

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

AUDIT REPORT

OF

CLERK OF THE CIRCUIT COURT

PARKE COUNTY, INDIANA

January 1, 2007 to December 31, 2007



FILED

08/25/2008

TABLE OF CONTENTS

<u>Description</u>	<u>Page</u>
County Officials	2
Transmittal Letter	3
Audit Results and Comments:	
Deposits	4
Clerk's Trust Items Over Five Years Old	4
Reconciliation of Subsidiary Ledgers	4
Condition of Records	4
Exit Conference.....	5

COUNTY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Clerk	Kim Shorter	01-01-07 to 12-31-10
President of the County Council	Dale E. Gerrish James A. Rahn	01-01-07 to 12-31-07 01-01-08 to 12-31-08
President of the Board of County Commissioners	George Nicholas	01-01-07 to 12-31-08



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 PARKE COUNTY

We have audited 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 Audit Results and Comments. The financial transactions of this office are reflected in the Annual Report of Parke County for the year 2007.

STATE BOARD OF ACCOUNTS

June 12, 2008

CLERK OF THE CIRCUIT COURT
PARKE COUNTY
AUDIT RESULTS AND COMMENTS

DEPOSITS

Eighteen of two hundred fifty-two receipts tested were not properly completed with the payment type. Six of ten deposits tested could not be verified for deposit intact.

Indiana Code 5-13-6-1(c) states in part: "Public funds deposited . . . shall be deposited in the same form in which they were received."

CLERK'S TRUST ITEMS OVER FIVE YEARS OLD

Our review of trust items on hand revealed that many items had been on hand for a period of five years or longer.

Indiana Code 32-34-1-20(c)(7) states: " For property or proceeds held by a court or a court clerk, five (5) years after the property or proceeds becomes distributable. The property or proceeds must be treated as unclaimed property under 32-34-3."

RECONCILIATION OF SUBSIDIARY LEDGERS

Reconcilements were not made between the subsidiary ledgers and the control account for Trust Funds in the Clerk's office. At December 31, 2007, the control was \$63,025 higher than the detail.

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)

CONDITION OF RECORDS

The bank was not properly reconciled to the book during the audit period. The Clerk's office uses a computerized reconciling program, but did not compare computer balance to the cash book balance. The cash book balance was greater than the adjusted bank balance by \$24,099.

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 Clerks of the Circuit Courts of Indiana, Chapter 13)

CLERK OF THE CIRCUIT COURT
PARKE COUNTY
EXIT CONFERENCE

The contents of this report were discussed on June 12, 2008, with Mary Jo Harkrider, Deputy Clerk of the Circuit Court; James A. Rahn, President of the County Council; George Nicholas, President of the Board of County Commissioners; and Diana Hazlett, County Auditor. The officials concurred with our audit findings.