STATE OF TENNESSEE
COMPTROLLER OF THE TREASURY
DEPARTMENT OF AUDIT
DIVISION OF COUNTY AUDIT
SUITE 1500
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NASHVILLE, TENNESSEE 37243-0269
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August 17, 2007

Decatur County Mayor and
Board of County Commissioners
Decatur County, Tennessee

To the County Mayor and County Commissioners:

In conjunction with the annual audit of Decatur County, we have performed a limited review of the information systems in the Offices of County Mayor, Road Supervisor, Director of Schools, Trustee, County Clerk, Circuit and General Sessions Courts Clerk, and Register as of August 15, 2007. This letter transmits the results of our review.

Our audit of Decatur County is required to be conducted in accordance with standards contained in Government Auditing Standards, issued by the Comptroller General of the United States. These standards specify that we perform general and application control reviews of computer-based accounting and information systems to determine whether an entity's existing procedures and controls provide adequate assurance of data accuracy and financial and operating statement reliability.

Because of inherent limitations in any internal control structure, errors, irregularities, or control weaknesses may exist and may not be detected. However, our information system reviews performed in the Offices of County Mayor, Road Supervisor, Director of Schools, Trustee, and County Clerk did not reveal any matters that we considered to be a significant deficiency. Significant deficiencies were identified in the Offices of Circuit and General Sessions Courts Clerk and Register. These deficiencies may be included in the annual financial report of Decatur County. These matters are also presented in detail in the enclosed Review of Internal Controls Regarding Information System Operations – Findings and Recommendations.

A brief summary of the significant deficiencies by office is presented below:

CIRCUIT AND GENERAL SESSIONS COURTS CLERK

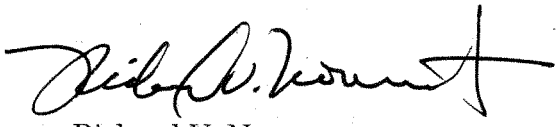
1. The office did not implement adequate controls to protect its information resources.
2. The office had deficiencies in computer system back-up procedures.

REGISTER

1. The office had deficiencies in computer system back-up procedures.

Please contact Penny Austin, Assistant Director, or me if you have any questions regarding our review of the information systems in the aforementioned offices of Decatur County, Tennessee.

Sincerely,



Richard V. Norment
Assistant to the Comptroller

RVN: pa

Attachment

cc: The Honorable David Keeton, Road Supervisor
The Honorable Michael Price, Director of Schools
The Honorable Janis Boyd, Trustee
The Honorable Randy Pope, County Clerk
The Honorable Danny Tanner, Circuit and General Sessions Courts Clerk
The Honorable Don Davis, Register
Mr. Norm Norment, West Tennessee Audit Manager

DECATUR COUNTY, TENNESSEE
REVIEW OF INTERNAL CONTROLS REGARDING INFORMATION SYSTEM OPERATIONS — FINDINGS AND RECOMMENDATIONS
AS OF AUGUST 15, 2007

The review of controls over information systems in the Offices of Circuit and General Sessions Courts Clerk and Register indicated a need for improvement. The following findings and recommendations have been made to aid these offices in the implementation of controls to better secure their computer systems and the information contained therein. These matters were reviewed with management to provide an opportunity for their response. Management offered oral responses to these items but did not submit written responses. We did not include oral responses in this report.

OFFICE OF CIRCUIT AND GENERAL SESSIONS COURTS CLERK

THE OFFICE DID NOT IMPLEMENT ADEQUATE CONTROLS TO PROTECT ITS INFORMATION RESOURCES

1. **FINDING**

The office did not implement adequate controls to protect its information resources. This finding does not identify specific vulnerabilities that could allow someone to exploit the office's information system or misuse county funds. Disclosing those vulnerabilities could present a potential security risk by providing the readers with information that might be confidential pursuant to Section 10-7-504(i), Tennessee Code Annotated. We provided the official with detailed information regarding the specific vulnerabilities we identified, as well as our recommendations for improvement.

RECOMMENDATION

The office should ensure that adequate controls over information systems and the resources associated with those systems are implemented. Also, the office should take steps to establish or improve any compensating controls until these conditions are remedied.

THE OFFICE HAD DEFICIENCIES IN COMPUTER SYSTEM BACK-UP PROCEDURES

2. **FINDING**

The following weaknesses regarding computer system back-up procedures in the office were identified:

A. System backups were not stored off site. In the event of a disaster, all back-up data could be destroyed, resulting in costly delays in generating and recording information accounted for through the automated process.

B. A back-up log was not maintained. If system backups are not labeled and inventoried systematically, discrepancies may occur and affect the integrity of system backups in the event of a hardware or software failure.

RECOMMENDATION

Backups should be rotated off site on a weekly basis. Yearly backups should be stored off site and retained indefinitely. Some possibilities for an off-site storage location would be another county office building with a fireproof vault or a safe deposit box at a local bank. Furthermore, a current log of all backups that includes label descriptions, date of creation, contents, and storage location should be maintained.

OFFICE OF REGISTER

THE OFFICE HAD DEFICIENCIES IN COMPUTER SYSTEM BACK-UP PROCEDURES

1. **FINDING**

System backups were not stored off site. In the event of a disaster, all back-up data could be destroyed, resulting in costly delays in generating and recording information accounted for through the automated process.

RECOMMENDATION

Backups should be rotated off site on a weekly basis. Yearly backups should be stored off site and retained indefinitely. Some possibilities for an off-site storage location would be another county office building with a fireproof vault or a safe-deposit box at a local bank.

PRIOR AUDIT RECOMMENDATIONS IMPLEMENTED

(Ref: Review of Internal Controls Regarding Information System Operations as of April 21, 2005)

OFFICE OF COUNTY MAYOR

Finding Number	Page Number	Subject
1	1	The office had deficiencies in computer system back-up procedures

OFFICE OF COUNTY CLERK

Finding Number	Page Number	Subject
1	1	System back-up procedures should be improved
2	2	The office should implement adequate controls to protect its information resources