

STATE BOARD OF ACCOUNTS
302 West Washington Street
Room E418
INDIANAPOLIS, INDIANA 46204-2765

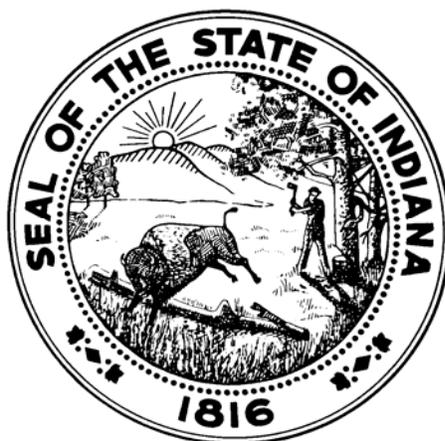
AUDIT REPORT

OF

CIRCUIT COURT

DUBOIS COUNTY, INDIANA

January 1, 2005 to December 31, 2005



FILED
7/27/06

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COUNTY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Circuit Court Office Manager	Cheryl R. Knies	01-01-05 to 12-31-06
Circuit Court Judge	Honorable William E. Weikert	01-01-05 to 12-31-08
President of the County Council	Gregory A. Kendall	01-01-05 to 12-31-06
President of the Board of County Commissioners	Lawrence M. Vollmer John G. Burger	01-01-05 to 12-31-05 01-01-06 to 12-31-06



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF DUBOIS COUNTY

We have audited the records of the Circuit Court for the period from January 1, 2005 to December 31, 2005, and certify that the records and accountability for cash and other assets are satisfactory to the best of our knowledge and belief, except as stated in the Audit Results and Comments. The financial transactions of this office are reflected in the Annual Report of Dubois County for the year 2005.

STATE BOARD OF ACCOUNTS

May 17, 2006

CIRCUIT COURT
DUBOIS COUNTY
AUDIT RESULTS AND COMMENTS

CONDITION OF RECORDS

The following deficiencies relating to the recordkeeping were present during our period of audit:

- (1) Depository reconciliations presented for audit did not reconcile to the control and subsidiary ledgers. At December 31, 2005, the outstanding check list included three warrants, in the amount of \$515 that were on hand at the unit, and two warrants, in the amount of \$172 that had been voided, were not receipted and recorded to the control and subsidiary ledgers.

Indiana Code 5-13-6-1(e) states in part: "All local investment officers shall reconcile at least monthly the balance of public funds, as disclosed by the records of the local officers, with the balance statements provided by the respective depositories.

- (2) Financial records were incomplete and not reflective of the activity of the restitution funds. The records presented did not provide sufficient information to audit and establish beginning balances, receipts, disbursements, ending balances, or the accuracy or correctness of the transactions. There were a considerable number of posting errors and receipts deposited and warrants issued from the wrong depository.

At all times, the manual and/or computerized records, subsidiary ledgers, control ledger and reconciled bank balance should agree. (Accounting and Uniform Compliance Guidelines Manual for Counties, Chapter 1)

- (3) In most instances, receipts were not issued and collections were deposited later than the next business day with some collections held in excess of three weeks prior to deposit. Deposit slips were not retained and receipts did not always indicate the composition of collections as to cash and checks; therefore, the deposit of collections intact could not be verified.

Receipts shall be issued and recorded at the time of the transaction; for example, when cash or a check is received, a receipt is to be immediately prepared and given to the person making payment. (Accounting and Uniform Compliance Manual for Counties, Chapter 1)

A similar comment appeared in prior Audit Report B25583.

PRESCRIBED FORMS

The Circuit Court Restitution financial records were maintained manually on the following prescribed forms: General Warrant (Form 353), General Receipt (Form 352), and Ledger of Receipts, Disbursements and Balances (Form 358). Frequently the prescribed records were not maintained in the manner prescribed:

- (1) General Receipt (Form 352) was not issued for the majority of collections, was issued at the time of collection and again at the time of deposit for the same collection, and voided receipts were not always retained for audit;
- (2) General Warrant (Form 353) did not reflect for whom restitution was paid, did not provide the necessary information as the source document for posting to the subsidiary trust ledger, and not all voided warrants were retained for audit; and

CIRCUIT COURT
DUBOIS COUNTY
AUDIT RESULTS AND COMMENTS
(Continued)

- (3) Ledger of Receipts, Disbursements and Balances (Form 358) was not posted from the receipts and warrant registers, not all transactions were recorded, and the control and subsidiary ledgers pages were not footed, balances were not determined and the control was not reconciled to the subsidiary ledger and the depository.

Officials and employees are required to use State Board of Accounts prescribed or approved forms in the manner prescribed. (Accounting and Uniform Compliance Guidelines Manual for Counties, Chapter 1)

OVERPAYMENT COLLECTIONS

The prior audit reported five restitution accounts overpaid in the total amount of \$334 at December 31, 2004, and refunds were not pursued. During the audit of the 2005 calendar year transactions, three additional restitution accounts were overpaid in the total amount of \$160. At December 31, 2005, eight restitution accounts were overpaid in the total amount of \$494 and no refunds have been collected.

Governmental units should collect any overpayments made. (Accounting and Uniform Compliance Guidelines Manual for Counties, Chapter 1)

At all times, the manual and computerized records, subsidiary ledgers, control ledger and reconciled bank balances should agree. If the reconciled bank balance is less than the subsidiary or control ledgers, then the responsible official or employee may be held personally responsible for the amount needed to balance the funds. (Accounting and Uniform Compliance Guidelines Manual for Counties, Chapter 1)

RESTITUTION ITEMS OVER FIVE YEARS OLD

Our review of the adult and juvenile restitution items on hand revealed that several items had been on hand for a period of five years or longer.

Indiana Code 32-34-1-20(c) states in part: "Property that is held, issued, or owed in the ordinary course of a holder's business is presumed abandoned if the owner or apparent owner has not communicated in writing with the holder concerning the property or has not otherwise given an indication of interest in the property during the following times: . . . (6) For property or proceeds held by a court or a court clerk, five (5) years after the property or proceeds become distributable . . ."

Indiana Code 32-34-1-26(a) states in part: "A holder of property that is presumed abandoned and that is subject to custody as unclaimed property under this chapter shall report in writing to the attorney general concerning the property . . ."

Indiana Code 32-34-1-27(a) states: "Except as provided in subsections (b), (c), on the date a report is filed under section 26 of this chapter, the holder shall pay or deliver to the attorney general the property that is described in the report as unclaimed."

A similar comment appeared in prior Audit Report B25583.

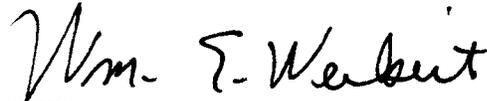
CIRCUIT COURT
DUBOIS COUNTY
EXIT CONFERENCE

The contents of this report were discussed on May 17, 2006, with Randall L. Fleck, County Commissioner; Gregory A. Kendall, President of the County Council; and Martha A. Wehr, County Auditor; and on May 18, 2006, with Cheryl R. Knies, Circuit Court Office Manager. The officials concurred with our audit findings.

The contents of this report were discussed on May 18, 2006, with Honorable William E. Weikert, Circuit Court Judge. The official response has been made a part of this report and may be found on page 7.

OFFICIAL RESPONSE

I concur with the comments in the report. The reason for this response is to commit this office with having all corrections made no later than June 30, 2006. A further commitment is to follow all recommendations by the State Board of Accounts in maintaining these restitution accounts in the future.

A handwritten signature in black ink that reads "Wm. E. Weikert". The signature is written in a cursive style with a large initial "W".

William E. Weikert
Judge, Dubois Circuit Court