implementing the Corrective Action: **Amy Thomas and Mayor Jack McCall**


Anticipated Completion Date of Corrective Action: **January 1, 2024**

Repeat Finding: **NO**

Planned Corrective Action:

**Hartsville/Trousdale County Government had three parts to Finding 2023-001.**

- A. Expense from a refunding activity came in June of 2023 and a budget amendment was not able to be presented to the Commission before yearend. We will take all appropriate measures in future transactions to prevent this from being a repeat event.**
- B. The major category of the Sanitation Education / Litter Grant was overspent due to open monthly purchase orders that should have been liquidated before June 30. HTCG will review outstanding encumbrances for the year beginning in May of each year and liquidate unneeded Purchase Orders.**
- C. Several salary line items exceeded appropriations. Many of these were due to overlooking cleanup journal entries or rounding calculations. Beginning in May of each year, HTCG will review the budgeted amounts compared to current pay rates to determine if budget amendments need to be presented to Commission for approval before June 30. HTCG will also review with elected officials and department heads any overtime needs for their departments.**

  
**Jack McCall**  
Mayor

  
**Amy Thomas**  
Administrative Officer / Budget Director

## Corrective Action Plan

**FINDING 2023-002**      **THE OFFICE FAILED TO PROPERLY ISSUE PURCHASE ORDERS**  
**(Internal Control – Significant Deficiency Under *Government Auditing Standards*)**

Response and Corrective Action Plan Prepared by: **Emily Walker, Bookkeeper**

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Person Responsible for Implementing the Corrective Action: **Tommy McFarland**

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Anticipated Completion Date of Corrective Action: **1/1/2024**

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Repeat Finding: **No.**

Reason Corrective Action was Not Taken in the Prior Year: **N/A**

**All utility purchases will be based on the county's departmental policies.**

Signature: 

Tommy McFarland  
General Manager