

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

AUDIT REPORT  
OF  
COUNTY TREASURER  
CRAWFORD COUNTY, INDIANA  
January 1, 2006 to December 31, 2006



**FILED**  
12/20/2007



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COUNTY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Treasurer	Edna M. Brown	01-01-05 to 12-31-08
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

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TO: THE OFFICIALS OF CRAWFORD COUNTY

We have audited the records of the County Treasurer 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

October 18, 2007

COUNTY TREASURER  
CRAWFORD COUNTY  
EXAMINATION RESULTS AND COMMENTS

DELINQUENT LISTS

The Treasurer did not certify to the Auditor a list of real property on which there were delinquent taxes in 2006, therefore, no tax sale was held in 2006.

On or before July 1 of each year, the county treasurer shall certify to the county auditor, a list of real property on which either any property taxes or special assessments certified to the county auditor for collection by the county treasurer from the prior years spring installment or before are delinquent as determined under IC 6-1.1-37-10 or any unpaid costs from a prior tax sale. (Accounting and Uniform Compliance Guidelines for County Treasurers of Indiana, Chapter 7)

SURPLUS TAX FUND

The Treasurer prepared duplicate schedules of all excess tax collections received and delivered one copy of the schedule to the Auditor at the times of settlement; however, the amount of the excess tax collections was not transferred by quietus into the Surplus Tax Fund from the Treasurer's Daily Balance of Cash and Depositories during the examination period. The taxpayers making the excess payments were notified by the Treasurer of the excess payments and then disbursements were made directly from the Daily Balance of Cash and Depositories. Disbursements were posted by the Auditor and the Treasurer to their respective Surplus Tax Fund Ledgers. As of October 26, 2006, the Surplus Tax Fund Ledger of the Auditor and the Treasurer were reconciled; however, they did not reconcile to the amount of money recorded on the Treasurer's Daily Balance of Cash and Depositories for the same day. As of August 2, 2007, the Treasurer stated they still had not been reconciled.

Surplus tax may only be refunded after being transferred by quietus from the Treasurer's Daily Balance of Cash and Depositories, line 53, to the Surplus Tax Fund. County treasurers are not authorized to make refunds from the "Other Sources" section of the Daily Balance of Cash and Depositories. Both the County Auditor and County Treasurer must approve all Surplus Tax Fund claims in accordance with IC 6-1.1-26-6. (The County Bulletin and Uniform Compliance Guidelines, Volume 359, Page 3, dated April 2007)

The treasurer, being custodian of all money belonging to the county, is required to keep records so that the money belonging to each fund shall be shown separately and money received for taxes shall be kept as a separate item until after the next settlement and transfer to the various funds has been made. [IC 36-2-10-15] This makes it imperative for the treasurer to have adequate records and keep them properly. (Accounting and Uniform Compliance Guidelines Manual for County Treasurers of Indiana, Chapter 4)

COUNTY TREASURER  
CRAWFORD COUNTY  
EXAMINATION RESULTS AND COMMENTS  
(Continued)

At all times, the manual and/or 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 County Treasurers of Indiana, Chapter 10)

CASH NECESSARY TO BALANCE, BANK RECONCILIATIONS

A comparison of the Treasurer's records to the bank accounts indicated cash necessary to balance of \$47,713.

At all times, the manual and/or 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 County Treasurers of Indiana, Chapter 10)

TIMELY RECORDKEEPING

We noted instances of four days from the time of the original date of certain transactions until entry in the Treasurer's Daily Balance of Cash and Depositories, Form 47.

Every public officer in this state, who receives or distributes public funds, shall keep a cash book wherein there shall be entered daily, by item, all receipts of public funds. The cash book shall be balanced daily, shall show funds on hand at the close of each day, and shall be a public record open to public inspection. [IC 5-13-5-1]

The Treasurer's Daily Balance of Cash and Depositories, Form 47, is the record prescribed to enable the treasurer to comply with IC 5-13-5-1. It reflects the daily receipts and disbursements, total amount of cash and investments on hand, and a proof of the financial condition of the office at the close of each day. (Accounting and Uniform Compliance Guidelines Manual for County Treasurers of Indiana, Chapter 4)

All documents and entries to records should be done in a timely manner to ensure that accurate financial information is available to allow the governmental unit to make informed management decisions and to help ensure compliance with IC 5-15-1-1 et seq., commonly referred to as the Public Records Law. (Accounting and Uniform Compliance Guidelines Manual for County Treasurers of Indiana, Chapter 12)

COUNTY TREASURER  
CRAWFORD COUNTY  
EXIT CONFERENCE

The contents of this report were discussed on October 18, 2007, with Edna M. Brown, Treasurer.

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