

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

AUDIT REPORT

OF

COUNTY AUDITOR

SULLIVAN COUNTY, INDIANA

January 1, 2008 to December 31, 2008



FILED

08/21/2009

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COUNTY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Auditor	Jean Harris	01-01-07 to 12-31-10
President of the County Council	Duane Wampler	01-01-08 to 12-31-09
President of the Board of County Commissioners	Jim Boes	01-01-08 to 12-31-09



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 SULLIVAN COUNTY

We have audited the records of the County Auditor for the period from January 1, 2008 to December 31, 2008, 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 Sullivan County for the year 2008.

STATE BOARD OF ACCOUNTS

July 8, 2009

COUNTY AUDITOR
SULLIVAN COUNTY
AUDIT RESULTS AND COMMENTS

TIME AND SERVICE RECORDS

Employee service records, General Form 99A, were not maintained and presented for audit for the following departments:

County Treasurer
Emergency Medical Service
County Prosecutor
County Sheriff

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 County Auditors of Indiana, Chapter 14)

RECONCILIATION OF SUBSIDIARY LEDGERS

The Subsidiary Ledger for the Surplus Tax Fund was not being kept up to date when refunds were made. Most refunds were not recorded in the Subsidiary Ledger, so there was no way to tell the dollar amount left in the Surplus Tax Fund for each settlement.

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 County Auditors of Indiana, Chapter 14)

PENALTIES, INTEREST, AND OTHER CHARGES

Penalties and interest totaling \$1,649 were paid to the Indiana Department of Revenue on payroll state withholding taxes for the period ending May 31, 2008. In addition, amounts paid on credit card purchases were not always paid on a timely basis and penalties and interest were paid to the credit card companies.

Officials and employees have the duty to pay claims and remit taxes in a timely fashion. Failure to pay claims or remit taxes in a timely manner could be an indicator of serious financial problems which should be investigated by the governmental unit.

COUNTY AUDITOR
SULLIVAN COUNTY
AUDIT RESULTS AND COMMENTS
(Continued)

Additionally, officials and employees have a responsibility to perform duties in a manner which would not result in any unreasonable fees being assessed against the governmental unit.

Any penalties, interest or other charges paid by the governmental unit may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for County Auditors of Indiana, Chapter 14)

CASH OVERDRAFTS

At December 31, 2008, the County had cash overdrafts in the following funds:

Payroll	\$ 660
Hea 1001 State HSC	2,209
Education Plate Fees	1,068
Victim Assistance Grant	4,604

The cash balance of any fund may not be reduced below zero. (Accounting and Uniform Compliance Guidelines Manual for County Auditors of Indiana, Chapter 14)

PETITION FOR CORRECTION OF ERROR, COUNTY FORM 133

Information presented for audit provides numerous instances where County Form 133 was either not used when applicable or did not contain the appropriate number of signatures.

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 County Auditor's of Indiana, Chapter 14)

COUNTY AUDITOR
SULLIVAN COUNTY
EXIT CONFERENCE

The contents of this report were discussed on July 8, 2009, with Jean Harris, Auditor; Jim Boes, President of the Board of County Commissioners; and Duane Wampler, President of the County Council. The officials concurred with our audit findings.