

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

AUDIT REPORT  
OF  
COUNTY AUDITOR  
MIAMI COUNTY, INDIANA  
January 1, 2005 to December 31, 2005



**FILED**  
11/21/2006



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COUNTY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Auditor	Brenda G. Weaver	01-01-05 to 12-31-08
President of the County Council	James F. Stephenson	01-01-05 to 12-31-06
President of the Board of County Commissioners	C. Craig Boyer Gary D. Hawley	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 MIAMI COUNTY

We have audited the records of the County Auditor 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 Miami County for the year 2005.

STATE BOARD OF ACCOUNTS

October 4, 2006

COUNTY AUDITOR  
MIAMI COUNTY  
AUDIT RESULTS AND COMMENTS

OVERPAYMENT COLLECTIONS

Overpayments of \$550 were made to M. Doed, L.L.C. related to a tax sale redemption transaction. A refund has not been received as of October 4, 2006.

Governmental units should collect any overpayments made. (Accounting and Uniform Compliance Guidelines Manual for County Auditors, Chapter 14)

ANNUAL REPORT

An annual report for 2005 was not presented for audit.

Indiana Code 5-11-1-4(a) concerning annual reports, states in part: ". . . these reports shall be prepared, verified, and filed with the state examiner within thirty (30) days after the close of each fiscal year."

SURPLUS TAX LEDGER

The Surplus Tax Ledger (County Form 65-STF) was not properly maintained. Not all fund ledger disbursements were posted to the surplus tax ledger. The surplus tax ledger was not reconciled to the fund ledger.

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 of the amount needed to balance the fund. (Accounting and Uniform Compliance Guidelines Manual for County Auditors, Chapter 14)

SURPLUS TAX OVER THREE YEARS OLD

The surplus tax fund includes items totaling \$26,257.68 that are more than three years old.

Indiana Code 6-1.1-26-6(c) states in part: "If an excess payment is not claimed within the three (3) year period after November 10 of the year in which the payment was made and the county treasurer has given the written notice required under subsection (d), the county auditor shall transfer the excess from the surplus tax fund into the general fund of the county."

SUBSIDIARY RECORDS NOT RECONCILED

The tax sale redemption and tax sale surplus subsidiary records were not reconciled to the funds ledger.

COUNTY AUDITOR  
MIAMI COUNTY  
AUDIT RESULTS AND COMMENTS  
(Continued)

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 of the amount needed to balance the fund. (Accounting and Uniform Compliance Guidelines Manual for County Auditors, Chapter 14)

TAX SALE SURPLUS FUNDS

The tax sale surplus fund included \$5,660.36 at December 31, 2005, which was held for more than three years.

Indiana Code 6-1.1-24-7(c) states: "An amount deposited in the tax sale surplus fund shall be transferred by the county auditor to the county general fund and may not be disbursed under subsection (b) if it is not claimed within the three (3) year period after the date of its receipt."

PRESCRIBED FORMS

The following prescribed forms were not used, or were replaced by unapproved forms or electronic data displays: Form 24B (fund ledger and ledger of receipts), Form 24C (detailed ledger of disbursements), Form 24A (ledger of appropriations and disbursements), Form 16 (warrant and warrant register), Form 61 (monthly financial statement), County form 65STF (surplus tax fund ledger), and others.

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 County Auditors, Chapter 14)

CAPITAL ASSETS

The County has not maintained a complete and accurate capital asset record or taken a complete inventory of capital assets for over two years.

Every governmental unit should have a complete inventory of all fixed assets owned which reflects their acquisition value. Such inventory should be recoded on the applicable Capital Asset. A complete inventory should be taken at least every two years for good internal control and for verifying account balances carried in the accounting records. (Accounting and Uniform Compliance Guidelines Manual for County Auditors, Chapter 14)

OVERDRAWN CASH BALANCES

The cash balance of a number of the Counties Funds were overdrawn at December 31, 2005.

The cash balance of any fund may not be reduced below zero. Routinely overdrawn funds could be an indicator of serious financial problems which should be investigated by the governmental unit. (Accounting and Uniform Compliance Guidelines Manual for County Auditors, Chapter 14)

COUNTY AUDITOR  
MIAMI COUNTY  
EXIT CONFERENCE

The contents of this report were discussed on October 4, 2006, with Brenda G. Weaver, Auditor; and Gary D. Hawley, President of the Board of County Commissioners.