

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

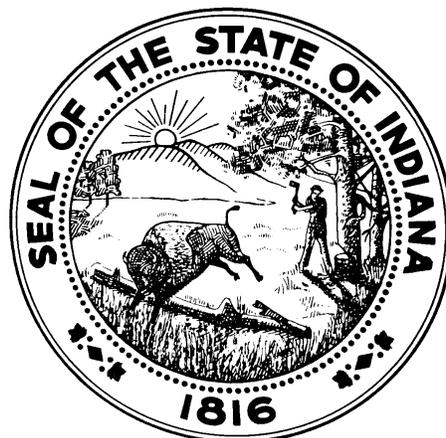
AUDIT REPORT

OF

COUNTY SHERIFF

CLAY COUNTY, INDIANA

January 1, 2008 to December 31, 2008



FILED

09/30/2009

TABLE OF CONTENTS

<u>Description</u>	<u>Page</u>
County Officials	2
Transmittal Letter	3
Audit Results and Comments:	
Bank Reconciliations	4
Inmate Trust Records	4
Exit Conference.....	5
Official Response	6

COUNTY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Sheriff	Michael W. Heaton	01-01-07 to 12-31-10
President of the County Council	Mike McCullough	01-01-08 to 12-31-09
President of the Board of County Commissioners	Charles Brown	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 CLAY COUNTY

We have audited the records of the County Sheriff 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 Clay County for the year 2008.

STATE BOARD OF ACCOUNTS

July 16, 2009

COUNTY SHERIFF
CLAY COUNTY
AUDIT RESULTS AND COMMENTS

BANK ACCOUNT RECONCILIATIONS

As stated in the prior Report B32745, depository reconciliations of the fund balances to the bank account balances were incorrect. At December 31, 2008, the reconciliation indicated unidentified cash long of \$12,630.46. While there were unidentified reconciling differences throughout the year, these differences were not consistent.

IC 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."

INMATE TRUST RECORDS

As stated in the prior Report B32745, individual inmate records are kept as a subsidiary record to the Inmate Trust Ledger. The subsidiary record total amount is less than the ledger by \$15,654.

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 Counties of Indiana, Chapter 1)

COUNTY SHERIFF
CLAY COUNTY
EXIT CONFERENCE

The contents of this report were discussed on July 16, 2009, with Michael W. Heaton, Sheriff; and Dee Smiley, Matron. The official response has been made a part of this report and may be found on page 6.

Clay County

Michael W. Heaton,
Sheriff



SHERIFF

INDIANA

September 22, 2009

State Board of Accounts
302 West Washington St
Room E 418
Indianapolis, IN 46204

RE: OFFICAL RESPONSE

To Whom It May Concern:

This letter is in response to the exit review between the Clay County Sheriff's Department and the Clay County Jail Commissary with the State Board of Accounts Field Examiner- Adrian Wells.

The unidentified cash of \$12,630.46 has been adjusted (deposited) in the Cash Book to be in correspondence with the bank statement for reconciling each month. This \$12,630.46 is unidentified monies from prior administration before becoming Sheriff of Clay County.

The monies in question with inmate trust account reveals the total monies from the prior month brought forward before any disbursements has been processed out of this account for the prior month.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael W. Heaton".

Michael W. Heaton
Sheriff
Clay County, Indiana

611 East Jackson Street
Brazil, Indiana 47834
[Http://www.sheriffs.net](http://www.sheriffs.net)
812-446-2535 • FAX 812-446-0941