

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

EXAMINATION REPORT  
OF  
CLERK OF THE CIRCUIT COURT  
OWEN COUNTY, INDIANA  
January 1, 2006 to December 31, 2006



**FILED**  
06/12/2007



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COUNTY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Clerk	Nick Robertson Harley Melton	01-01-03 to 12-31-06 01-01-07 to 12-31-10
President of the County Council	Mike Wood	01-01-06 to 12-31-07
President of the Board of County Commissioners	Wiley Truesdel	01-01-06 to 12-31-07



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF OWEN COUNTY

We have examined the records of the Clerk of the Circuit Court 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 Owen County for the year 2006.

STATE BOARD OF ACCOUNTS

May 3, 2007

CLERK OF THE CIRCUIT COURT  
OWEN COUNTY  
EXAMINATION RESULTS AND COMMENTS

INTERNAL CONTROLS

As stated in the prior audit report, controls over the receipting, disbursing, recording, and accounting for the financial activities were insufficient: Check numbers are entered manually into the GAVEL software program. Two checks written and cleared in December 2006 were allowed by GAVEL to have the same check number. The check number on one of the checks did not match the preprinted number of the check. The software does not prohibit reusing a check number once it is issued.

Internal controls over receipts were insufficient for 2006. Voided receipts were not marked void nor was there any indication that the receipt should not be counted as money received. Some of the voided receipts did not have the original receipt attached.

Governmental units should have internal controls in effect which provide reasonable assurance regarding the reliability of financial information and records, effectiveness and efficiency of operations, proper execution of management's objectives, and compliance with laws and regulations. Among other things, segregation of duties, safeguarding controls over cash and all other assets and all forms of information processing are necessary for proper internal control. (Accounting and Uniform Compliance Guidelines Manual for Clerks, Chapter 13)

RECEIPT ISSUANCE

In some instances, receipts were not issued or recorded. On December 31, 2006, the Clerk's office had unidentified cash of \$273 in an envelope.

Receipts shall be issued and recorded at the time of the transaction; for example, when cash or a check is received, a receipt is to be immediately prepared and given to the person making payment. (Accounting and Uniform Compliance Guidelines Manual for Clerks of the Circuit Courts, Chapter 13)

CLERK OF THE CIRCUIT COURT  
OWEN COUNTY  
EXIT CONFERENCE

The contents of this report were discussed on May 3, 2007, with Wiley Truesdel, President of the County Commissioners; Mike Wood, President of the County Council; and Harley Melton, Clerk of the Circuit Court. The officials concurred with our examination findings.

The contents of this report were discussed on May 3, 2007, with Nick Robertson, former Clerk of the Circuit Court.