

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

AUDIT REPORT

OF

CLERK OF THE CIRCUIT COURT

BARTHOLOMEW 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>
Clerk of the Circuit Court	Norma J. Trimpe	01-01-06 to 12-31-07
President of the County Council	Judith Meyer Sue R. Paris	01-01-06 to 12-31-06 01-01-07 to 12-31-07
President of the Board of County Commissioners	Larry Kleinhenz Paul Franke	01-01-06 to 12-31-06 01-01-07 to 12-31-07



**STATE OF INDIANA**  
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TO: THE OFFICIALS OF BARTHOLOMEW COUNTY

We have audited 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 Audit Result and Comment. The financial transactions of this office are reflected in the Annual Report of Bartholomew County for the year 2006.

STATE BOARD OF ACCOUNTS

September 4, 2007

CLERK OF THE CIRCUIT COURT  
BARTHOLOMEW COUNTY  
AUDIT RESULT AND COMMENT

CHANGE OF VENUE

As stated in the prior report, the County held court for change of venue cases during 2006; however, the Clerk of the Circuit Court did not make any entries to the Change of Venue Record and did not prepare the Change of Venue Claim (Form 40A) that is required to be filed with the County Auditor. The form is used to bill the other counties for the expenses incurred and paid. Therefore, no revenue was recognized in 2006 to offset the associated costs.

Norma J. Trimpe, Clerk of the Circuit Court, says the Form 40A is filled out and sent to the trial courts. She states that the trial courts never authorized the form or sent them back to her to be certified and given to the County Auditor (as a Change of Venue Claim).

Indiana Code 34-2-15-1(a) states in part: "In all cases, civil or criminal or otherwise, where there has been or shall be a change of venue from one (1) county to another, the county in which such cause, either civil, criminal, or otherwise, shall have originated and from which such change of venue shall be taken shall pay to the county to which such change of venue has been or shall be taken all such expenses as shall have been or shall be incurred by the county to which said change of venue shall be taken. . . ."

In regards to the Change of Venue cause record: "This is a record wherein all causes received from another county must be entered. They must be entered in the entry docket first, as other causes are entered, and in addition are to be entered in the change of venue record . . . This form is to be prepared by the clerk, in duplicate, and filed with the county auditor. . . . It is to be audited and allowed by the trial court and certified by the clerk. It is forwarded by the auditor of the trial county to the auditor of the county of origin for payment." (Accounting and Uniform Compliance Guidelines Manual for Clerks of Court, Chapter 4)

Change of Venue expenses should be prepared, reviewed, authorized, filed and billed as specified in the Accounting and Uniform Compliance Guidelines Manual for Clerks of Court, Chapter 6.

CLERK OF THE CIRCUIT COURT  
BARTHOLOMEW COUNTY  
EXIT CONFERENCE

The contents of this report were discussed on September 4, 2007, with Norma J. Trimpe, Clerk of the Circuit Court. The official concurred with our audit finding.

The contents of this report were discussed on October 22, 2007, with Nancy McKinney, Auditor; and Paul Franke, President of the Board of County Commissioners. The officials concurred with our audit finding.