

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

REVIEW REPORT
OF
PLAINFIELD CORRECTIONAL FACILITY
STATE OF INDIANA
April 1, 2002 to March 31, 2006



FILED
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AGENCY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Commissioner, Indiana Department of Correction	Evelyn Ridley-Turner	02-01-01 to 01-09-05
	J. David Donahue	01-10-05 to 01-11-09
Superintendent	Christopher Meloy	04-24-95 to 06-01-06
	Philip Slavens (Interim)	06-02-06 to 06-18-06
	Wendy Knight	06-19-06 to 06-30-07



STATE OF INDIANA
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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE PLAINFIELD CORRECTIONAL FACILITY

We have reviewed the receipts, disbursements, and assets of the Plainfield Correctional Facility for the period of April 1, 2002 to March 31, 2006. The Plainfield Correctional Facility's management is responsible for the receipts, disbursements, and assets.

Our review was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. A review is substantially less in scope than an examination, the objective of which is the expression of an opinion on the receipts, disbursements, and assets. Accordingly, we do not express such an opinion.

Financial transactions of this office are included in the scope of our audits of the State of Indiana as reflected in the Indiana Comprehensive Annual Financial Reports.

Based on our review, nothing came to our attention that caused us to believe that the receipts, disbursements, and assets of the Plainfield Correctional Facility are not in all material respects in conformity with the criteria set forth in the Accounting and Uniform Compliance Guidelines Manual for State Agencies, and applicable laws and regulations except as stated in the review comments.

STATE BOARD OF ACCOUNTS

May 17, 2006

PLAINFIELD CORRECTIONAL FACILITY
REVIEW COMMENTS
APRIL 1, 2002 TO MARCH 31, 2006

TRUST FUND

Accounting Records

During the period of our review, we found that the Plainfield Correctional Facility did not prepare the monthly offender Trust Fund bank reconciliations in a timely manner. Additionally, we found that at January 31, 2006, the latest prepared monthly bank reconciliation, the balance of the offender trust fund control ledger was \$132,028 and the balance of the bank account was \$130,563, resulting in a shortage of \$1,465.

A bank reconciliation must be performed each month. The bank statement for the checking account must be reconciled to the check register. (Accounting and Uniform Compliance Guidelines Manual for State Agencies, Chapter 13)

Each agency is responsible for maintaining an effective and accurate accounting system for subsidiary and supplementary records. At all times, the agency's manual and computerized records, subsidiary ledgers, control ledger, and reconciled bank or Auditor's balance should agree. If the reconciled bank or Auditor's 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. (Accounting and Uniform Compliance Guidelines Manual for State Agencies, Chapter 1)

Receipts

The Plainfield Correctional Facility issues receipts for all deposits into an offender's trust fund. It is the facility's practice to record the deposit of all receipts for the day as one deposit. However, we found that the receipt numbers that make up the day's deposit were not listed on the Offender Trust Fund ledger. Therefore, we could not verify that all receipts were properly deposited into the checking account or that receipts were deposited timely.

Institutions should have internal controls in effect which provide reasonable assurance regarding reliability of financial information and records. (Accounting and Uniform Compliance Guidelines Manual for State Agencies, Chapter 13)

Indiana Code 5-13-6-1(b) states in part: ". . . all public funds . . . shall be deposited with the treasurer of state, or an approved depository selected by the treasurer of state not later than the business day following the receipt of the funds."

Monthly Financial Statements

During the period of our review, we found that the Plainfield Correctional Facility did not complete its monthly financial statements for the offender Trust Fund in a timely manner.

Each institution should file monthly financial statements for its local funds with the state agency having administrative control over the institution. (Accounting and Uniform Compliance Guidelines Manual for State Agencies, Chapter 13)

PLAINFIELD CORRECTIONAL FACILITY
EXIT CONFERENCE

The contents of this report were discussed on July 18, 2006, with Wendy Knight, Superintendent; and Philip Slavens, former Interim Superintendent. The official response has been made a part of this report and may be found on pages 6 and 7.

A copy of the Review Comments was mailed on July 24, 2006, to Christopher Meloy, former Superintendent.



STATE OF INDIANA

DEPARTMENT OF CORRECTION

Plainfield Correctional Facility

727 Moon Road
Plainfield, Indiana 46168-9400
Telephone: (317) 839-2513

July 27, 2006

Deetra Smith
State Board of Accounts
Room E418, 302 W. Washington St.
Indianapolis, IN 46204

OFFICIAL RESPONSE

Dear Deetra Smith:

In response to your audit results and comments sheet received during the exit conference the Plainfield Correctional Facility offers the following plan of action to be included in the audit report.

Accounts Records

Steps are in place to begin immediate reconciliations of the Plainfield Correctional Facility's Inmate Trust Account. The shortage of \$1,465.00 will be identified and steps will be taken to correct this issue including having the Accountant for the complex begin reconciling from the last known reconciliation report and moving forward to current date to ensure accuracy. Corrections will be made as identified in the ledger and/or trust system.

Receipts

Effective immediately the receipt numbers will be notated in the Offender Trust Ledger.

Monthly Financial Statements

Effective immediately all bank reconcilements will be done within 7 days of receipt of the financial statement from the banking institution. No adjustments will be made on the

bank reconciliations, instead all corrections will be made at the time of the reconciliation to ensure accountability and accuracy.

Sincerely,

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

Wendy Knight
Superintendent
Plainfield Correctional Complex
727 Moon Road
Plainfield, IN 46168