

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

EXAMINATION REPORT

OF

COUNTY AUDITOR

WABASH 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>
Auditor	Jane E. Ridgeway	01-01-05 to 12-31-08
President of the County Council	Robert Fuller	01-01-07 to 12-31-08
President of the Board of County Commissioners	Lester D. Templin Scott E. Givens	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 WABASH COUNTY

We have examined the records of the County Auditor 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 Wabash County for the year 2007.

STATE BOARD OF ACCOUNTS

July 11, 2008

COUNTY AUDITOR  
WABASH COUNTY  
EXAMINATION RESULTS AND COMMENTS

TAX SALE REDEMPTION FUND

The Tax Sale Redemption Fund was not reconciled with the supporting detail.

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 Auditors, Chapter 14)

ANNUAL REPORT

The County Annual Report (CAR-1) for 2007 was not filed with the state examiner until May 28, 2008.

Indiana Code 5-11-1-4(a) concerning annual reports, states in part: ". . . these reports shall be prepared, verified, and filed with the state examiner within thirty (30) days after the close of each fiscal year."

CONDITION OF RECORDS - DRAINAGE FUNDS

The following deficiencies relating to the record keeping of the General Drain Improvement and Drainage Maintenance Funds were present during the audit period:

- (1) Assessments were not posted properly to the General Drain Improvement Ledger Form (63C) and Drainage Maintenance Fund Ledger (Form 63CM).

For the General Drain Improvement Fund "assessments unpaid as shown in Col. 6 of each Subsidiary Ledger sheet (Form 63C) must be equal to unpaid assessments for construction or reconstruction (Principal only) appearing on the Ditch Duplicate for the particular ditch." (Accounting and Uniform Compliance Guidelines Manual for Public Drainage Funds, Chapter 6)

COUNTY AUDITOR  
WABASH COUNTY  
EXAMINATION RESULTS AND COMMENTS  
(Continued)

For the Drainage Maintenance Fund "assessments unpaid as shown in Col. 6 of each Subsidiary Ledger sheet (Form 63CM) must be equal to unpaid assessments (Principal only) appearing on the Ditch Duplicate for the particular ditch." (Accounting and Uniform Compliance Guidelines Manual for Public Drainage Funds, Chapter 6)

- (2) The subsidiary ledgers were not reconciled to the Auditor's General Ledger for the year ending December 31, 2007.

At the end of any accounting period: (1) the sum of receipt postings to the Subsidiary Ledger Sheets (Form 63C), Col. 10 must equal the total receipt postings to the Control sheet (Form 63C) and to the General Ledger for the same period, (2) the sum of the disbursement postings to the Subsidiary Ledger sheets (Form 63C), Col. 11, must equal the total disbursements postings to the Control sheet (Form 63C), Col. 11, and to the General Ledger for the same period, and (3) the total of balances and overdrafts in Column 12, Subsidiary Ledger (Form 63C) must equal the balance in the Control Sheet (Form 63C) and in the General Ledger. (Accounting and Uniform Compliance Guidelines Manual for Public Drainage Funds, Chapter 6)

At the end of any accounting period: (1) the sum of receipt postings to the Subsidiary Ledger Sheets (Form 63CM), Col. 7 must equal the total receipt postings to the Control sheet (Form 63CM) and to the General Ledger for the same period, (2) the sum of the disbursement postings to the Subsidiary Ledger sheets (Form 63CM), Col. 8, must equal the total disbursements postings to the Control sheet (Form 63CM), and to the total of disbursements postings to the General Ledger for the same period, and (3) the total of balances and overdrafts in Column 9, Subsidiary Ledger (Form 63CM) must equal the balance in the Drainage Maintenance - General Ledger. (Accounting and Uniform Compliance Guidelines Manual for Public Drainage Funds, Chapter 6)

COUNTY AUDITOR  
WABASH COUNTY  
EXIT CONFERENCE

The contents of this report were discussed on July 11, 2008, with Jane E. Ridgeway, Auditor; and Scott E. Givens, President of the Board of County Commissioners. The official response has been made a part of this report and may be found on page 7.

## WABASH COUNTY AUDITOR

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**Jane Harper Ridgeway**

One West Hill Street

Wabash, IN 46992

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July 17, 2008

State Board of Accounts

302 Washington St., Room E418

Indianapolis, IN 46204-2765

### RESPONSE TO 2007 AUDIT RESULTS AND COMMENTS:

#### TAX SALE REDEMPTION FUND

The Tax Sale Redemption Fund will be reconciled regularly with the supporting detail. Some variances occurred between the Tax Sale Redemption Fund and the Tax Sale Surplus due to surplus available being applied directly by the Treasurer. In the future all Surplus funds will be receipted into the Tax Sale Surplus Fund first and the checks written as directed by the Treasurer for any additional taxes to be applied for a better audit trail for redemptions.

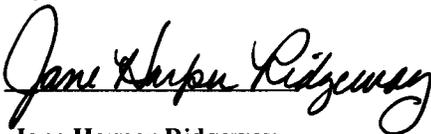
#### ANNUAL REPORT

The County Annual Report (CAR-1) for 2007 Part 1 Statement of Receipts and Disbursements, Cash Balances, and Investment Balances for the Fiscal Year Ending 2007 was completed and reconciled with the County Treasurer's Monthly Report for December 31, 2007 and published in a timely manner. Due to the major Property Tax Reform Legislation acts, Homestead Rebate Checks and delayed Assessed Values and Budget Certification the schedule of the Auditor's office limited personnel was concentrated on working to get the 2008 Budgets certified and Property Tax Statements approved. The detail of the accounts was entered into the Annual Report software as time permitted. Corrective action will be taken to ensure that Wabash County is in compliance with the applicable laws of the State of Indiana.

#### CONDITION OF RECORDS - DRAINAGE FUNDS

Changes in personnel and limited experienced staff contributed to the deficiencies related to the record keeping of the General Drain Improvement and Drainage Maintenance Fund Ledgers. Corrections and posting adjustments were made while reconciling the subsidiary ledgers to the Auditor's General Ledger for the year ended December 31, 2007 prior to the Audit and the ledgers will continue to be reconciled regularly with the supporting detail. Corrective action will be taken to ensure that Wabash County is in compliance with the applicable laws of the State of Indiana.

Respectfully,

Signed: 

Jane Harper Ridgeway

Title: Wabash County Auditor

Date: July 17, 2007