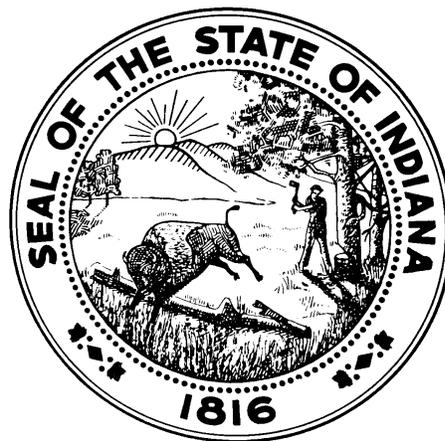


STATE BOARD OF ACCOUNTS
302 West Washington Street
Room E418
INDIANAPOLIS, INDIANA 46204-2769

AUDIT REPORT
OF

COUNTY PLANNING COMMISSION/
COUNTY EMERGENCY MANAGEMENT
PUTNAM COUNTY, INDIANA

January 1, 2007 to December 31, 2007



FILED

09/23/2008

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COUNTY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Kim Hyten	01-01-07 to 12-31-08
President of the County Council	Mitchell Proctor	01-01-07 to 12-31-08
President of the Board of County Commissioners	Kristina Warren Gene Beck	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 PUTNAM COUNTY

We have audited the records of the County Planning Commission/Emergency Management 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 Putnam County for the year 2007.

STATE BOARD OF ACCOUNTS

August 20, 2008

COUNTY PLANNING COMMISSION/
COUNTY EMERGENCY MANAGEMENT
PUTNAM COUNTY
AUDIT RESULTS AND COMMENTS

BANK ACCOUNT RECONCILIATIONS

As stated in the prior Report B30786, depository reconciliations of the fund balances to the bank account balances were not presented for audit.

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."

TIMELY DEPOSITS

As stated in the three prior Reports B30786, B26049 and B27579, in numerous instances, receipts were deposited later than the next business day.

Indiana Code 5-13-6-1(c) states in part: "All local officers . . . who collect public funds of their respective political subdivisions shall deposit funds not later than the business day following the receipt of funds on business days of the depository in the depository or depositories selected by the . . . local boards of finance. . . ."

CONFLICT OF INTEREST

Kim Hyten, the Putnam County Planning and Zoning Director and Emergency Management Director, is employed as an exempt employee by the County. Putnam County defines an exempt employee as an individual whose duties and responsibilities are of an executive, administrative, or professional character and are not covered by the overtime pay provision of the Fair Labor Standards Act. Kim Hyten was also employed by Pyramid Architecture/Engineering & Construction Administration, Inc., as Field Representative, in charge of scheduling contractors and submitting contractor payment requests, during the construction of the Putnam County Emergency Operations Center. A Uniform Conflict of Interest Disclosure Statement was not filed at the time the position was accepted. The Disclosure Statement has been filed subsequent to inquiry during the current audit.

COUNTY PLANNING COMMISSION/
COUNTY EMERGENCY MANAGEMENT
PUTNAM COUNTY
AUDIT RESULTS AND COMMENTS
(Continued)

Indiana Code 35-44-1-3 states in part:

"(a) A public servant who knowingly or intentionally: (1) has a pecuniary interest in; or (2) derives a profit from; a contract or purchase connected with an action by the governmental entity served by the public servant commits conflict of interest, a Class D felony. . . ."

"(c) This section does not prohibit a public servant from having a pecuniary interest in or deriving a profit from a contract or purchase connected with the governmental entity served . . . (3) if the public servant; (A) is an elected public servant. . . . and (B) makes a disclosure under subsection (d)(1) through (d)(6)."

"(d) A disclosure required by this section must: (1) be in writing; (2) describe the contract or purchase to be made by the governmental entity; (3) describe the pecuniary interest that the public servant has in the contract or purchase; (4) be affirmed under penalty of perjury; (5) be submitted to the governmental entity and be accepted by the governmental entity in a public meeting of the governmental entity prior to final action on the contract or purchase; (6) be filed within fifteen (15) days after final action on the contract or purchase with: (A) the state board of accounts; and (B) . . . the clerk of the circuit court in the county where the governmental entity takes final action on the contract or purchase. . . ."

"(g) A public servant has a pecuniary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of: (1) the public servant; or (2) a dependent of the public servant who: (A) is under the direct or indirect administrative control of the public servant; or (B) receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the public servant. . . ."

COUNTY PLANNING COMMISSION/
COUNTY EMERGENCY MANAGEMENT
PUTNAM COUNTY
EXIT CONFERENCE

The contents of this report were discussed on August 20, 2008, with Kim Hyten, Director. The official concurred with our audit findings.