

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

AUDIT REPORT

OF

COUNTY TREASURER

SHELBY COUNTY, INDIANA

January 1, 2010 to December 31, 2010



FILED

08/15/2011

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COUNTY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Treasurer	Kathy Plunkett Tawnya Williams	01-01-07 to 12-31-10 01-01-11 to 12-31-14
President of the County Council	Terry Smith Tom Debaun	01-01-10 to 12-31-10 01-01-11 to 12-31-11
President of the Board of County Commissioners	Tony Newton	01-01-10 to 12-31-11



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 SHELBY COUNTY

We have audited the records of the County Treasurer 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 Shelby County for the year 2010.

STATE BOARD OF ACCOUNTS

July 13, 2011

COUNTY TREASURER
SHELBY COUNTY
RESULT(S) AND COMMENT(S)

BANK ACCOUNT RECONCILIATIONS

Depository reconciliations of the fund balances to the bank account balances in the Treasurer's Cash Book did not include the license excise bank account (Account). This has been the Treasurer's office accounting procedure until now. The Account receives excise tax and wheel tax deposits from the State of Indiana Bureau of Motor Vehicles. This Account was not included on the Treasurer Cash Book. Wheel tax deposits are transferred to the County Auditor monthly. During settlement, money is transferred from the Account that is needed for settlement. Finally, the Account has not been reconciled to the Auditor excise reports; therefore, the Account includes material amounts of excise deposits that have not been processed through the County's tax settlement process. Officials have been instructed to work with the DLGF to process these excess amounts through the tax settlement.

Indiana Code 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."

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 County Treasurers, Chapter 10)

COUNTY TREASURER
SHELBY COUNTY
EXIT CONFERENCE

The contents of this report were discussed on July, 13, 2011, with Tawnya Williams, Treasurer; Kathy Plunkett, Deputy Treasurer; Amy L. Glackman, Auditor; Tom Debaun, President of the County Council; and Tony Newton, President of the Board of County Commissioners. The officials concurred with our audit finding.