
Anderson County Board of Commissioners
Meeting will be electronically pursuant to Resolution 20-04-812

Courtesy Resolutions/Proclamations/Presentations @ 6:00 p.m.

Consent Agenda
Tuesday, February 16, 2021 @ 6:30 p.m.

1. **Approval and corrections of January 2021 County Commission Minutes**
2. **Approval of Notary and Bonds**
3. **Order Appointing Commissioner**
 - Charles “Dusty” Irwin - appointment to Powell Clinch Utility District
4. **Waste Management Funds**
 - ORHS is requesting funds to purchase microphones and other recording equipment for the Choral Program
5. **Committee Reports**
 - AC Library Board Minutes (11/19/20)
 - Audit Committee Minutes (2/9/21)
 - ADA Oversight Committee Minutes (2/1/21)

Respectfully Submitted,
Joshua Anderson, Chairman

BEFORE THE COUNTY MAYOR OF ANDERSON COUNTY, TENNESSEE

In re:)
)
POWELL-CLINCH UTILITY DISTRICT)
OF ANDERSON AND CAMPBELL)
COUNTIES, TENNESSEE)

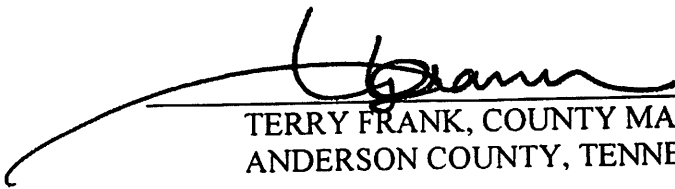
ORDER APPOINTING COMMISSIONER

Having received on January 19, 2021 a letter from the Board of Commissioners of Powell-Clinch Utility District of Anderson and Campbell Counties, Tennessee, dated January 18, 2021 giving notice that the term of office for the Anderson County seat on said Board of Commissioners currently held by Commissioner Charles Oldham ends on December 31, 2020, and said letter also providing in accordance with the applicable requirements of T.C.A. § 7-82-307(a)(4)-(5), a list of three (3) names of Anderson County residents selected by said Board of Commissioners as nominees for appointment to fill such vacancy, which list of nominees the Board of Commissioners has certified under its seal to be in rank order of preference recommended by the Board;

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED, that the nominee Charles "Dusty" Irwin, from the aforesaid list, who resides at 460 Lewallen Hollow Lane, Clinton, is hereby appointed to the Board of Commissioners of the Powell-Clinch Utility District of Anderson and Campbell Counties, Tennessee, to serve the remainder of a four (4) year term commencing on January 1, 2021 through December 31, 2024; provided, however, that said appointee shall continue to hold office until the appointee's successor is appointed and qualified as provided by T.C.A. § 7-82-307(a)(3).

IT IS FURTHER ORDERED, that this Order be entered of record on the minutes of the County Commission for Anderson County, Tennessee, and that a certified copy of this Order be mailed to the Powell-Clinch Utility District of Anderson and Campbell Counties, Tennessee at Post Office Box 428, Rocky Top, Tennessee 37769, and the nominee named above appointed to that board by this Order, all as required by the applicable provisions of T.C.A. § 7-82-307(a).

ENTERED this the 25 day of January, 2021.


TERRY FRANK, COUNTY MAYOR
ANDERSON COUNTY, TENNESSEE



Oak Ridge
HIGH SCHOOL

Oak Ridge High School
1450 Oak Ridge Turnpike
Oak Ridge, TN 37830

(865) 425-9601 Fax: (865) 425-9678

January 22, 2021

The Honorable Steve Mead , Anderson County Commissioner,

Thank you for contacting me about a potential monetary donation from the Anderson County Commission to the Oak Ridge High School Choral Program. Our needs are great in the Choral Department and because of the COVID pandemic our fundraising efforts have been severely limited. Additionally, our opportunities to perform for audiences, in public and virtually, have been almost non-existent.

A donation would provide the means to purchase microphones and other recording equipment that would enable us to capture high quality performances that we could then share with family and community members via virtual channels. Recording equipment would also enhance aspects of our current virtual learning platform at the high school. There are unique challenges in teaching a performing arts class, like chorus, on a virtual platform.

Thank you for considering the ORHS Choral Program for a donation. In this time of challenge and uncertainty, any donation would be greatly appreciated and put to good use in ORHS Choral Program.

Sincerely,

C. Amanda Ragan
Oak Ridge High School Choral Director.

Dr. Garfield Adams
Oak Ridge High School Principal

Dr. Bruce Borchers
Oak Ridge Schools Superintendent

Principal
Dr. Garfield Adams

Assistant Principals
Beth Estep
David Foust
Amber Roberts
Stephanie Thompson

Athletic Director
Mike Mullins



Anderson County Schools
Every Student, Every Day

Annette Prewitt <aprewitt@acs.ac>

Donations for response to COVID-19 issues Oak Ridge High School Choral Program

3 messages

Steven Mead <meadsteven@att.net>

Sun, Jan 31, 2021 at 2:53 PM

To: Annette Prewitt <aprewitt@acs.ac>, Josh Anderson <joshandersondistrict3@gmail.com>

Cc: John Ragan <rep.john.ragan@capitol.tn.gov>, "Jay Yeager, Law Director" <jyeager@aclawdirector.com>

Josh, Annette,

Please add to agenda for Commission and distribute copies.

ORHS has opportunities to supply video performances around the county, but just don't have all the equipment needed.

The school system is stressed financially because of their COVID-19 response.

I am asking Commissioners to consider donating. I will be donating.

Also expecting request from Sheriff's Department for their Cadet Program.

Thanks,

Steve Mead



CCE01312021_0001.pdf

287K

Josh Anderson <joshandersondistrict3@gmail.com>

Sun, Jan 31, 2021 at 3:06 PM

To: Steven Mead <meadsteven@att.net>

Cc: Annette Prewitt <aprewitt@acs.ac>, John Ragan <rep.john.ragan@capitol.tn.gov>, "Jay Yeager, Law Director" <jyeager@aclawdirector.com>

Happy to do it.

Thanks,

Josh

[Quoted text hidden]

Jay Yeager <jyeager@aclawdirector.com>

Sun, Jan 31, 2021 at 3:09 PM

To: Josh Anderson <joshandersondistrict3@gmail.com>, Steven Mead <meadsteven@att.net>

Cc: Annette Prewitt <aprewitt@acs.ac>, John Ragan <rep.john.ragan@capitol.tn.gov>

Steve:

I really appreciate you thinking about the Cadet Program. It's a wonderful group of young men and women that volunteer their time to assist the Sheriff's Office. I know they need help with their uniforms and PT gear.

Thanks so much,

Jay

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[Quoted text hidden]

Anderson County Library Board
Minutes of Regular Meeting
Online Zoom meeting
Thursday, November 19, 2020

It was necessary for this meeting to be held electronically in order to protect the public health, safety, and welfare in light of the COVID-19 crisis.

Present: Attending via Zoom

Library Board Members: Susan Miceli, Debra Cox, Katherine Smith, John Selser, Lake McCoy, Jeanine Brewer, Mary Jane Berry (Regional Board), Josh Anderson (Regional Board)

Library Directors: Meg Harrison (Clinton), Norma Day (Rocky Top), Matthew Jordan (Regional), Daphne Windham (Briceville), Tara Wethington, Acting Director (Norris)

Others: None

Absent: Theresa Venable, Steve Mead (County Commissioners)

Call to Order and Revisions to Agenda:

Chair Josh Anderson called the meeting to order at 5:09 pm. Mary Jane Berry presented a letter that was received by a Norris Library patron, Ann Lesar, about former Norris Library employee Alden Souza. The letter is appended to these minutes. Tara mentioned that other patrons have remarked that they miss Alden, too.

Appearance of Citizens: There were no others present

Approval of Minutes:

John Selser moved to approve the minutes of the regular meeting of October 15, 2020. Lake McCoy seconded the motion. A roll-call vote unanimously approved the minutes as presented.

Treasurer's Report: Susan Miceli gave an update on the restricted funds. They still do not have numbers, but the County is working on it. The Anderson County Commission approved a one-time payment to all employees, a bonus of \$1,000 to full-time employees, \$500 to employees who have been full-time for less than a year, and \$250 to part-time employees. Susan asked if the Board would like to do the same for our library employees. John Selser moved to authorize a one-time bonus of the same amount to library employees, with a provision to revise this at budget time to see if we can make it permanent. Mary Jane Berry seconded the motion. A roll-call vote unanimously approved the motion.

Director's Reports:

Briceville – Daphne Windham

- Brandy is currently in quarantine until October 30, having been exposed to Covid-19.
- Daphne (wearing a mask) visited BES the Friday before Halloween and gave out candy, donated easy books, bookmarks, and pencils to about 110 students.
- Patrons have been cooperative with wearing masks and using hand sanitizer. Some still opt for Curbside Service, which the library is happy to provide.
- Daphne has spent Federal Funds and State Funds for large print, non-fiction, and easy books for this quarter.
- Briceville Library received a \$500 check from Eugenia Robinson Ahrens from the sales of her book about Briceville.
- Wireless and color printing are now available at Briceville.
- After a power outage, Daphne has ordered a backup, a portable external hard drive.
- Daphne has attended training webinars.

Clinton- Meg Harrison

- Online programs continuing and doing well. They have had 13 live programs on either Facebook or Zoom with 39 live participants. Those videos have garnered a total of 511 additional views after they were uploaded. One additional recorded program has had 62 views.
- One primary programmer was quarantined for 3 weeks, so program stats will be down a bit for October-November.
- Almost 750 patrons have visited the library in the past two weeks. Now numbers are dwindling as case number rise. The 20-person limit has not been hit, but we have come close.
- Meg and staff are considering possible replacement for circ system.
- Betty's last day was October 30th. Meg received 70 applicants for her position, interviewed 20, and offered the position to Janine Winfree who will join them on November 30th.
- Meg is evaluating the possibility of signing up for a Newsbank subscription and not renewing several of the newspaper subscription because of the pandemic.
- Meg and staff have done webinars and Meg and Kelly attended the virtual SRP conference.
- Meg has attended a virtual conference, a workshop, and a webinar. Melody and Moriah have taken webinars as well.

Norris- – Tara Wethington

- Tara donated 17 pairs of gloves, 22 hats, and 8 fleece blankets on behalf of the Norris Library to the Norris Area Clothing Closet.
- Tara signed up for online program training in December which will help with ideas for virtual programming.
- The outdoor sign has been updated to let patrons know the library is now open.
- Tara created a sign to provide information on the safety procedures to follow while in the library.

- Social distancing stickers have been placed on the floor to remind patrons to stay 6 feet apart during checkout. Safety supplies (hand sanitizer and face mask) are available for all patrons.
- There are some new decorations, supplied by the Friends of Norris Library.
- The cover to the bookdrop on the front door was repainted. It was covered in rust and looks much better now.
- Tara obtained 7 \$10 Walmart gift cards to use as prizes for future contests or games. She sent Walmart a thank you letter for the cards.
- Meg met with Tara via Zoom to help her with purchasing and other procedures. Tara is grateful to Meg for her help.
- A thank-you card was received from a library patron, Bonnie Peacock, thanking Tara for helping her select some titles that she enjoyed.
- Norris has had 92 patrons this month, but high COVID-19 count is affecting numbers.
- Tara provided some great pictures of happenings in the library.

Rocky Top- Norma Day

- Glad to be open, while trying to stay safe and well. Patrons have been cooperative and happy to be able to come inside. Seeing about 4-8 people a day, with some still preferring curbside. Circulation is 434 since last board meeting. Have not reached capacity of 10 people at a time so far, which is good.
- Josh provided the library with a plexiglass shield for the front desk.
- HVAC area has been enclosed with a nice fence built and provided by Tim Isabel. Tim and the city workers worked together to get this done before winter.
- Tim Isabel donated a UV Sanitizing Wand to the library. Andy Garrett with ACTV came and did a short clip on the process of checking in and sanitizing materials using the wand. It is supposed to be 99.9% effective for killing viruses and germs on hard surfaces., Tim presented this at a committee meeting this month.
- Surplus computer equipment and office chairs were picked up by Anderson County, giving the library needed storage space.
- All of STEAM Facebook live recorded story times and craft classes are going well. There was 1 Facebook live program with 15 attending and 8 recorded story times with 903 views.

Regional- Matthew Jordan

- Norma Day was highlighted in the Library Spotlight for her 20 years of service with Anderson County . Board Chair Josh Anderson and the HR Director Kim Jeffers-Whitaker presented Norma with the award. Congratulations on many years of excellent library service, Norma.
- The State's temporary allowance for electronic meetings is now extended through December 27th. Live video or audio access and subsequent recordings must be available for the public. Please discuss with your county/city attorney

for clarification or confirmation:

<https://publications.tnsosfiles.com/pub/execorders/exec-orders-lee65.pdf>

- Results have been compiled for the standards survey taken in July by all libraries in the region and state. Individual or state-wide reports can be generated. Some state-wide survey items that most libraries meet:
 - Interlibrary loan
 - One-on-one training for patrons' devices
 - Staff computer basics
 - Wait time less for public computer workstations
 - Retrieve and store data to portable devices
 - Staff access to technology support services
 - Staff can extend public computer sessions

Some state-wide survey items that some libraries struggle with (If any library has not met these, please consider them as possible goals):

- Emergency plans
 - Minutes posted online
 - Budget for materials
 - TEL training for staff and public
 - Request higher budget than funded
 - Mobile devices for loan
 - MLS librarians
 - Trustee Certification Program completion
 - Wi-Fi hot spots for circulation
- Upcoming Workshops and Events were listed.

Unfinished Business / Updates

- Director Review Status – John Selser is still compiling the reviews. He provided a Status Review, showing reviews still needed from Steve Mead, John Selser, and Theresa Venable. He also asked that each Trustee send him a signature page to go with his/her review, as included with the Performance Review Form. This needs to be signed and scanned and sent via email or send via snail mail, so he can put a signature page with each review.
- Reopening Level Status – Meg shared the ballooning Covid-19 numbers. She asked the Board for guidance in what to do. When the libraries moved to Phase 2, no numbers were stated as being a benchmark for returning to Phase 1. At this time, however, the number of active cases in Anderson County has risen to more than 400.

Discussion ensued, and various scenarios were considered. Finally, Susan Miceli moved that the Anderson County libraries should revert to Phase 1 – with libraries providing curbside service only unless the number of active cases falls below 200. Lake McCoy seconded the motion, and the motion passed by a unanimous roll call.

- Bylaws and Policies Updates – John Selser stated there would be no update at this time. We will look at these again in January.

New Business:

- There was no new business.

Announcements/Next Meeting:

This meeting has been held on Zoom due to continuing COVID-19 concerns.

The regular January meeting will be held on Thursday, January 21, 2021, at 5:00 pm either via Zoom or at the Clinton Public Library, to be determined.

Susan Miceli moved for adjournment at 6:30 p.m. Lake McCoy seconded the motion, and the meeting adjourned.

Respectfully submitted,
Katherine Smith, Secretary

Anderson County Board of Commissioners

**Audit Committee
Minutes**

**February 9, 2021
4:00 p.m. Room 118A
and Virtual**

Members Present: Commissioners: Chuck Fritts, Joshua Anderson, Theresa Scott, Catherine Denenberg, and Bob Smallridge; and City of Clinton Finance Director Gail Cook.

Members Absent: Commissioner Steve Mead –Committee Chair

Others Present: Mayor Terry Frank; State Audit Team: Amy Sossville, Doug Sandridge, and Andrew Way; Interim Finance Director Robby Holbrook, and Randy Walters.

Call to Order: The meeting was called to order by Interim Finance Director Robby Holbrook.

Motion by Commission Scott, seconded by Commissioner Denenberg, to elect Commissioner Anderson as new Committee Chair. Motion passed unanimously via roll call vote.

2020 Fiscal Year Audit Finding 2020-001

Interim Finance Director Robby Holbrook explained that this finding is currently being investigated, and that it cannot be discussed until the investigation is completed.

At the request of Mayor Terry Frank, Interim Finance Director Holbrook asked that Fiscal Year Audit Finding 2020-003 be moved up on the agenda.

2020 Fiscal Year Audit Finding 2020-003

Mayor Frank outlined the circumstances and outcome related to this finding. State Auditor Amy Sossville indicated that no further action was required on the part of the State Audit Team, if the Office of Criminal Justice Programs (OCJP) was satisfied as to closing OCJP's findings. All OCJP findings were addressed, and OCJP accepted the corrective action plan. The Office of Criminal Justice Programs has subsequently accepted the County's request to terminate the subject grant contract as a "Termination for Convenience".

2020 Fiscal Year Audit Finding 2020-002

Interim Director Holbrook and State Auditor Doug Sandridge described the details and corrective action plan related to this finding.

Motion made by Commissioner Smallridge, seconded by Commissioner Denenberg, accept the Audit Report and the corrective action plans for 2020 Fiscal Year Audit Finding's 2020-002 and 2020-003. Motion passed unanimously via roll call vote.

New Business

None.

Old Business

None.

Meeting adjourned.

***Anderson County Board of Commissioners
Audit Committee
Meeting Agenda***

February 9, 2021
4:00 p.m. in room 118A and Virtual

Committee Members: Chairman Steve Mead, Josh Anderson, Catherine Denenberg, Chuck Fritts, Theresa Scott, Bob Smallridge and Gail Cook.

- I. 2020 Fiscal Year Audit Finding 2020-001 & 2020-002
- II. Discussion with State Auditor(s) from the Comptroller's Office
- III. New Business
- IV. Adjourn

Robby Holbrook

From: Annette Prewitt <aprewitt@acs.ac>
Sent: Friday, January 29, 2021 10:33 AM
To: Robby Holbrook
Subject: Fwd: Audit Committee

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

----- Forwarded message -----

From: IT Director Brian Young <it@andersontn.org>
Date: Thu, Jan 28, 2021 at 3:48 PM
Subject: Audit Committee
To: Tammy Catron <tcatron@andersontn.org>, Annette Prewitt <aprewitt@acs.ac>, Annette Prewitt <aprewitt@andersontn.org>, IT Director Brian Young <it@andersontn.org>

Audit Committee
Tue, Feb 9, 2021 4:00 PM - 5:00 PM (EST)

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Annette R. Prewitt
Chief Deputy to the Anderson County Commission
Phone: (865) 463-6866
Fax: (865) 264-6264
Web Site: www.andersontn.org

ANDERSON COUNTY, TENNESSEE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Year Ended June 30, 2020

PART I, SUMMARY OF AUDITOR'S RESULTS

Financial Statements:

1. Our report on the financial statements of Anderson County is unmodified.
2. Internal Control Over Financial Reporting:
 - * Material weakness identified? NO
 - * Significant deficiency identified? YES
3. Noncompliance material to the financial statements noted? NO

Federal Awards:

4. Internal Control Over Major Federal Programs:
 - * Material weakness identified? NO
 - * Significant deficiency identified? NONE REPORTED
5. Type of report auditor issued on compliance for major programs. UNMODIFIED
6. Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? NO
7. Identification of Major Federal Programs:
 - * CFDA Numbers: 10.553 and 10.555 Nutrition Cluster: School Breakfast Program and National School Lunch Program
 - * CFDA Number 84.010 Title I Grants to Local Educational Agencies
 - * CFDA Numbers: 84.027 and 84.173 Special Education Cluster: Special Education - Grants to States and Special Education - Preschool Grants
8. Dollar threshold used to distinguish between Type A and Type B Programs. \$750,000
9. Auditee qualified as low-risk auditee? NO

PART II, FINDINGS RELATING TO THE FINANCIAL STATEMENTS

Findings and recommendations, as a result of our audit, are presented below. We reviewed these findings and recommendations with management to provide an opportunity for their response. Written responses for all findings are paraphrased and presented following each finding and recommendation. Management's corrective action plan, whether related to the financial statements or federal awards, is presented separately in the Management's Corrective Action Plan in the Single Audit Section of this report. Findings relating specifically to the audit of federal awards, if any, are separately presented under Part III, Findings and Questioned Costs for Federal Awards.

OFFICE OF DIRECTOR OF SCHOOLS

FINDING 2020-001 **ALLEGATIONS INVOLVING THE STUDENT SERVICES DIVISION OF THE ANDERSON COUNTY SCHOOL DEPARTMENT ARE CURRENTLY UNDER INVESTIGATION**
(Noncompliance Under *Government Auditing Standards*)

An investigation of the Student Services division of the Anderson County School Department by the Comptroller's Division of Investigations is ongoing. Findings, if any, resulting from this investigation will be included in a subsequent report.

OFFICE OF CLERK AND MASTER

FINDING 2020-002 **THE OFFICE OF CLERK AND MASTER HAD ACCOUNTING DEFICIENCIES**
(A. and C. – Internal Control – Significant Deficiency Under *Government Auditing Standards*; B. – Noncompliance Under *Government Auditing Standards*)

The following deficiencies were noted during our examination of the office's accounting records. These deficiencies can be attributed to a lack of understanding of internal controls, generally accepting accounting principles, state statutes, and sound business practices.

- A. Bank statements for Clerk and Master's Office were not accurately reconciled with the general ledger in a timely manner. The reconciliations for February 2020 through June 2020 were delayed and erroneous entries were recorded on the general ledger which overstated the bank balance by \$127,634.22. These errors had not been identified and corrected by the office staff when the auditor arrived in August 2020. The auditor identified the errors and provided correcting entries to the clerk and master. The errors were not identified because the individual who normally reviewed the reconciliation and financial statements was not in the office and these duties were not performed by other staff. Sound business practices dictate that bank statements should be reconciled with the general ledger on a timely basis and any differences should be identified and corrected promptly.

- B. At June 30, 2020, the clerk and master had prepared trial balances of execution docket cause balances as required by Section 18-2-103, *Tennessee Code Annotated (TCA)*; however, these trial balances did not reconcile with general ledger accounts in the court by \$9,947. The difference is primarily due to the office transitioning to a new court software application in 2018, and differences between the docket balances and general ledger balances were not adequately identified and corrected after the conversion process.

- C. The Clerk and Master's Office has overpaid delinquent property taxes to the county during the 2018, 2019, and 2020 fiscal years for a total of \$7,013. The overpayment is due to the office inaccurately recording payments made for the advertising of delinquent tax parcels to be sold and not netting these payments against the collection proceeds. The overpayments began in 2018 after transition to the new software application referenced in item B above and have continued in 2019 and 2020. Employees of the Clerk and Master's Office were not aware of the overpayments until notified by the auditors.

RECOMMENDATION

Banks statements should be reconciled with the general ledger in a timely manner and the official should review these reconciliations and investigate any reconciling differences and related correcting entries. The official should contact the software vendor for assistance in identifying and correcting the differences between the execution docket trail balance and the general ledger. The official should recoup delinquent tax overpayments from the county and contact the software vendor to determine how to accurately record the advertising expense on delinquent tax cases in order to reflect the correct net payment amount to the county.

MANAGEMENT'S RESPONSE – CLERK AND MASTER

I agree with the findings. We will take steps to correct the listed problems. We will endeavor to be sure these problems will not happen again.

OFFICE OF COUNTY MAYOR

FINDING 2020-003

**A MONITORING REPORT FROM THE TENNESSEE
OFFICE OF CRIMINAL JUSTICE PROGRAMS
REPORTED FINDINGS RELATED TO THE EDWARD
BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT
PROGRAM**

(Noncompliance Under Government Auditing Standards)

The Tennessee's Office of Criminal Justice Programs (OCJP) performed a monitoring of its Edward Byrne Memorial Justice Assistance Grant program contract in Anderson County. The OCJP reported the following findings as a result of its monitoring: 1) that the county failed to implement the grant project as stated in the grant contract narrative; 2) the county failed to provide adequate oversight of its subcontract under the grant and 3) the county failed to monitor the subcontracted agency. The OCJP has requested a response and corrective action plan for the findings, which the county has provided to them. A copy of the

monitoring report may be obtained from the State of Tennessee, Department of Finance and Administration, Office of Criminal Justice Programs, William R. Snodgrass Tennessee Tower, 312 Rosa L. Parks Avenue, 18th Floor, Nashville, TN 37243-1102.

MANAGEMENT'S RESPONSE – COUNTY MAYOR AND INTERIM DIRECTOR OF FINANCE

Based on the example cited in the Tennessee Office of Criminal Justice Programs' (OCJP) monitoring report, management does not concur with OCJP finding 1 referenced above.

Management concurs with OCJP findings 2 and 3 referenced above. Management has taken immediate steps to address these findings. Specifically, a county staff member has been selected to provide project oversight and to ensure programmatic requirements of the grant project are fulfilled.

PART III, FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS

There were no findings and questioned costs related to federal awards for the year ended June 30, 2020.

Anderson County, Tennessee
Management's Corrective Action Plan
For the Year Ended June 30, 2020

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 CLERK AND MASTER

2020-002	The Office of Clerk and Master had Accounting Deficiencies	320
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**Harold P. Cousins, Jr., Clerk & Master
Seventh Judicial District
Chancery-Probate Division**



**Hon. M. Nichole Cantrell,
Chancellor
Anderson County Courthouse
100 North Main Street, Suite 302
Clinton, Tennessee 37716**

**Anderson County Courthouse
100 North Main Street, Suite 308
Clinton, Tennessee 37716
Phone: (865) 457-6205
Fax: (865) 264-6267**

**Hon. Donald R. Elledge, Judge
Anderson County Courthouse
100 North Main Street, Suite 300
Clinton, Tennessee 37716**

Corrective Action Plan

FINDING: THE OFFICE OF CLERK AND MASTER HAD ACCOUNTING DEFICIENCIES

**Response and Corrective Action Plan Prepared by:
Harold P. Cousins, Jr.**

**Person Responsible for Implementing the Corrective Action:
Harold P. Cousins, Jr.**

**Anticipated Completion Date of Corrective Action:
11/20/20**

**Repeat Finding:
No**

Planned Corrective Action:

We will work with our accounting software vendor to correct the errors with bank statements starting with December 2019, which is the time we began taking credit card payments. We will no longer post adjustments to the general ledger when reconciling the bank statements or correcting manual check transactions. We will continue to work with our software vendor to correct the amount that has been out of balance since the conversion to our new software in 2014. Publication fees will be paid directly by the county. The Clerk and Master will review and sign monthly reports, balance sheets, trial balances, and bank reconciliations.

Signature: _____