

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

EXAMINATION REPORT
OF
CLERK OF THE CIRCUIT COURT
JENNINGS COUNTY, INDIANA
January 1, 2009 to December 31, 2009



FILED
11/15/2010

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COUNTY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Clerk of the Circuit Court	Ronald E. Bloemer	01-01-07 to 12-31-10
President of the County Council	Edward L. Maschino Howard Malcomb	01-01-09 to 12-31-09 01-01-10 to 12-31-10
President of the Board of County Commissioners	Jeffrey S. Day	01-01-09 to 12-31-10



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 JENNINGS COUNTY

We have examined the records of the Clerk of the Circuit Court for the period from January 1, 2009 to December 31, 2009, 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 Examination Results and Comments. The financial transactions of this office are reflected in the Annual Report of Jennings County for the year 2009.

STATE BOARD OF ACCOUNTS

August 25, 2010

CLERK OF THE CIRCUIT COURT
JENNINGS COUNTY
EXAMINATION RESULTS AND COMMENTS

PRESCRIBED FORM NOT USED

The Clerk's Cash Book and Daily Balance Record (Form 46), prescribed as a summary of the cash book of receipts and disbursements, was not in use. A computer generated non-prescribed form (Clerk's Cash Book) and a monthly summary spreadsheet prepared by the Deputy Clerk was used in lieu of Form 46.

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 Clerks of the Circuit Courts of Indiana, Chapter 13)

A similar comment was included in prior Report B35761.

TRUST REGISTER NOT RECONCILED

The trust fund balance (control account) as shown in the Cash Book was \$24,246.91 more than the total of the detail of outstanding items shown in the Trust Register at December 31, 2009.

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 Clerks of the Circuit Courts of Indiana, Chapter 13)

A similar comment was included in prior Reports B30403, B32043, and B35761.

CLERK'S TRUST ITEMS OVER FIVE YEARS OLD

A review of trust items on hand shows numerous items had been on hand for a period of five years or longer.

IC 32-34-1-20 (c) states in part:

"Property that is held, issued, or owed in the ordinary course of a holder's business is presumed abandoned if the owner or apparent owner has not communicated in writing with the holder concerning the property or has not otherwise given an indication of interest in the property during the following times: . . .

- (6) 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 IC 32-34-3. . . ."

A similar comment was included in prior Reports B30403, B32043, and B35761.

CLERK OF THE CIRCUIT COURT
JENNINGS COUNTY
EXAMINATION RESULTS AND COMMENTS
(Continued)

OLD OUTSTANDING CHECKS

A review of the bank reconcilements as of December 31, 2009, showed checks outstanding in excess of two years.

In order to eliminate old outstanding checks from the records, perform the following:

1. Issue a formal stop payment order to the bank upon which each check is drawn.
2. If the check was for child support, follow the procedures established to enter the check into ISETS. For all other checks, enter the amount of each check as a receipt in the cash book. Post the respective amounts to the trust column of the cash book and enter each amount in the name of the payee in the register of trust.
3. Since the checks have never cleared the bank, the amount is still on deposit. Therefore, when all such checks are charged to the records and reinstated in the trust register or ISETS, the original check numbers will be eliminated as outstanding in the next reconciliation with the bank.
4. If, at the time such checks are restored to the records, the original dates indicate the checks have been outstanding for five or more years, they should be paid over to the Attorney General immediately. The original date should be shown in the register of trust or on ISETS. If the checks are not old enough to be collected by the Attorney General they should be held until the proper time period has elapsed.

8) (Accounting and Uniform Compliance Guidelines Manual for Clerks of the Circuit Courts, Chapter

A similar comment was included in prior Report B35761.

CLERK OF THE CIRCUIT COURT
JENNINGS COUNTY
EXIT CONFERENCE

The contents of this report were discussed on August 25, 2010, with Ronald E. Bloemer, Clerk of the Circuit Court.