

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

AUDIT REPORT

OF

COUNTY HEALTH DEPARTMENT

PARKE COUNTY, INDIANA

January 1, 2010 to December 31, 2010



**FILED**

07/22/2011



TABLE OF CONTENTS

<u>Description</u>	<u>Page</u>
County Officials .....	2
Transmittal Letter .....	3
Audit Result(s) and Comment(s):	
Receipt Issuance .....	4
Internal Controls .....	4
Exit Conference.....	5

COUNTY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
County Health Officer	Dr. Franklin Swaim	01-01-10 to 12-31-11
President of the County Council	James A. Rahn	01-01-10 to 12-31-11
President of the Board of County Commissioners	George Nicholas	01-01-10 to 12-31-11



**STATE OF INDIANA**  
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TO: THE OFFICIALS OF PARKE COUNTY

We have audited the records of the County Health Department for the period from January 1, 2010 to December 31, 2010, 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 Result(s) and Comment(s). The financial transactions of this office are reflected in the Annual Report of Parke County for the year 2010.

STATE BOARD OF ACCOUNTS

April 21, 2011

COUNTY HEALTH DEPARTMENT  
PARKE COUNTY  
AUDIT RESULT(S) AND COMMENT(S)

**RECEIPT ISSUANCE**

Receipts were not issued at the time of the transaction. Receipts are being issued when the permits are issued instead of when cash or check is received. Collections were not deposited by the next business day as required by Indiana Code.

Receipts shall be issued and recorded at the time of the transaction; for example, when cash or a check is received, a receipt is to be immediately prepared and given to the person making payment. (Accounting and Uniform Compliance Guidelines Manual for Counties of Indiana, Chapter 1)

Indiana Code 5-13-6-1(c) states in part:

". . . all local officers . . . who collect public funds of their respective political subdivisions shall deposit funds not later than the business day following the receipt of funds on business days of the depository in the depository or depositories selected by the . . . local boards of finance. . . ."

**INTERNAL CONTROLS**

The Health Department issues septic permits, food permits, and temporary food permits. Controls over the issuance, recording, and accounting for permits were insufficient.

Applications for permits were not completely filled out, permits were not issued in numerical order, and some permits were missing and could not be accounted for. Therefore, the responsible County officials could not provide the necessary assurance regarding the completeness and accuracy of records in the area of permit issuance and the related receipts.

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)

COUNTY HEALTH DEPARTMENT  
PARKE COUNTY  
EXIT CONFERENCE

The contents of this report were discussed on April 21, 2011, with Dr. Franklin Swaim, County Health Officer; Mary C. Pierce, County Health Board member; Diana Peterson, Sanitarian; Pam Adams, County Auditor; and George Nicholas, President of the Board of County Commissioners.