

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

AUDIT REPORT

OF

COUNTY SHERIFF

DUBOIS COUNTY, INDIANA

January 1, 2009 to December 31, 2009



FILED

01/25/2011

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COUNTY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Auditor	Janet L. Sendelweck	01-01-08 to 12-31-10
Sheriff	Terry Tanner	01-01-07 to 12-31-10
President of the County Council	Gregory A. Kendall	01-01-09 to 12-31-10
President of the Board of County Commissioners	Randall L. Fleck	01-01-09 to 12-31-10



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF DUBOIS COUNTY

We have audited the records of the County Sheriff 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 Audit Results and Comments. The financial transactions of this office are reflected in the Annual Report of Dubois County for the year 2009.

STATE BOARD OF ACCOUNTS

June 14, 2010

COUNTY SHERIFF
DUBOIS COUNTY
AUDIT RESULTS AND COMMENTS

OVERLAPPING HOURS

During the 2008 audit, testing of the payroll system revealed that an excessive number of jail kitchen employee time clock cards were not punched by the time clock to reflect either the start and/or end time of shifts. In the majority of instances, the time was manually written on the punch clock card; however, the card did not reflect the approval of the employee's supervisor. Due to the frequency of the punch clock cards reflecting the manual entry of the start or the end time of the shifts of the Jail Cook, further investigation was made. Inquiry of the Kitchen Manager, revealed that the jail cook was her daughter and that in addition to working at the jail as a cook, she was also attending school during the work day. The Kitchen Manager was in charge of the supervising and scheduling of the kitchen staff and stated that she arranged her daughter's work schedule to allow for her to work at the jail and also attend school.

Comparison of the attendance/time records, requested by the Sheriff from the school, with what hours were charged to the County as an employee of the Sheriff's Department revealed numerous overlapping time intervals. For the period of September 27 through December 31, 2008, there were overlapping time intervals that totaled 25.25 hours. The County also overpaid this employee for 8 hours sick leave for July 15, 2008. This resulted in 33.25 hours overpaid at a rate of \$9.70 per hour for a total overpayment in 2008 of \$322.53. During the period of January through June 2009, comparison of the attendance/time records, requested by the Sheriff from the school with what hours were charged the County as an employee of the Sheriff's Department revealed overlapping intervals of 43 hours. In addition, there were two mathematical errors in the calculation of the hours remitted to the Sheriff for payment resulting in 7 hours of overpayment. During 2009, the total of 50 hours was paid at a rate of \$9.90 per hour for a total overpayment in 2009 of \$495.00.

IC 35-44-2-4 states in part:

"(a) A public servant who knowingly or intentionally: (1) hires an employee for the governmental entity that he serves; and (2) fails to assign to the employee any duties, or assigns to the employee any duties not related to the operation of the governmental entity; commits ghost employment, a Class D felony. (b) A public servant who knowingly or intentionally assigns to an employee under his supervision any duties not related to the operation of the governmental entity that he serves commits ghost employment, a Class D felony. (c) A person employed by a governmental entity who, knowing that he has not been assigned any duties to perform for the entity, accepts property from the entity commits ghost employment, a Class D felony. (d) A person employed by a governmental entity who knowingly or intentionally accepts property from the entity for the performance of duties not related to the operation of the entity commits ghost employment, a Class D felony. (e) Any person who accepts property from a governmental entity in violation of this section and any public servant who permits the payment of property in violation of this section are jointly and severally liable to the governmental entity for that property. The attorney general may bring a civil action to recover that property in the county where the governmental entity is located or the person or public servant resides."

COUNTY SHERIFF
DUBOIS COUNTY
AUDIT RESULTS AND COMMENTS
(Continued)

Governmental units should have internal controls in effect which provide reasonable assurance regarding the reliability of financial information and records, effectiveness and efficiency of operations, proper execution of management's objectives, and compliance with laws and regulations. Among other things, segregation of duties, safeguarding controls over cash and all other assets and all forms of information processing are necessary for proper internal control. (Accounting and Uniform Compliance Guidelines Manual for Counties of Indiana, Chapter 1)

Governmental units have a responsibility to collect amounts owed to the governmental unit pursuant to procedures authorized by statute. (Accounting and Uniform Compliance Guidelines Manual for Counties of Indiana, Chapter 1)

Kortni Carrico and Peggy Carrico both resigned from County employment effective September 15, 2009. Kortni Carrico was requested to reimburse the County \$817.53 for overpaid compensation. See Summary of Charges on page 7. The overpayment was subsequently reimbursed by the County's insurance carrier.

PAYROLL DEFICIENCIES

Records of time worked and compensatory time earned/used were not always approved by the department supervisor.

Governmental units should have internal controls in effect which provide reasonable assurance regarding the reliability of financial information and records, effectiveness and efficiency of operations, proper execution of management's objectives, and compliance with laws and regulations. Among other things, segregation of duties, safeguarding controls over cash and all other assets and all forms of information processing are necessary for proper internal control. (Accounting and Uniform Compliance Guidelines Manual for Counties of Indiana, Chapter 1)

A similar comment appeared in the prior report.

INSURANCE INFORMATION

Dubois County has an employee dishonesty policy through Cincinnati Insurance Company for the period 2-19-08 through 2-19-11. The policy has a limit of \$10,000 with no deductible. The policy number is CPP0812278.

COUNTY SHERIFF
DUBOIS COUNTY
EXIT CONFERENCE

The contents of this report were discussed on June 14, 2010, with Terry Tanner, Sheriff; Randall L. Fleck, President of the Board of County Commissioners; Gregory A. Kendall, President of the County Council; and Janet L. Sendelweck, Auditor. The officials concurred with our audit findings.

COUNTY SHERIFF
DUBOIS COUNTY
SUMMARY

	<u>Charges</u>	<u>Credits</u>	<u>Balance Due</u>
Kortni Carrico, former Jail Cook: Overlapping Hours, pages 4 and 5	<u>\$ 817.53</u>	<u>\$ 817.53</u>	<u>\$ -</u>