

WOODFORD COUNTY, ILLINOIS

**ANNUAL FEDERAL AWARDS
COMPLIANCE AUDIT
November 30, 2014**



CliftonLarsonAllen

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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Members of the County Board
Woodford County, Illinois

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of Woodford County, Illinois, as of and for the year ended November 30, 2014, and the related notes to the financial statements, which collectively comprise Woodford County, Illinois' basic financial statements, and have issued our report thereon dated May 4, 2015. Our report was qualified as management has not determined or recorded a liability for other postemployment benefits in the governmental activities and, additionally, has not recorded an expense for the period change in that liability. The amount by which this departure would affect the liabilities, net position, and expenses of the governmental activities has not been reasonably determined.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Woodford County, Illinois' internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Woodford County, Illinois' internal control. Accordingly, we do not express an opinion on the effectiveness of Woodford County, Illinois' internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and questioned costs, we identified certain deficiencies in internal control that we consider to be material weaknesses and a significant deficiency.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiencies described in the accompanying schedule of findings and questioned costs as items 2014-001, 2014-002, and 2014-003 to be material weaknesses.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiency described in the accompanying schedule of findings and questioned costs as item 2014-004 to be a significant deficiency.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Woodford County, Illinois' financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*, and which are described in the accompanying schedule of findings and questioned costs as items 2014-003 and 2014-004.

Woodford County, Illinois' Response to Findings

Woodford County, Illinois' responses to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. Woodford County, Illinois' responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

CliftonLarsonAllen LLP

Peoria, Illinois
May 4, 2015



INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH REQUIREMENTS THAT COULD HAVE A DIRECT AND MATERIAL EFFECT ON EACH MAJOR FEDERAL PROGRAM, ON INTERNAL CONTROL OVER COMPLIANCE, AND ON THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS IN ACCORDANCE WITH OMB CIRCULAR A-133

Members of the County Board
Woodford County, Illinois

Report on Compliance for Each Major Federal Program

We have audited Woodford County, Illinois' compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on Woodford County, Illinois' major federal program for the year ended November 30, 2014. Woodford County, Illinois' major federal program is identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for Woodford County, Illinois' major federal program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and *OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Woodford County, Illinois' compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for the major federal program. However, our audit does not provide a legal determination of Woodford County, Illinois' compliance.

Opinion on Each Major Federal Program

In our opinion, Woodford County, Illinois complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended November 30, 2014.

Report on Internal Control Over Compliance

Management of Woodford County, Illinois is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Woodford County, Illinois' internal control over compliance with the types of requirements that could have a direct and material effect on its major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for its major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Woodford County, Illinois' internal control over compliance.

Our consideration of internal control over compliance was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control over compliance that we consider to be material weaknesses.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. We consider the deficiencies in internal control over compliance described in the accompanying schedule of findings and questioned costs as items 2014-001 and 2014-002 to be material weaknesses.

Woodford County, Illinois' responses to the internal control over compliance findings identified in our audit are described in the accompanying schedule of findings and questioned costs. Woodford County, Illinois' responses were not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the responses.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the result of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by OMB Circular A-133

We have audited the financial statements of the governmental activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of Woodford County, Illinois as of and for the year ended November 30, 2014, and the related notes to the financial statements, which collectively comprise Woodford County, Illinois' basic financial statements. We issued our report thereon dated May 4, 2015. Our report was qualified as management has not determined or recorded a liability for other postemployment benefits in the governmental activities and, additionally, has not recorded an expense for the period change in that liability. The amount by which this departure would affect the liabilities, net position, and expenses of the governmental activities has not been reasonably determined. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by OMB Circular A-133 and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditure of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

CliftonLarsonAllen LLP

Peoria, Illinois
May 4, 2015

WOODFORD COUNTY, ILLINOIS
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended November 30, 2014

<u>Federal Grantor/Pass-through Grantor/Program Title</u>	<u>Federal CFDA Number</u>	<u>Pass- through Grantor's Number</u>	<u>Expenditures</u>	<u>Passed- through to Subrecipients</u>
U.S. DEPARTMENT OF AGRICULTURE				
Passed through Illinois Department of Human Services:				
Special Supplemental Nutrition Program for Women, Infants, and Children	10.557	FCSSQ01115	\$ 40,083	\$ -
	10.557	FCSTQ01115	28,314	-
WIC Noncash Food Vouchers	10.557		174,649	-
			243,046	-
Passed through Illinois Department of Public Health:				
Summer Food Inspection	10.559	N/A	100	-
Total U.S. Department of Agriculture			243,146	-
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES				
Passed through Illinois Department of Public Health:				
Emergency Preparedness	93.074	47180095B	55,511	-
	93.074	47180122B	46,331	-
			101,842	-
Immunization Grant - Noncash	93.268	N/A	43,770	-
Passed through Illinois Department of Human Services:				
Partnership for Success	93.243	FCSTP01809	31,990	-
	93.243	FCSSP01809	54,816	-
			86,806	-

WOODFORD COUNTY, ILLINOIS
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended November 30, 2014

<u>Federal Grantor/Pass-through Grantor/Program Title</u>	<u>Federal CFDA Number</u>	<u>Pass- through Grantor's Number</u>	<u>Expenditures</u>	<u>Passed- through to Subrecipients</u>
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES (CONTINUED)				
Passed through Illinois Department of Healthcare and Family Services: Child Support Enforcement	93.563	N/A	\$ 4,004	\$ -
Total U.S. Department of Health and Human Services			236,422	-
U.S. ENVIRONMENTAL PROTECTION AGENCY				
Passed through Illinois Department of Public Health: Performance Partnership Grant	66.605	N/A	1,088	-
U.S. DEPARTMENT OF TRANSPORTATION				
Passed through Illinois Department of Transportation: Public Transportation for Non-urbanized Areas	20.509	400P1444FED	26,754	26,754
	20.509	500P1544FED	88,747	88,747
			115,501	115,501
Highway Planning and Construction	20.205	5000AL14393	105,755	-
Total U.S. Department of Transportation			221,256	115,501

WOODFORD COUNTY, ILLINOIS
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended November 30, 2014

<u>Federal Grantor/Pass-through Grantor/Program Title</u>	<u>Federal CFDA Number</u>	<u>Pass- through Grantor's Number</u>	<u>Expenditures</u>	<u>Passed- through to Subrecipients</u>
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT				
Passed through Illinois Department of Commerce and Economic Opportunity: Community Development Block Grant (Major)	14.228	08-358014	\$ 730,982	\$ -
U.S. ELECTION ASSISTANCE COMMISSION				
Passed through Illinois State Board of Elections: Help America Vote Act Voting Access for Individuals with Disabilities	90.401 93.617	N/A N/A	20,048 2,362	- -
Total U.S. Election Assistance Commission			<u>22,410</u>	<u>-</u>
TOTAL			<u>\$ 1,455,304</u>	<u>\$ 115,501</u>

WOODFORD COUNTY, ILLINOIS
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended November 30, 2014

General

The accompanying Schedule of Expenditures of Federal Awards includes the activity of all federal financial assistance programs of Woodford County, Illinois. The Woodford County reporting entity is defined in Note 1 to the County's basic financial statements. Federal awards received directly from federal agencies as well as federal financial assistance passed through to other government agencies are included on the schedule.

Relationship to Financial Statements

The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts present in this schedule may differ from amounts presented in the financial statements.

Basis of Accounting

The accompanying Schedule of Expenditures of Federal Awards is presented using the modified accrual basis of accounting, which is described in Note 1 to the County's basic financial statements.

Other Noncash Assistance

The County did not receive any federal awards in the form of noncash assistance for insurance in effect during the year, loans, or loan guarantees.

Relationship to Federal Financial Reports

Amounts reported in the accompanying schedule agree with the amounts reported in the related federal financial reports.

WOODFORD COUNTY, ILLINOIS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended November 30, 2014

Section I - Summary of Auditors' Results

Financial Statements

Type of auditors' report issued:	Qualified		
Internal control over financial reporting:			
• Material weakness(es) identified?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/> No
• Significant deficiencies identified that are not considered to be material weaknesses?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/> None reported
Noncompliance material to financial statements noted?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/> No

Federal Awards

Internal control over major programs:			
• Material weakness(es) identified?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/> No
• Significant deficiencies identified that are not considered to be material weaknesses?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> None reported
Type of auditors' report issued on compliance for major programs:	Unmodified		
Any audit findings disclosed that are required to be reported in accordance with Section 510 (a) of Circular A-133?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/> No

Identification of major programs:

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
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14.228	Community Development Block Grant
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Dollar threshold used to distinguish between Type A and Type B programs:	<u>\$300,000</u>
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Auditee qualified as low-risk auditee?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> X	No
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WOODFORD COUNTY, ILLINOIS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended November 30, 2014

Section II - Financial Statement Findings

Finding No. 2014-001 - Segregation of Duties

Criteria or specific requirement:

Management is responsible for establishing and maintaining internal controls and for the fair presentation of the financial statements including the related disclosures, in conformity with the U.S. generally accepted accounting principles.

Condition:

Due to the limited number of personnel performing accounting functions in the County offices, there is a lack of segregation of duties over accounting transactions.

Effect:

As a result of the lack of segregation of duties, due to the limited number of personnel involved in accounting transactions, there is a higher risk that errors or misappropriation could occur and not be detected within a timely period.

Cause:

There is limited number of personnel involved in accounting transactions within the County offices.

Recommendation:

When this condition exists, management's close supervision and review of accounting information is the best means of preventing or detecting errors and irregularities. The County Board should continue to closely monitor financial reporting.

Views of responsible officials and planned corrective action:

To the extent possible, monitoring of monthly financial results and compliance information by department heads and the Board will continue in the County offices.

Contact Person:

Melissa Andrews, Woodford County Treasurer

WOODFORD COUNTY, ILLINOIS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended November 30, 2014

Section II - Financial Statement Findings (Continued)

Finding No. 2014-002 - Financial Statement Preparation

Criteria or specific requirement:

Management is responsible for establishing and maintaining internal controls and for the fair presentation of the financial statements including the related disclosures, in conformity with the U.S. generally accepted accounting principles (GAAP).

Condition:

The County does not have an internal control policy in place over annual financial statement reporting that would enable management to prepare its annual financial statements including the Schedule of Expenditures of Federal Awards (SEFA) and ensure related footnote disclosures are complete and presented in accordance with GAAP.

Management has informed us they do not have an internal control policy in place over the annual financial reporting and they do not have the necessary staff capacity to prepare the annual financial statements including footnote disclosures and SEFA.

Effect:

The potential exists that a material misstatement of the annual financial statements and SEFA could occur and not be prevented or detected by the County's internal controls.

Cause:

The County relies on the audit firm to prepare the annual financial statements including the SEFA footnote disclosures. However, they have reviewed and approved the annual financial statements and related footnote disclosures.

Recommendation:

Management should continue to evaluate their internal staff capacity to determine if an internal control policy over the annual financial reporting is beneficial.

Views of responsible officials and planned corrective action:

The County does not deem it cost effective to send designated employees to training classes nor to hire an individual with the proper qualifications.

Contact Person:

Melissa Andrews, Woodford County Treasurer

WOODFORD COUNTY, ILLINOIS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended November 30, 2014

Section II - Financial Statement Findings (Continued)

Finding No. 2014-003 - Required Disclosures

Criteria or specific requirement:

The Governmental Accounting Standards Board (GASB) Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*, requires that the County reflect a liability in the County's government-wide statements if the benefits are not funded at the annual required contribution level determined by an actuarial valuation.

Condition:

The County did not have an actuarial valuation performed for the period under audit, therefore, a liability was not recorded and no disclosure was made regarding GASB Statement 45.

Effect:

Not recording this liability could have a material effect on the government-wide financial statements and liabilities are not accurately reported on those financial statements.

Cause:

The County Board decided that the costs of having an actuarial valuation performed outweighed the benefit to the County and therefore, decided not to pursue an actuarial valuation to calculate the County's obligations under GASB Statement 45.

Recommendation:

We recommend the County have an actuarial valuation performed to assess the commitment the County is liable for with respect to postemployment benefits other than pensions.

Views of responsible officials and planned corrective action:

The County does not deem it cost effective to have an actuarial valuation performed to assess the commitments of postemployment benefits other than pensions.

Contact Person:

Melissa Andrews, Woodford County Treasurer

WOODFORD COUNTY, ILLINOIS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended November 30, 2014

Section II - Financial Statement Findings (Continued)

Finding No. 2014-004 - Review of Payroll

Criteria or specific requirement:

Employees are paid at a rate established by the department head and authorized by the County Board as documented in the employee's personnel file. Employees are paid for the number of hours approved on the signed time sheet, approved by the department head.

Condition:

During our testing of controls over payroll disbursements, we noted one instance where an employee was paid at a lower rate than that approved by the County Board. We also noted one instance where ten hours of overtime were inappropriately excluded from the employee's check. The County's internal controls system did not prevent or detect these errors.

In both instances, the error was corrected in a subsequent pay period, after the employee brought the error to the attention of the department head or payroll department.

Effect:

We noted an exception in 2 of 25 tested. Without an appropriately detailed review of payroll prior to approving distribution, employees may be paid at unauthorized rates or for an inappropriate number of hours.

Cause:

County officials stated the errors in payroll were due to an oversight during the payroll processes.

Recommendation:

A more detailed review should be performed (especially after any change in pay rates) that includes the following procedures:

- Trace employee names to employment authorization forms.
- Check total hours paid against the number of hours approved on the time sheet.
- Trace pay rates to authorization forms.
- Check the clerical accuracy of the payroll

WOODFORD COUNTY, ILLINOIS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended November 30, 2014

Section II - Financial Statement Findings (Continued)

Finding No. 2014-004 - Review of Payroll (Continued)

Views of responsible officials and planned corrective action:

County officials have implemented a checklist of procedures to follow to account for changes in salary of department heads that become effective the first payroll of each December. This will ensure that all salary changes are reflected at the beginning of the fiscal year.

The County has also implemented procedures to compare the employees' timecards to the payroll document to check for accuracy prior to submitting the payroll document to the payroll department in the Treasurer's office to ensure the hours paid match the hours worked per the time card for that pay period.

Contact Person:

Melissa Andrews, Woodford County Treasurer

WOODFORD COUNTY, ILLINOIS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended November 30, 2014

Section III - Federal Award Findings and Questioned Costs

Finding No. 2014-001 - Segregation of Duties

Finding No. 2014-002 - Financial Statement Preparation

See Section II - Financial Statement Findings

Federal Agency Program: All

Questioned Costs: None

WOODFORD COUNTY, ILLINOIS
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
Year Ended November 30, 2014

Finding No. 2013-001

SEGREGATION OF DUTIES

Due to the limited number of personnel performing accounting functions in the County offices, there is a lack of segregation of duties over accounting transactions.

Status

This finding has been repeated in the current year as Finding 2014-001.

Finding No. 2013-002

FINANCIAL STATEMENT PREPARATION

The County does not have an internal control policy in place over annual financial reporting that would enable management to prepare its annual financial statements, including the Schedule of Expenditures of Federal Awards (SEFA), and ensure related footnote disclosures are complete and presented in accordance with GAAP.

Status

This finding has been repeated in the current year as Finding 2014-002.

Finding No. 2013-003

FINANCIAL STATEMENT PREPARATION

The County did not have an actuarial valuation performed for the period under audit, therefore, a liability was not recorded and no disclosure was made regarding GASB Statement 45.

Status

This finding has been repeated in the current year as Finding 2014-003.