

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

AUDIT REPORT

OF

BOARD OF COUNTY COMMISSIONERS

DECATUR COUNTY, INDIANA

January 1, 2006 to December 31, 2006



FILED

11/30/2007

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COUNTY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
President of the County Council	Ernest Gauk	01-01-06 to 12-31-07
President of the Board of County Commissioners	Jerome Buening Charles Buell	01-01-06 to 12-31-06 01-01-07 to 12-31-07



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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

TO: THE OFFICIALS OF DECATUR COUNTY

We have audited the records of the Board of County Commissioners 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 Audit Results and Comments. The financial transactions of this office are reflected in the Annual Report of Decatur County for the year 2006.

STATE BOARD OF ACCOUNTS

October 1, 2007

BOARD OF COUNTY COMMISSIONERS
DECATUR COUNTY
AUDIT RESULTS AND COMMENTS

FUND SOURCES AND USES

In January 2006, \$100,000 was transferred from the Nonreverting Health Insurance Fund to the Cumulative Capital Development Fund to partially fund the remodeling of the Washington Elementary School for the Sheriff's Annex Office.

Ordinance 1997-1, which created the "Special Nonreverting Employee Health Insurance Fund" states that the fund was created to provide for the payment at the maximum claim level plus administrative costs to the third party administrator and/or its successors.

Sources and uses of funds should be limited to those authorized by the enabling statute, ordinance, resolution, or grant agreement. (Accounting and Uniform Compliance Guidelines Manual for Counties, Chapter 1)

COMMUTING MILEAGE

The three County Commissioners, Jerome Buening, Charles Buell, and John Richards, were provided reimbursement for traveling to and from home to the office.

Reimbursed mileage shall not include travel to and from the officer's or employee's home and the governmental office in which he works, unless otherwise authorized by statute. (Accounting and Uniform Compliance Guidelines Manual for Counties, Chapter 5)

MILEAGE REIMBURSEMENT

Some employees were reimbursed for mileage without filing Mileage Claim, General Form 101.

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, Chapter 1)

BOARD OF COUNTY COMMISSIONERS
DECATUR COUNTY
AUDIT RESULTS AND COMMENTS
(Continued)

WORKING HOURS AND OVERTIME POLICY

The Decatur County Personnel Policy established the regular business hours for the courthouse to be open as 41 hours per week, with a 1 hour lunch break each day, making regular time worked 36 hours per week. For offices outside the courthouse, work hours will be set by the Board of Commissioners.

The Personnel Policy further states that overtime for eligible employees applies to all hours worked over 40 in 1 week. The County will either compensate for hours worked in excess of 40 hours per week at a rate of 1½ times the regular rate, or advance compensatory time off in lieu of monetary overtime compensation. The Personnel Policy does not address how compensation for the hours between 36 and 40 are to be calculated.

Some employees of departments outside the courthouse are working 35 hours per week. There was nothing in the written policy or Commissioner's minutes addressing setting hours for any department outside the courthouse.

Straight compensatory time off is being claimed on employee attendance records for all hours over 35 or 36, depending on which department the employee works for.

The County Commissioners should amend the Personnel Policy to clarify compensation for hours worked between the established work hours and 40 hours in a week and to set office hours for the departments outside the courthouse.

Each governmental unit should adopt written policy regarding the accrual and use of leave time and compensatory time and the payment of overtime. Negotiated labor contracts approved by the governing board would be considered as written policy. The policy should conform to the requirements of all state and federal regulatory agencies. (Accounting and Uniform Compliance Guidelines Manual for Counties, Chapter 1)

BOARD OF COUNTY COMMISSIONERS
DECATUR COUNTY
EXIT CONFERENCE

The contents of this report were discussed on October 1, 2007, with Charles Buell, President of the Board of County Commissioners; and Geneva Hunt, County Council member. The officials concurred with our audit findings.