

**STATE BOARD OF ACCOUNTS**  
**302 West Washington Street**  
**Room E418**  
**INDIANAPOLIS, INDIANA 46204-2769**

AUDIT REPORT

OF

COUNTY TREASURER

LAPORTE COUNTY, INDIANA

January 1, 2005 to December 31, 2005



**FILED**

12/22/2006



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COUNTY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Treasurer	Kenneth E. Layton	01-01-05 to 12-31-08
President of the County Council	John W. Jones Jerry Cooley	01-01-05 to 12-31-05 01-01-06 to 12-31-06
President of the Board of County Commissioners	Marlow Harmon	01-01-05 to 12-31-06



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

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STATE BOARD OF ACCOUNTS  
302 WEST WASHINGTON STREET  
ROOM E418  
INDIANAPOLIS, INDIANA 46204-2769

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

TO: THE OFFICIALS OF LAPORTE COUNTY

We have audited the records of the County Treasurer 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 LaPorte County for the year 2005.

STATE BOARD OF ACCOUNTS

October 12, 2006

COUNTY TREASURER  
LAPORTE COUNTY  
AUDIT RESULTS AND COMMENTS

TIMELY RECORDKEEPING

We noted instances of months from the time of the original date where money was directly deposited into the County's bank account until it was posted to their records. From September through December, \$1,900,071 accumulated and was not posted on the Treasurer or Auditor's records until 2006. Over \$24,000 was still outstanding as of the May 2006 reconciliation, which included dollar amounts that were deposited back in July of 2004.

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)

CONDITION OF RECORDS

The subsidiary ledger for the excess tax fund kept by the Treasurer's office did not agree with the Auditor's ledger at December 31, 2005. The Auditor and Treasurer need to work together to determine the differences.

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 Counties, Chapter)

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)

COUNTY TREASURER  
LAPORTE COUNTY  
EXIT CONFERENCE

The contents of this report were discussed on October 25, 2006, with Kenneth E. Layton, Treasurer; and Michaelyn Mauer, Chief Deputy. The officials concurred with our audit findings.