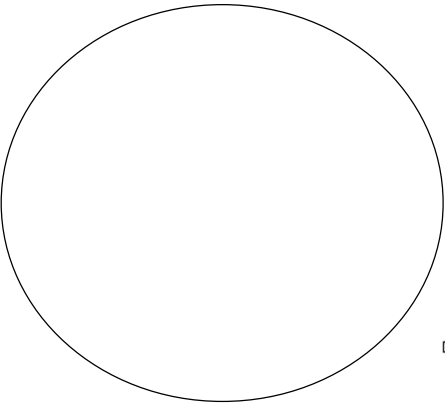

	<b>Indiana State Board of Accounts</b>
	<b>FORM 61 RECONCILING</b>
<b>2021 Auditors Spring Conference</b>	

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<b>Roles</b>	
<input type="checkbox"/> Auditor is the fiscal officer of the county	
<input type="checkbox"/> Treasurer is the investing officer of the county	
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# Statute

## IC 36-2-9-12 Money paid into treasury; account; receipts

Sec. 12. The auditor shall keep an accurate account current with the county treasurer. Whenever a receipt given by the treasurer for money paid into the county treasury is deposited with the auditor, the auditor shall:

- (1) file the treasurer's receipt;
- (2) charge the treasurer with the amount of the treasurer's receipt; and
- (3) issue the auditor's own receipt to the person presenting the treasurer's receipt.



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# Statute

## IC 36-2-10-15(a)

(a) The treasurer shall maintain:

- (1) separate accounts of receipts for and expenditures from each specific county fund or appropriation; and
- (2) a general account of all county receipts and expenditures.



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# Receipting Process

- Auditor posts to the official ledger of the county
- Treasurer collects the money, posts to their ledger and makes the deposit
- Checks and balances should remain in place



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# Disbursements

- Auditor initiates claim process and posts to the official ledger of the county
- Treasurer verifies enough Cash in bank and posts to their records
- Checks and balances should remain in place



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## Maintaining Segregation of Duties

- When Auditor posts to the ledger it should not automatically post to the Treasurers side.
- The Auditor should not have access to the bank account
- The Treasurer should not be able to initiate the claims process



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## Teamwork

- The Treasurer maintains custody of the cash
- The Auditor maintains the funds ledger
- Both Auditor and Treasurer prepare a monthly report and funds ledgers need to be reconciled between the two offices.



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# Reconciling

- Should be done at least monthly
- Both Auditor and Treasurer should be reconciling
- Reconciliation should be uploaded in Gateway



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## Reconciling *Continued...*

- Look for differences within funds:
  - Receipts
  - Disbursements
  - Balances
- Take into consideration
  - Voided Checks
  - Fund Transfers



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# Gateway Uploads

- Only the Reconciliation needs to be uploaded
- Either Auditor or Treasurer can upload



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# Questions????



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