

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

EXAMINATION REPORT

OF

COUNTY SHERIFF

CRAWFORD COUNTY, INDIANA

January 1, 2006 to December 31, 2006



FILED

12/20/2007

TABLE OF CONTENTS

<u>Description</u>	<u>Page</u>
County Officials	2
Transmittal Letter	3
Examination Results and Comments:	
Inmate Trust Records	4
Internal Controls	4
Bank Account Reconciliations	4
Exit Conference.....	5

COUNTY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Sheriff	Richard L. Scott Tim Wilkerson	01-01-03 to 12-31-06 01-01-07 to 12-31-10
President of the County Council	Jerry Brewer	01-01-06 to 12-31-07
President of the Board of County Commissioners	Randy Gilmore	01-01-06 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 CRAWFORD COUNTY

We have examined the records of the County Sheriff 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 Crawford County for the year 2006.

STATE BOARD OF ACCOUNTS

August 28, 2007

COUNTY SHERIFF
CRAWFORD COUNTY
EXAMINATION RESULTS AND COMMENTS

INMATE TRUST RECORDS

Individual inmate records are kept as a subsidiary record to the Inmate Trust Ledger. The Inmate Trust Ledger reconciled with the bank, but the subsidiary records did not agree to the ledger. As of December 31, 2006, the Inmate Trust Ledger had \$962 more than the total of all the individual subsidiary 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 Counties of Indiana, Chapter 1)

INTERNAL CONTROLS

Controls over the receipting, disbursing, recording, and accounting for the financial activities were insufficient. There were checks and actual cash found in envelopes in the Sheriff's safe dating back to January 2005. These envelopes had names of former inmates written on the outside with checks written from the Inmate Trust Fund. These checks were included on the outstanding check list for the reconciliation of the Inmate Trust Fund.

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 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.

Controls over the receipting, disbursing, recording, and accounting for the financial activities are necessary to avoid substantial risk of invalid transactions, inaccurate records and financial statements and incorrect decision making. (Accounting and Uniform Compliance Guidelines Manual for Counties of Indiana, Chapter 1)

BANK ACCOUNT RECONCILIATIONS

Depository reconciliations of the Sheriff's Cash and Fee Book balances to the bank account balances presented for audit were incorrect. There were instances of checks being voided and reissued, however, the voided checks were still included in the outstanding check lists.

Indiana Code 5-13-6-1(e) states: "All local investment officers shall reconcile at least monthly the balance of public funds, as disclosed by the records of the local officers, with the balance statements provided by the respective depositories."

COUNTY SHERIFF
CRAWFORD COUNTY
EXIT CONFERENCE

The contents of this report were discussed on August 28, 2007, with Tim Wilkerson, Sheriff. The official concurred with our examination findings.

The contents of this report were also discussed on September 4, 2007, with Richard L. Scott, former Sheriff. The official concurred with our examination findings.

The contents of this report were discussed on October 18, 2007, with Randy Gilmore, President of the Board of County Commissioners; and Jerry Brewer, President of the County Council.