

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

EXAMINATION REPORT

OF

CLERK OF THE CIRCUIT COURT

BLACKFORD COUNTY, INDIANA

January 1, 2007 to December 31, 2007



**FILED**  
08/22/2008



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COUNTY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Clerk of the Circuit Court	Laura A. Coons	01-01-06 to 12-31-09
President of the Board of County Commissioners	Fred Walker Robert O'Rourke	01-01-07 to 12-31-07 01-01-08 to 12-31-08
President of the County Council	Cathy Weschke Thomas S. Armstrong	01-01-07 to 12-31-07 01-01-08 to 12-31-08



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF BLACKFORD COUNTY, INDIANA

We have examined the records of the Clerk of the Circuit Court for the period from January 1, 2007 to December 31, 2007, 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 Blackford County for the year 2007.

STATE BOARD OF ACCOUNTS

June 16, 2008

CLERK OF THE CIRCUIT COURT  
BLACKFORD COUNTY  
EXAMINATION RESULTS AND COMMENTS

BANK ACCOUNT RECONCILIATIONS

As stated in prior Reports B25719, B27733 and B30560 depository reconciliations of the Cash Book to the bank account balance have not been correct. At December 31, 2007, the Cash Book balance was \$12,309.69 less than the adjusted bank balance.

Indiana Code 5-13-6-1(e) states in part: "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."

RECONCILIATION OF TRUST REGISTER

The detail of the trust register does not agree to the control. As of December 31, 2007, the balance of the Trust Register was \$941.68 more than its balance per the Cash Book. The reason for this difference could not be identified.

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 Clerks of the Circuit Courts of Indiana, Chapter 13)

OLD OUTSTANDING CHECKS

As stated in prior Reports B27733 and B30560, old outstanding checks were not receipted to the records. A total of \$7,343.66 in checks dated before 2005 were included in the outstanding checks lists as of December 31, 2007.

Indiana Code 5-11-10.5-2 states in part: "All warrants or checks drawn upon public funds of a political subdivision that are outstanding and unpaid for a period of two (2) or more years as of the last day of December of each year are void."

Indiana Code 5-11-10.5-3 states in part: "Not later than March 1 of each year, the treasurer of each political subdivision shall prepare or cause to be prepared a list in triplicate of all warrants or checks that have been outstanding for a period of two (2) or more years as of December 31 of the preceding year. The original copy of each list shall be filed with the board of finance of the political subdivision or the fiscal body of a city or town. The duplicate copy shall be transmitted to the disbursing officer of the political subdivision. The triplicate copy of each list shall be filed in the office of the treasurer of the political subdivision. If the treasurer serves also as the disbursing officer of the political subdivision, only two (2) copies of each list need be prepared or caused to be prepared by the treasurer."

Indiana Code 5-11-10.5-5 states:

"(a) Upon the preparation and transmission of the copies of the list of the outstanding warrants or checks, the treasurer of the political subdivision shall enter the amounts so listed as a receipt into the fund or funds from which they were originally drawn and shall also remove the warrants or checks from the record of outstanding warrants or checks.

(b) If the disbursing officer does not serve also as treasurer of the political subdivision, the disbursing officer shall also enter the amounts so listed as a receipt into the fund or funds from which the warrants or checks were originally drawn. If the fund from which the warrant or check was originally drawn is not in existence, or cannot be ascertained, the amount of the outstanding warrant or check shall be receipted into the general fund of the political subdivision."

CLERK OF THE CIRCUIT COURT  
BLACKFORD COUNTY  
EXIT CONFERENCE

The contents of this report were discussed on July 16, 2008, with Laura A. Coons, Clerk of the Circuit Court; Robert O'Rourke, President of Board of County Commissioners; and Thomas S. Armstrong, President of the County Council. The official response has been made a part of this report and may be found on pages 6 and 7.

BLACKFORD COUNTY CLERK  
110 W. WASHINGTON STREET  
HARTFORD CITY, IN 47348

July 15, 2008

Indiana State Board of Accounts

Re: Audit of the Clerk of the Circuit & Superior Courts

This is to advise the State Board of Accounts that the Clerk of the Blackford County Courts is still having problems with the MHI Computer System. This system provides the software for case management and the Clerk's financial records. In July of 2006 support was reactivated by the county as the Clerk and the Courts had been without support since August of 2005. In January of 2006 the Clerk's office was charged \$225.00 per hour for any questions.

The present write ups by the State Board of Accounts have a history back from 2001 and current with the same problems every year. We have two systems in the Clerk's office: the trust account with MHI, and the Isets (Child Support) with the State of Indiana. The trust account is balanced every day and month and our totals come out

fine. The Isets system is balanced every day and month and the totals come out fine with no problems at all when the audits are completed by the State Board of Accounts.

We still have software problems with ghost entries and this has been discussed with MHI, but they have not been able to correct this problem. To my knowledge this system has had no upgrades.

JTAC the new court system from the state is in the process of being piloted in nine counties as of this date. I have talked with JTAC about considering us to be a pilot county. There are only seven counties left in the state using MHI at the present time.

Sincerely,

A handwritten signature in black ink that reads "Laura Coons". The signature is written in a cursive, flowing style.

Laura Coons  
Blackford County Clerk