

B37760

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

EXAMINATION REPORT
OF
TOWN OF INGALLS
MADISON COUNTY, INDIANA
January 1, 2008 to December 31, 2009



FILED
11/10/2010

TABLE OF CONTENTS

<u>Description</u>	<u>Page</u>
Officials	2
Independent Accountant's Report.....	3
Financial Information:	
Schedules of Receipts, Disbursements, and Cash and Investment Balances	4
Notes to Financial Information	5
Supplementary Information:	
Schedule of Long-Term Debt	6
Examination Results and Comments:	
Service and Time Records – Former Town Administrator	7
Meal Reimbursements.....	8
Mileage Reimbursements.....	8
Supporting Documentation	8
Sales Tax.....	9
Conflicts of Interest.....	9-10
Retirement Plan	10-11
Official Bond	11
Appropriations.....	11-12
Condition of Records	12
Loan From Water Utility.....	12-13
Transaction Recording	13
Overdrawn Cash Balances.....	13
Guarantee Deposit Register	13
Capital Asset Records	14
Personnel Report Not Filed	14
Exit Conference.....	15

OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Clerk-Treasurer	William Kipling Golden	01-01-08 to 12-31-11
President of the Town Council	Charles D. Dowden	01-01-08 to 12-31-10



STATE OF INDIANA
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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE TOWN OF INGALLS, MADISON COUNTY, INDIANA

We have examined the financial information presented herein of the Town of Ingalls (Town), for the period of January 1, 2008 to December 31, 2009. The Town's management is responsible for the financial information presented herein. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence supporting the financial information presented herein and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, the financial information referred to above presents fairly, in all material respects, the financial information of the Town for the years ended December 31, 2008 and 2009, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

The Schedule of Long-Term Debt, as listed in the Table of Contents, is presented for additional analysis and is not a required part of the basic financial information. It has not been subjected to the examination procedures applied to the basic financial information and, accordingly, we express no opinion on it.

STATE BOARD OF ACCOUNTS

August 5, 2010

TOWN OF INGALLS
SCHEDULES OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES
ALL GOVERNMENTAL, PROPRIETARY, AND FIDUCIARY FUND TYPES
As Of And For The Years Ended December 31, 2008 And 2009

	Cash and Investments 01-01-08	Receipts	Disbursements	Cash and Investments 12-31-08
Governmental Funds:				
General	\$ 100,706	\$ 431,052	\$ 495,159	\$ 36,599
Motor Vehicle Highway	2,218	37,774	47,583	(7,591)
Local Road and Street	21,766	12,230	6,646	27,350
Park and Recreation	12,284	32,561	36,154	8,691
Law Enforcement Continuing Education	(1,167)	1,985	47	771
Rainy Day	-	7,578	-	7,578
Ambulance	21,497	52,553	68,960	5,090
Animal	(1,508)	-	-	(1,508)
Building Permits	6,191	13,182	15,729	3,644
Criminal Justice Institute	4	-	-	4
Fire Department Equipment	1,320	11,710	10,362	2,668
Food and Beverage Tax Grant	517	-	-	517
Police Department Equipment	6,096	5,198	6,797	4,497
Cumulative Capital Improvement	13,739	3,798	11,635	5,902
Cumulative Capital Development	9,147	9,163	5,917	12,393
Proprietary Funds:				
Water Utility - Operating	42,952	1,111,895	1,101,098	53,749
Water Utility - Bond and Interest	117,544	202,073	200,796	118,821
Water Utility - Depreciation	60,781	199	47,915	13,065
Water Utility - Customer Deposit	64,433	12,500	8,004	68,929
Water Utility - Construction	602,264	393,565	-	995,829
Water Utility - Debt Service	285,119	12,366	17,126	280,359
Storm Water Utility - Operating	15,057	58,123	61,622	11,558
Fiduciary Funds:				
Levy Excess	47,188	-	47,188	-
Payroll	93,256	223,155	112,609	203,802
Totals	\$ 1,521,404	\$ 2,632,660	\$ 2,301,347	\$ 1,852,717
	Cash and Investments 01-01-09	Receipts	Disbursements	Cash and Investments 12-31-09
Governmental Funds:				
General	\$ 36,599	\$ 352,643	\$ 271,438	\$ 117,804
Motor Vehicle Highway	(7,591)	66,669	58,565	513
Local Road and Street	27,350	10,385	49,136	(11,401)
Park and Recreation	8,691	26,856	15,472	20,075
Law Enforcement Continuing Education	771	3,474	715	3,530
Rainy Day	7,578	57,919	48,409	17,088
Ambulance	5,090	48,867	51,753	2,204
Animal	(1,508)	-	-	(1,508)
Building Permits	3,644	3,711	7,586	(231)
Criminal Justice Institute	4	-	-	4
Fire Department Equipment	2,668	6,451	9,059	60
Food and Beverage Tax Grant	517	-	517	-
Police Department Equipment	4,497	7,962	4,900	7,559
Cumulative Capital Improvement	5,902	3,582	8,261	1,223
Cumulative Capital Development	12,393	5,287	14,177	3,503
Proprietary Funds:				
Water Utility - Operating	53,749	1,077,599	942,682	188,666
Water Utility - Bond and Interest	118,821	238,879	221,357	136,343
Water Utility - Depreciation	13,065	12	-	13,077
Water Utility - Customer Deposit	68,929	14,690	10,846	72,773
Water Utility - Construction	995,829	497	856,121	140,205
Water Utility - Debt Service	280,359	9,326	42	289,643
Storm Water Utility - Operating	11,558	43,294	19,453	35,399
Fiduciary Fund:				
Payroll	203,802	399,527	392,207	211,122
Totals	\$ 1,852,717	\$ 2,377,630	\$ 2,982,696	\$ 1,247,651

The accompanying notes are an integral part of the financial information.

TOWN OF INGALLS
NOTES TO FINANCIAL INFORMATION

Note 1. Introduction

The Town was established under the laws of the State of Indiana. The Town provides the following services: public safety, culture and recreation, water, and general administrative services.

Note 2. Fund Accounting

The Town uses funds to report on its cash and investments and the results of its operations on a cash basis. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain governmental functions or activities.

Note 3. Budgets

The operating budget is initially prepared and approved at the local level. In addition, funds for which property taxes are levied or highway use taxes are received are subject to final approval by the Indiana Department of Local Government Finance.

Note 4. Property Taxes

Property taxes levied are collected by the County Treasurer and are distributed to the Town in June and December. State statute (IC 6-1.1-17-16) requires the Indiana Department of Local Government Finance to establish property tax rates and levies by February 15. These rates were based upon the preceding year's March 1 (lien date) assessed valuations adjusted for various tax credits. Taxable property is assessed at 100% of the true tax value (determined in accordance with rules and regulations adopted by the Indiana Department of Local Government Finance). Taxes may be paid in two equal installments which become delinquent if not paid by May 10 and November 10, respectively. All property taxes collected by the County Treasurer and available for distribution were distributed to the Town on or prior to December 31 of the year collected.

Note 5. Deposits and Investments

Deposits, made in accordance with Indiana Code 5-13, with financial institutions in the State of Indiana at year end were entirely insured by the Federal Depository Insurance Corporation or by the Indiana Public Deposit Insurance Fund. This includes any deposit accounts issued or offered by a qualifying financial institution.

State statute (IC 5-13-9) authorizes the Town to invest in securities including, but not limited to, federal government securities, repurchase agreements, and certain money market mutual funds. Certain other statutory restrictions apply to all investments made by local governmental units.

TOWN OF INGALLS
 SUPPLEMENTARY INFORMATION
 SCHEDULE OF LONG-TERM DEBT
 December 31, 2009

The Town has entered into the following debt:

Description of Debt	Ending Principal Balance	Principal and Interest Due Within One Year
Governmental activities:		
Capital leases:		
2006 Police vehicle	\$ 4,865	\$ 4,986
2007 Police vehicle	8,777	4,608
Notes and loans payable		
2009 Fire truck loan	<u>83,207</u>	<u>18,906</u>
Total governmental activities debt	<u>\$ 96,849</u>	<u>\$ 28,500</u>
Business-type activities:		
Water Utility:		
Notes and loans payable		
2001 Water SRF loan	\$ 1,711,000	\$ 136,257
2006 Water SRF loan	561,000	45,908
2008 Water SRF loan	<u>405,000</u>	<u>-</u>
Total business-type activities debt	<u>\$ 2,677,000</u>	<u>\$ 182,165</u>

TOWN OF INGALLS
EXAMINATION RESULTS AND COMMENTS

SERVICE AND TIME RECORDS - FORMER TOWN ADMINISTRATOR

Payroll records, such as time sheets, attendance reports, and service record information, were not presented for examination as supporting documentation for the compensation paid to the former Town Administrator. Such documentation is necessary to ensure employees are working and performing duties for which they are being compensated.

Town employees were paid on a weekly basis. We were only able to locate one time sheet for the former Town Administrator for the pay week ending October 9, 2009. On this time sheet, the former Town Administrator indicated he worked 29 hours and 49 minutes out of the 40 hour regular work week. Timesheets supporting the other 51 weekly payrolls in 2009 of the former Town Administrator were not presented for examination. Payroll records for the former Town Administrator's 2008 compensation also were not presented for examination. Without this documentation, we could not determine the number of hours the former Town Administrator actually worked during the period of examination.

Per Town officials and personnel, the former Town Administrator installed a computerized time keeping system for those employees who worked in the Town Hall. The software for this time keeping system was on the computer of the former Town Administrator and was not part of the Town's overall computerized accounting system. Town officials and personnel indicated the former Town Administrator maintained and was the only one who had access to the computer software. When the former Town Administrator's employment was terminated in 2010, Town officials noticed his computer did not contain any accounting and/or payroll information. Because we examined the one timesheet from 2009 discussed above, we verified the computerized time keeping system had existed and time records had been maintained. However, the entire year's service information had not been retained and was not available for examination.

In addition to the computerized time keeping system above, other Town employees also used other methods of maintaining time and attendance records. Some employees use time cards that were inserted into a time clock; other filled out time sheets on standardized forms that were given to the Clerk-Treasurer for processing, etc. Payroll records for all other employees were presented for examination.

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 Cities and Towns, Chapter 7)

Supporting documentation such as receipts, canceled checks, tickets, invoices, bills, contracts, and other public records must be available for audit to provide supporting documentation for the validity and accountability of monies disbursed. Payments without supporting documentation may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

IC 5-15-6-3(f) concerning destruction of public records, states in part: "Original records may be disposed of only with the approval of the commission according to guidelines established by the commission."

TOWN OF INGALLS
EXAMINATION RESULTS AND COMMENTS
(Continued)

MEAL EXPENSE REIMBURSEMENT

The former Town Administrator was reimbursed \$443 for meal expenses at restaurants in close proximity to the Town. The Town has an ordinance concerning reimbursable travel expenses and a policy contained in the Employee Manual regarding expense reimbursement. However, neither authorizes or approves local lunch or breakfast meeting expenses for reimbursement.

Each governmental unit is responsible for complying with the ordinances, resolutions, and policies it adopts. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

MILEAGE REIMBURSEMENT

The former Town Administrator was reimbursed \$893 for mileage using his personal vehicle without filing the required Mileage Claim, General Form 101. Instead, the reimbursements were made using a regular Accounts Payable Voucher, Town Form 39. Information on Town Form 39 does not contain as much detailed supporting documentation as required on the Mileage Claim, General Form 101.

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 Cities and Towns, Chapter 7)

Supporting documentation such as receipts, canceled checks, tickets, invoices, bills, contracts, and other public records must be available for audit to provide supporting information for the validity and accountability of monies disbursed. Payments without supporting documentation may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

SUPPORTING DOCUMENTATION

Payments totaling \$1,737 were observed which did not contain adequate supporting documentation, such as receipts, invoices, and other public records. These payments were reimbursements to the former Town Administrator for expenses he personally paid. Due to the lack of supporting information, the validity and accountability for some money disbursed could not be established. A similar comment appeared in prior Report B32530.

Supporting documentation such as receipts, canceled checks, tickets, invoices, bills, contracts, and other public records must be available for audit to provide supporting information for the validity and accountability of monies disbursed. Payments without supporting documentation may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

TOWN OF INGALLS
EXAMINATION RESULTS AND COMMENTS
(Continued)

SALES TAX

Sales tax was paid on several purchases. All but two of these purchases were in the form of reimbursements to the former Town Administrator for expenses he personally paid. The Town had a Sales Tax Exempt Certificate issued by the Indiana Department of Revenue that could have been used by the former Town Administrator to avoid the sales taxes on the purchases he made.

Governmental funds generally are exempt from the payment of sales tax on qualifying purchases. Respective tax agencies should always be contacted concerning tax exemptions and payments. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

CONFLICTS OF INTEREST

Uniform Conflict of Interest Disclosure Statements did not appear to have been filed for the following situations:

The Town purchased two vehicles totaling \$7,900 on separate occasions from a local used car dealership owned and operated by a Town Council member.

During 2009, the Town paid \$305 for cleaning services to a company owned and operated by a Council member.

The Town Marshal and a Council member are husband and wife. As a member of the Council, the spouse has the ability to approve the salary ordinance containing the compensation of her husband.

The Town Council president is employed by a trash disposal vendor that is used to remove trash from town owned properties. During 2008 and 2009, the Town paid \$7,445 and \$3,992, respectively, for trash services from this vendor.

IC 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. . . ."

TOWN OF INGALLS
EXAMINATION RESULTS AND COMMENTS
(Continued)

"(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. . . ."

"(k) As used in this section, 'dependent' means any of the following: (1) The spouse of a public servant. (2) A child, stepchild, or adoptee (as defined in IC 31-9-2-2) of a public servant who is: (A) unemancipated; and (B) less than eighteen (18) years of age. (3) Any individual more than one-half (1/2) of whose support is provided during a year by the public servant."

RETIREMENT PLAN

As stated in several prior reports, most recently B32530, the Town Council in 2003 approved participation in a Savings Incentive Match Plan for Employees of Small Employers Individual Retirement Account (SIMPLE IRA) plan. Under this plan, employees may choose to make salary reduction contributions to the SIMPLE IRA rather than receiving these amounts as part of their regular compensation. In addition, the employer contributes matching or nonelective contributions on behalf of eligible employees not to exceed 3% of the employee's salary. All contributions under this plan are deposited into a SIMPLE IRA established for each eligible employee. The Town made matching contributions of \$4,585 for the five employees who participated in the plan during 2008. In 2009, four employees participated in the plan for which the Town made \$3,774 in matching contributions.

Pursuant to IC 5-10.2-2-1, a city or town has no authority to establish a local pension plan by ordinance, resolution or contract after January 1, 1995, without specific statutory authority.

In reviewing the Indiana Code, the following pension plans are available to employees of a city or town:

	<u>Indiana Code</u>
Public Employees' Retirement Fund	5-10.3
Police Pension Fund - First Class Cities (1953 Police Pension Fund)	36-8-7.5
1925 Police Pension Fund	36-8-6
1937 Firefighter's Pension Fund	36-8-7
1977 Police Officers' and Firefighters Pension and Disability Fund	36-8-8
Municipal Utility Employees Pension Fund	8-1.5-3-7
City Hospitals - Third Class Cities	16-23-1-25(c)
Housing Authorities	36-7-18-10(d)
Department of Redevelopment	36-7-14-12.2 (15)
Deferred Compensation	5-10-1.1

TOWN OF INGALLS
EXAMINATION RESULTS AND COMMENTS
(Continued)

Federally authorized individual retirement accounts and Social Security are the only other pension plans available to city and town employees. Inquiries relative to participation in the Public Employees' Retirement Fund should be directed to the Public Employees' Retirement Fund, Suite 800, Harrison Building, 143 Market Street, Indianapolis, Indiana, 46204, telephone 232-1615, area code 317. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

OFFICIAL BOND

The Clerk-Treasurer had an Official bond in the amount of \$25,000 from the beginning of his initial term, which was filed with the County Recorder in August 2002. Bond coverage was increased to \$50,000 in May, 2007. Continuation certificates have been issued for the original bond beginning on June 14, 2002, up through the term ending June 14, 2008. Official bond coverage has not existed since June 15, 2008.

IC 5-4-1-18(a) states in part: "Except as provided in subsection (b), the following city, town, county, or township officers and employees shall file an individual surety bond: (2) Town judges and clerk-treasurers.

IC 5-4-1-18(c) states in part: "Except as provided in subsections (h) and (i), the fiscal bodies of the respective units shall fix the amount of the bond of city controllers, city clerk-treasurers, town clerk-treasurers, Barrett Law fund custodians, county treasurers, county sheriffs, circuit court clerks, township trustees, and conservancy district financial clerks as follows:

- (1) The amount of annual coverage must equal thirty thousand dollars (\$30,000) for each one million dollars (\$1,000,000) of receipts of the officer's office during the last complete fiscal year before the purchase of the bond, subject to subdivision (2).
- (2) The amount of annual coverage may not be less than thirty thousand dollars (\$30,000) nor more than three hundred thousand dollars (\$300,000) unless the fiscal body approves a greater amount of annual coverage for the officer or employee."

APPROPRIATIONS

The records presented for audit indicated the following expenditures in excess of budgeted appropriations:

Fund	Years	Excess Amount Expended
General	2008	\$ 143,664
Motor Vehicle Highway	2008	24,725
Recreation	2008	689
Local Road and Street	2009	28,136
Motor Vehicle Highway	2009	39,408
Cumulative Capital Improvement	2009	1,786
Cumulative Capital Development	2009	777

TOWN OF INGALLS
EXAMINATION RESULTS AND COMMENTS
(Continued)

A similar comment appeared in prior Report B32530.

IC 6-1.1-18-4 states in part: ". . . the proper officers of a political subdivision shall appropriate funds in such a manner that the expenditures for a year do not exceed its budget for that year as finally determined under this article."

CONDITION OF RECORDS

The Employee's Earnings Record, which reflects all payroll disbursements for an employee for the year, was not accurate or reflective of the true payroll expenses for two employees tested. One employee's earnings history was inadvertently deleted from the unit's computer system prior to May 14, 2009, and therefore was not presented for examination. Another employee's Earnings Record contained gross pay and withholdings data that was incorrect. For example, the Earnings Record for all of 2008 and up to May 7, 2009, reported gross pay of \$713.07 weekly when the employee's actual rate of pay was \$846.15 weekly. In reviewing the payroll checks issued to this employee, we confirmed the payment was correctly based on the \$846.15 rate. Inquiry with town officials indicated there was a computer system issue that incorrectly compiled the data for the Employee's Earnings Record from the wrong employee number.

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 Cities and Towns, Chapter 7)

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 Cities and Towns, Chapter 7)

LOAN FROM WATER UTILITY

As stated in prior reports, most recently B32530, loans were made during 2004 through 2007 from the Water Utility to the Town in anticipation of taxes to be levied and collected. As of the date of this report, four loans totaling \$305,000 have yet to be repaid.

IC 8-1.5-3-12 states:

"(a) A municipality may, by ordinance of its legislative body, borrow money from a utility owned by the municipality for current purposes in anticipation of taxes levied and to be collected during the current or following year.

(b) The board may by resolution lend money to the municipality if the utility has on hand:

(1) A surplus of cash exceeding by at least the amount loaned the sum of all amounts required to pay the indebtedness of the utility falling due during the current calendar year and the following year;

(2) The amount necessary to meet current expenses during the year; and

TOWN OF INGALLS
EXAMINATION RESULTS AND COMMENTS
(Continued)

- (3) The amount necessary to pay for improvements contemplated to be made during the current calendar year minus the estimated receipts during the calendar year.
- (c) A loan may not be made for a sum in excess of fifty percent (50%) of the amount estimated to be collected from anticipated taxes. The loan:
 - (1) Must be evidenced by an obligation of the municipality;
 - (2) Must be signed by the executive;
 - (3) Is due on or before thirty (30) days after the last day for the payment of anticipated taxes; and
 - (4) May bear interest at any rate as determined by the board, payable at maturity."

TRANSACTION RECORDING

The Animal fund was deleted from the ledgers during 2009. The fund had carried a \$(1,508) balance since 2007. Rather than deleting the fund, monies from another fund should have been transferred to the Animal fund to make the balance \$0. At that point if it is determined the fund is no longer needed, it could be removed from the accounting records.

All financial transactions pertaining to the governmental unit should be recorded in the records of the governmental unit. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

OVERDRAWN CASH BALANCES

At December 31, 2008, the Motor Vehicle Highway and Animal funds had negative cash balances in the amounts of \$(7,592) and \$(1,508), respectively. At December 31, 2009, the Local Road and Street and Animal funds had negative cash balances in the amounts of \$(11,401) and \$(1,508), respectively.

The cash balance of any fund may not be reduced below zero. Routinely overdrawn funds could be an indicator of serious financial problems which should be investigated by the governmental unit. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

GUARANTEE DEPOSIT REGISTER

The balance of the Guarantee Deposit Register was not in agreement with the Water Utility's Meter Deposit fund's cash balance at December 31, 2009. The Meter Deposit cash balance was \$2,955 more than the detailed Guarantee Deposit Register. Of that difference, \$2,600 was identified as Water Tap Fees posted to the Meter Deposit fund in error. The remaining difference of \$355 was not identified.

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 Cities and Towns, Chapter 7)

TOWN OF INGALLS
EXAMINATION RESULTS AND COMMENTS
(Continued)

CAPITAL ASSET RECORDS

Capital asset records for the Town and Utility were not presented for examination. The most recent update of capital assets occurred in 2007. Similar comments have appeared in several prior reports, most recently B32530.

Every governmental unit should have a complete inventory of all capital assets owned which reflects their acquisition value. Such inventory should be recorded in the Capital Assets Ledger. A complete inventory should be taken every year for good internal control and for verifying account balances carried in the accounting records. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

PERSONNEL REPORT NOT FILED

The Form 100-R, Certified Reports of Names, Addresses, Duties and Compensation of Public Employees for 2008 and 2009 were not filed with the State Board of Accounts during the examination period. A similar comment appeared in prior Report B32530.

IC 5-11-13 states in part: After this form is prepared it should be filed during the month of January each year with the State Examiner, State Board of Accounts. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 4)

TOWN OF INGALLS
EXIT CONFERENCE

The contents of this report were discussed on August 5, 2010, with William Kipling Golden, Clerk-Treasurer; Charles D. Dowden, President of the Town Council; and Jack Stout, Town Manager. The officials concurred with our findings.