

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

EXAMINATION REPORT
OF
COUNTY AUDITOR
BENTON COUNTY, INDIANA
January 1, 2006 to December 31, 2006



FILED
05/01/2007

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COUNTY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Auditor	Joan Schluttenhofer	01-01-05 to 12-31-08
President of the County Council	Leon Cyr Bruce Buchanan	01-01-06 to 12-31-06 01-01-07 to 12-31-07
President of the Board of County Commissioners	Mel Budreau	01-01-06 to 12-31-07



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF BENTON COUNTY

We have examined the records of the County Auditor for the period from January 1, 2006 to December 31, 2006, 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 Examination Results and Comments. The financial transactions of this office are reflected in the Examination Report of Benton County for the year 2006.

STATE BOARD OF ACCOUNTS

April 23, 2007

COUNTY AUDITOR
BENTON COUNTY
EXAMINATION RESULTS AND COMMENTS

CAPITAL ASSETS

The following deficiencies were noted in the review of capital assets:

1. Transactions were not posted for 2004, 2005, or 2006 at December 31, 2006.
2. Departmental ledger sheets did not agree with control sheets.
3. Many entries in the capital asset ledger did not contain sufficient information to verify the asset.
4. Capital asset ledger was not properly footed.
5. Disposals were not always properly recorded.
6. A physical inventory had not been taken and reconciled to the capital asset ledger for several years.
7. The County does not have a written capitalization policy.

Every governmental unit should have a complete inventory of all capital assets owned which reflect their acquisition value. Such inventory should be recorded on the applicable General Fixed Asset Account Group Form. 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)

RECONCILIATION OF SUBSIDIARY LEDGERS

Drain Maintenance, Drain Improvement, and Surplus Tax subsidiary ledgers do not agree with the Fund Control Ledgers.

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 Auditors, Chapter 14)

COUNTY AUDITOR
BENTON COUNTY
EXIT CONFERENCE

The contents of this report were discussed on April 23, 2007, with Joan Schluttenhofer, Auditor. The official concurred with our audit findings.