

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

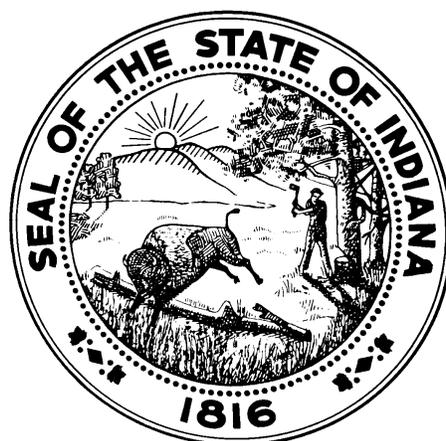
AUDIT REPORT

OF

CLERK OF THE CIRCUIT COURT

BARTHOLOMEW COUNTY, INDIANA

January 1, 2007 to December 31, 2007



FILED

10/30/2008

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COUNTY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Clerk	Norma J. Trimpe Tami Hines	01-01-07 to 12-31-07 01-01-08 to 12-31-11
President of the County Council	Sue R. Paris Phyllis Apple	01-01-07 to 12-31-07 01-01-08 to 12-31-08
President of the Board of County Commissioners	Paul Franke Carl Lienhoop	01-01-07 to 12-31-07 01-01-08 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 BARTHOLOMEW 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 Bartholomew County for the year 2007.

STATE BOARD OF ACCOUNTS

July 10, 2008

CLERK OF THE CIRCUIT COURT
BARTHOLOMEW COUNTY
AUDIT RESULTS AND COMMENTS

CASH NECESSARY TO BALANCE, BANK RECONCILIATIONS

A comparison of the records to the bank account indicated a cash necessary to balance of \$884.37. This amount consists of unidentified items found during reconciliation for the Clerk's term of office.

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 Clerk of the Circuit Courts of Indiana, Chapter 13)

On August 21, 2008, we requested Norma J. Trimpe, former Clerk, provide adequate documentation to support an adjustment to the record balance which would reconcile it with the depository accounts or reimburse the County the net cash necessary to balance of \$884.37. (See Summary, page 7)

ACCOUNTING RECORDS TRUST ACCOUNT

In the review of the trust and bond register it was noted that there were several negative balances. These occurred when a trust balance was posted to the wrong alphabet in the trust and bond register. When they were moved to the correct alphabet a negative would be entered against the incorrect posting to offset the original entry and the amount would then be posted to the correct alphabet. In review of the ledger it appears that the original positive entry has been disbursed leaving a negative for some accounts. In reviewing the trust and bond register it is not possible to tell if there is an amount posted to cover the negative balances. The total of the negative balances posted to the trust register at December 31, 2007, was \$10,681. Upon review of the history of each negative trust balance by the current Clerk it was determined that a positive entry was found for \$7,831 leaving \$2,850 with a negative balance. Entries were found that showed six accounts had been paid out twice totaling \$2,850.

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 Clerk of the Circuit Courts of Indiana, Chapter 13)

On August 21, 2008, we requested Norma J. Trimpe, former Clerk, reimburse the County the for the negative trust balances in the amount of \$2,850. (See Summary, page 7)

INSURANCE COVERAGE

Norma J. Trimpe, former Clerk, was covered by an official bond with Hartford Fire Insurance Company for \$130,000 for the period of January 1, 2007, and ending January 1, 2008.

CLERK OF THE CIRCUIT COURT
BARTHOLOMEW COUNTY
AUDIT RESULTS AND COMMENTS
(Continued)

CLERK'S TRUST ITEMS OVER FIVE YEARS OLD

A 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)(6) 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."

OLD OUTSTANDING CHECKS

Our review of the bank reconcilements as of December 31, 2007, revealed checks outstanding in excess of two years.

Indiana Code 5-11-10.5-2 states: "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: (1) board of finance of the political subdivision or (2) 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."

PRESCRIBED FORMS

The following prescribed or approved form was not always in use; outstanding checklist. The Clerk was keeping an outstanding checklist but it did not contain the date of the check or the payee as prescribed. They have changed software and cannot obtain this information.

Officials and employees are required to use State Board of Accounts prescribed or approved forms in the manner prescribed. (Accounting and Uniform Compliance Guidelines Manual for Clerk of the Circuit Courts of Indiana, Chapter 13)

CLERK OF THE CIRCUIT COURT
BARTHOLOMEW COUNTY
EXIT CONFERENCE

The contents of this report were discussed on August 20, 2008, with Tami Hines, Clerk. The official concurred with our audit findings.

The contents of this report were discussed on August 21, 2008, with Norma J. Trimpe, former Clerk.

CLERK OF THE CIRCUIT COURT
BARTHOLOMEW COUNTY
SUMMARY

	<u>Charges</u>	<u>Credits</u>	<u>Balance Due</u>
Norma J. Trimpe, former Clerk:			
Cash Necessary to Balance,			
Bank Reconciliations, page 4	\$ 884.37	\$ -	\$ 884.37
Accounting Records Trust Account, page 4	<u>2,850.00</u>	<u>-</u>	<u>2,850.00</u>
Totals	<u>\$ 3,734.37</u>	<u>\$ -</u>	<u>\$ 3,734.37</u>

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