

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

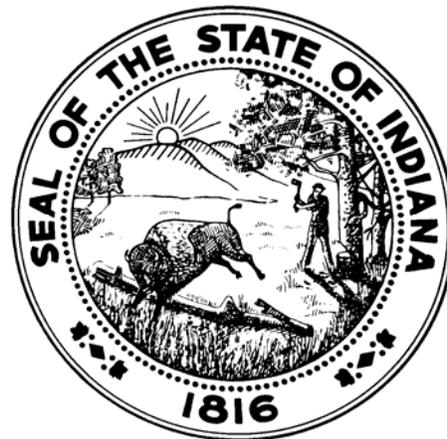
AUDIT REPORT

OF

COUNTY SHERIFF

HOWARD COUNTY, INDIANA

January 1, 2005 to December 31, 2005



**FILED**  
09/12/2006



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COUNTY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Sheriff	Marshall D. Talbert	01-01-03 to 12-31-06
President of the County Council	Richard Miller	01-01-05 to 12-31-06
President of the Board of County Commissioners	Paul Raver Bradley Bagwell	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 HOWARD COUNTY

We have audited the records of the County Sheriff 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 Howard County for the year 2005.

STATE BOARD OF ACCOUNTS

June 26, 2006

COUNTY SHERIFF  
HOWARD COUNTY  
AUDIT RESULTS AND COMMENTS

REVIEW OF RECORDS TO DATE

A review of records to date has revealed that monthly bank reconciliements for the Sheriff's Civil Cash Book have not been performed since January 2006. The Sheriff should implement and monitor procedures that would ensure that these reconciliements are performed monthly.

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

All documents and entries to records should be done in a timely manner to ensure that accurate financial information is available to allow the governmental unit to make informed management decisions and to help ensure compliance with IC 5-15-1-1 et seq., commonly referred to as the Public Records Law. (Accounting and Uniform Compliance Guidelines Manual for Counties, Chapter 1)

INMATE TRUST RECORDS

The balance of the individual inmate subsidiary records does not agree with the Inmate Trust Ledger control. Also, the bank reconciliation presented for audit did not agree to the Inmate Trust Ledger control. The Sheriff should implement the necessary controls to ensure that the bank reconciliation agrees with the trust ledger control and that the subsidiary records also agree with this trust ledger control. If a variance is noted among any of these records, the responsible individual needs to identify the cause of the variance and make the necessary corrections.

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

COUNTY SHERIFF  
HOWARD COUNTY  
AUDIT RESULTS AND COMMENTS  
(Continued)

UNCLAIMED PROPERTY

The Sheriff's Department Inmate Trust Account has \$11,608.81, in old trust items, that is distributable but remains unclaimed. The majority of these old trust items consist of uncashed checks (starting from 1995), for amounts less than \$1.00, issued to former inmates upon release from incarceration. The individual in charge of the Inmate Trust Account needs to file a report and submit the old trust items to the State Attorney General's Office as unclaimed property.

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: . . . (8) For property held by a state or other government, governmental subdivision or agency, or public corporation or other public authority, one (1) year after the property becomes 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."

REPORT OF COLLECTIONS FILED LATE

The Sheriff Department's monthly Report of Collections is not being filed with the Auditor in a timely manner. During 2005, one of two Reports of Collections was filed in a timely fashion. Reports of Collections (totaling \$17,518.45) for February 2005 through November 2005 were filed, at various times, during February 2006 and Report of Collections (totaling \$1,968.36) for December 2005 was filed April 5, 2006. As of April 20, 2006, only the January 2006's Report of Collections has been filed with the Auditor's Office. The Sheriff should implement procedures that ensure that these reports are filed timely.

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)

COUNTY SHERIFF  
HOWARD COUNTY  
EXIT CONFERENCE

The contents of this report were discussed on August 7, 2006, with Marshall D. Talbert, Sheriff; and Richard Miller, President of the County Council.