

**STATUTORY COMPLIANCE (Code of Alabama 1975, Section 11-98)**

<p><b>Failure to submit accurate information annually on a cash basis, in a format prescribed by the Department of Examiners of Public Accounts (Code of Alabama 1975, Section 11-98-13.1)</b></p>	<p>Considerations: Legislative change to extend the deadline. Legislative change to amend language to institute a potential penalty for failure to submit.</p>
<p>City of Adamsville (1 of 1)                  City of Bessemer (1 of 1)                  City of Fairfield (1 of 2)                  City of Gardendale (1 of 1)                  City of Graysville (1 of 1)                  City of Irondale (1 of 1)                  City of Mountain Brook (1 of 1)                  Bibb County (1 of 1)                  Butler County (1 of 6)                  Coosa County (1 of 1)                  Fayette County (1 of 4)                  Franklin County (1 of 1)                  Lowndes County (1 of 1)                  Macon County (1 of 2)                  Ozark-Dale County (1 of 1)                  Pike County (1 of 1)                  Wilcox County (1 of 2)</p>	<p>Did not submit annual report in a timely manner.</p> <p>This was for the data collection prior to a statewide board and distributions were withheld by the Wireless Board until November 2013. Information was not reported for fiscal year 2014; reported information was not accurate for fiscal year 2013.</p> <p>Did not submit annual report.</p> <p>Reported information was not accurate (i.e. total receipts and total distributions were severely underreported).                  Reported information was not accurate.                  Submitted, but 8 months late.</p> <p>Five Board Members continued to be recognized as Board Members after their terms expired.</p>
<p><b>Failure to comply with bonding requirements required by the Code of Alabama 1975, Section 11-98-4(i)</b></p>	
<p>Butler County (2 of 6)                  Chilton County (1 of 3)                  Morgan County (1 of 2)</p>	<p>Did not obtain a bond for all employees involved in the disbursement of funds.                  Did not obtain a bond for all employees involved in the disbursement of funds.                  The amount of blanket coverage per employee is significantly less than the FY2012 receipts and was not filed in the offices of the Probate Judge.</p>
<p><b>District funds not being used for allowable purposes (Code of Alabama 1975, Section 11-98-6)</b></p>	
<p>City of Fairfield (2 of 2)                  City of Tarrant (1 of 1)</p>	<p>Loaned funds to the City's General fund to meet the financial obligations of the City (amount exceeded \$115,000).                  Funds were being held in a bank account with other city funds that had negative balances, therefore District funds were being used to finance city activities.</p>

**STATUTORY COMPLIANCE (Code of Alabama 1975 and Constitution of Alabama 1901)**

<p><b>Failure to comply with the requirements of the Public Works Law (Code of Alabama 1975, Title 39)</b></p>	
<p>Marengo County (1 of 2)</p>	<p>District did not comply with requirements of the Public Work Law for the renovation of a building (Title 39 provides requirements regarding contracts).</p>
<p><b>Failure to maintain minutes of its Board meetings</b></p>	
<p>Butler County (3 of 6)</p>	<p>District did not ensure compliance with rules and regulations in accordance with its By-Laws (i.e. lack of Board meetings, budget not approved by Board).</p>

<b>Failure to comply with rules and regulations in accordance with its By-Laws</b>	
Butler County (4 of 6) Wilcox County (2 of 2)	Minutes of the District's meetings were not maintained. District did not comply with its By-Laws in reference to meetings, therefore expenditures of funds and contractual agreements were not properly approved.
<b>Failure to provide a complete and accurate set of books</b>	
Choctaw County (3 of 4)	Failed to provide a complete and accurate set of books that reflected all receipts, disbursements, and ending monthly cash balances.
<b>Loaned public money</b>	
Randolph County (1 of 1)	District loaned public money to a District employee.

### DOCUMENTATION / LACK OF CONTROL ISSUES

<b>DISBURSEMENTS--Failure, Inadequate, Lack of internal controls over documentation for disbursements</b>	
Fayette County (2 of 4) Conecuh County (1 of 5) Marengo County (2 of 2) Butler County (5 of 6) Chilton County (2 of 3)	Disbursements were not adequately documented (i.e. voided checks we not maintained, invoices were not paid by due date). Disbursements were not adequately documented with itemized receipts/invoices, travel claims, and agendas. Documentation was not maintained to support disbursements. Disbursements were not always supported by adequate documentation. Disbursements were not always supported by adequate documentation.
<b>RECIEPTS--Failure to post receipt amounts accurately to a cashbook and to properly maintain supporting documentation for receipts, Pre-numbered receipts not being utilized, Receipts not being deposited timely and intact</b>	
Conecuh County (2 of 5) Hale County (1 of 1) Morgan County (2 of 2)	All funds received were not receipted using a pre-numbered receipt book. Receipts were not accurately recorded to the general ledger and supporting documentation was not maintained. Receipts were not deposited timely and intact.
<b>ACCOUNT CONTROLS--Lack of controls over capital assets, Lack of controls over accounts, Failure to make deposits timely and intact, Inventory listing not being maintained, District owned vehicle being a taxable fringe benefit or Failure to properly report vehicle usage as a taxable fringe benefit</b>	
Pickens County (1 of 3) Etowah County (1 of 1) Baldwin County (1 of 1) Conecuh County (3 of 5) Choctaw County (1 of 4) Pickens County (2 of 3)	Director used a company owned vehicle for commuting purposes and did not report a tax fringe benefit on her W-2 Form. The District did not review all financial information in a timely manner. An outstanding deposit represented receipts not deposited in a timely manner. An inventory listing was not maintained on all items purchased with public funds and a physical inventory was not performed. Director used a company owned vehicle for commuting purposes and did not report a tax fringe benefit on her W-2 Form. District did not maintain controls to properly record and safeguard all assets.

**PURCHASE ORDERS--Failure to utilize purchase orders or lack of internal controls for purchase orders**

Fayette County (3 of 4)	Did not utilize an adequate purchase order system for disbursements.
Chilton County (3 of 3)	Purchase orders were not issued and approved prior to the invoice date.

**PAYROLL--Failure to maintain documentation of the approved rate of pay for the former director, Non-compliance with District policy regarding payroll transactions, Failure to prepare accurate payroll records, Lack of internal controls over payroll records**

Geneva County (1 of 1)	No documentation or approval could be provided for the former director's rate of pay.
Pickens County (3 of 3)	Sick/Annual leave (in excess of the 80 hour limit) was sold back and added to the Director's pay without approval and in contradiction to policy.
Macon County (2 of 2)	District did not follow the IRS and AL Dept. of Revenue rules and regulations for processing payroll.
Conecuh County (4 of 5)	Accurate and complete payroll records were not maintained (i.e. missing timesheets & I-9 Forms).
Butler County (6 of 6)	Payroll records were not maintained completely and accurately (i.e. missing I-9 Forms). Merit raises were not approved by the Board.
Choctaw County (2 of 4)	Accurate and complete payroll records were not maintained (i.e. missing timesheets & I-9 Forms).
Fayette County (4 of 4)	Accurate and complete payroll records were not maintained (i.e. I-9 Forms completed late, Employees were allowed overtime while taking paid leave).

**ACCOUNT AND/OR BOOKS RECONCILIATION--Financial activity not properly recorded, Bank account not being properly reconciled**

Conecuh County (5 of 5)	Bank account reconciliation was not being performed on a monthly basis.
Covington County (1 of 1)	Bank account was not properly and accurately reconciled (i.e. uncleared checks, deposits, and journal entries).
Choctaw County (4 of 4)	Financial activity was not properly recorded and the bank account was not properly reconciled.