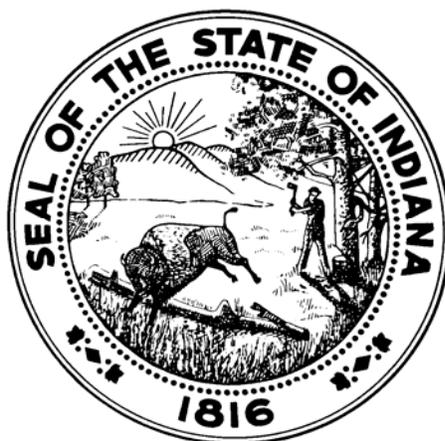


**STATE BOARD OF ACCOUNTS**  
**302 West Washington Street**  
**Room E418**  
**INDIANAPOLIS, INDIANA 46204-2765**

EXAMINATION REPORT  
OF

DELAWARE COUNTY SOIL AND WATER  
CONSERVATION DISTRICT  
DELAWARE COUNTY, INDIANA

January 1, 2004 to December 31, 2005



**FILED**  
11/02/2006



TABLE OF CONTENTS

<u>Description</u>	<u>Page</u>
Officials .....	2
Independent Accountant's Report .....	3
Notes .....	4
Examination Results and Comments:	
Condition of Records .....	5
Prescribed Forms .....	5
Supporting Documentation .....	5
Exit Conference .....	6

OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Coordinator	Shareen Goldman Sheri J. Hole	01-01-04 to 04-30-04 05-01-04 to 12-31-06
Treasurer	Dennis G. Nixon	01-01-04 to 12-31-06
President of the Board	Wayne Bothel	01-01-04 to 12-31-06



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS  
302 WEST WASHINGTON STREET  
ROOM E418  
INDIANAPOLIS, INDIANA 46204-2765

Telephone: (317) 232-2513  
Fax: (317) 232-4711  
Web Site: [www.in.gov/sboa](http://www.in.gov/sboa)

INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE DELAWARE COUNTY SOIL AND WATER  
CONSERVATION DISTRICT, DELAWARE COUNTY, INDIANA

We have examined the schedules of receipts, disbursements, and cash and investment balances of the Delaware County Soil and Water Conservation District (District), for the period of January 1, 2004 to December 31, 2005. The District's management is responsible for the schedules.

The schedules referred to above did not reconcile to depository balances and included erroneous amounts. Ending balances did not carry forward to the next year. As a result, the schedules are not included in this report.

Because of the restrictions on our examination discussed in the preceding paragraph, the scope of our work was not sufficient to enable us to express, and we do not express, an opinion on whether the schedules referred to above present fairly, in all material respects, the cash transactions of the District for the years ended December 31, 2004 and 2005, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

STATE BOARD OF ACCOUNTS

October 17, 2006

DELAWARE COUNTY SOIL AND WATER  
CONSERVATION DISTRICT  
NOTES

Note 1. Introduction

The District was established under the laws of the State of Indiana. The District encourages conservation efforts in Delaware County.

Note 2. Fund Accounting

The District uses funds to report on its cash and investments and the results of its operations on a cash basis. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain governmental functions or activities.

Note 3. Deposits and Investments

Deposits, made in accordance with Indiana Code 5-13, with financial institutions in the State of Indiana at year end were entirely insured by the Federal Depository Insurance Corporation or by the Indiana Public Deposit Insurance Fund. This includes any deposit accounts issued or offered by a qualifying financial institution.

State statute (IC 5-13-9) authorizes the District to invest in securities including, but not limited to, federal government securities, repurchase agreements, and certain money market mutual funds. Certain other statutory restrictions apply to all investments made by local governmental units.

DELAWARE COUNTY SOIL AND WATER  
CONSERVATION DISTRICT  
EXAMINATION RESULTS AND COMMENTS

CONDITION OF RECORDS

Financial records presented for audit were incomplete and not reflective of the activity of the District. The records presented did not provide sufficient information to establish beginning balances, receipts, disbursements, ending balances, or the accuracy or correctness of the transactions. As a result of these conditions, no financial statements are included in this report.

At all times, the manual and/or 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 Special Districts, Chapter 10)

PRESCRIBED FORMS

The prescribed forms for receipts were not always issued. Instead, unnumbered generic receipts were used for most collections.

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 Special Districts, Chapter 10)

SUPPORTING DOCUMENTATION

Several payments were observed which were not accompanied by adequate supporting documentation, such as receipts, invoices, and other public records.

Supporting documentation such as receipts, canceled checks, tickets, invoices, bills, contracts, and other public records must be available for audit to provide supporting information for the validity and accountability of monies disbursed. Payments without supporting documentation may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for Special Districts, Chapter 10)

DELAWARE COUNTY SOIL AND WATER  
CONSERVATION DISTRICT  
EXIT CONFERENCE

The contents of this report were discussed on October 17, 2006, with Sheri J. Hole, Coordinator; Dennis G. Nixon, Treasurer; and Wayne Bothel, President of the Board. The officials concurred with our findings.