

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

AUDIT REPORT
OF
ENHANCED EMERGENCY TELEPHONE SYSTEM
PUTNAM COUNTY, INDIANA
January 1, 2005 to December 31, 2007



FILED

09/23/2008

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COUNTY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
E-911 Director	David Costin	01-01-05 to 12-31-08
President of the County Council	Mitchell Proctor	01-01-05 to 12-31-08
President of the Board of County Commissioners	Gene Beck Dennis O'Hair Kristina Warren Gene Beck	01-01-05 to 12-31-05 01-01-06 to 12-31-06 01-01-07 to 12-31-07 01-01-08 to 12-31-08



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TO: THE OFFICIALS OF PUTNAM COUNTY

We have audited the records of the Enhanced Emergency Telephone System for the period from January 1, 2005 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 Reports of Putnam County for the years 2005, 2006 and 2007.

STATE BOARD OF ACCOUNTS

August 20, 2008

ENHANCED EMERGENCY TELEPHONE SYSTEM
 PUTNAM COUNTY
 AUDIT RESULT AND COMMENT

QUESTIONABLE DISBURSEMENTS FROM THE E-911 FEE FUND

The County has established a separate fund to account for the financial activity of E-911 fees. Indiana Codes 36-8-16 and 36-8-16.5 establish guidelines for the expenditure of these fees. During our audit of these fees we found questionable expenditures as summarized in the following categories.

	<u>2005</u>	<u>2006</u>	<u>2007</u>
Insurance (property and general liability)	\$ 5,383	\$ 6,209	\$ 7,129
Utility payments	782	723	996
Pagers (cost less reimbursement)	2,018	1,987	1,991
Office supplies	<u>2,018</u>	<u>1,987</u>	<u>2,429</u>
Totals	<u>\$ 10,201</u>	<u>\$ 10,906</u>	<u>\$ 12,545</u>

Total property and liability insurance costs for the County are allocated among the individual departments. Insurance costs were included as a line item in the E-911 budget approved by the County Council. Other items purchased by the director were considered to be necessary to the operation of the E-911 Center. Utility payments were made for electricity usage to an off-site building housing computer equipment. Pagers were purchased for employees, dispatchers, approximately 15 Police, Fire and EMS agencies and the Red Cross. The pagers were obtained at a significant discount by purchasing in quantity. The outside agencies reimbursed the E-911 Director and he remitted receipts in total to the E-911 Fund. Office supplies included purchases of a 20 inch Combo TV for camera monitoring, copy paper, paper towels, a mini blind, coffee and cleaning supplies. A small amount was paid for VISA late fees and finance charges.

Indiana Code 36-8-16-14(a) states:

"The emergency telephone system fees shall be used only to pay for:

- (1) the lease, purchase, or maintenance of enhanced emergency telephone equipment, including necessary computer hardware, software, and data base provisioning;

ENHANCED EMERGENCY TELEPHONE SYSTEM
PUTNAM COUNTY
AUDIT RESULTS AND COMMENTS
(Continued)

- (2) the rates associated with the service suppliers' enhanced emergency telephone system network services;
- (3) the personnel expenses of the emergency telephone system;
- (4) the lease, purchase, construction, or maintenance of voice and data communications equipment, communications infrastructure, or other information technology necessary to provide emergency response services under authority of the unit imposing the fee; and
- (5) an emergency telephone notification system under IC 36-8-21.

The legislative body of the unit may appropriate money in the fund only for such an expenditure."

Indiana Code 36-8-16.5-41(a) states:

"A PSAP shall use its distribution made under section 39 of this chapter for the lease, purchase, or maintenance of wireless enhanced emergency telephone equipment, including:

- (1) necessary computer hardware, software, and data base equipment;
- (2) personnel expense and training;
- (3) the provision of wireless enhanced emergency service; or
- (4) educating consumers about the operations, limitations, role, and responsible use of enhanced 911 service."

We recommended that the Director review the statute and expenditures being made from the fee based funds to determine compatibility. Expenditures determined necessary for the functioning of the E-911 program but outside the guidelines for the use of E-911 fees such as cell phones, certain laptop computers, office enhancements, supplies, and tools should be made from the General Fund or other appropriate funds.

ENHANCED EMERGENCY TELEPHONE SYSTEM
PUTNAM COUNTY
EXIT CONFERENCE

The contents of this report were discussed on August 20, 2008, with David Costin, E-911 Director.