

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

AUDIT REPORT
OF

CLERK-TREASURER
TOWN OF NEW RICHMOND
MONTGOMERY COUNTY, INDIANA

January 1, 2009 to December 31, 2010



FILED

08/31/2011

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TOWN OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Clerk-Treasurer	Kathryn Sering	01-01-08 to 12-31-11
President of the Town Council	Jeremy Potter	01-01-09 to 12-31-11



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF THE TOWN OF NEW RICHMOND

We have audited the records of the Clerk-Treasurer for the period from January 1, 2009 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 the Town of New Richmond for the years 2009 and 2010.

STATE BOARD OF ACCOUNTS

July 14, 2011

CLERK-TREASURER
TOWN OF NEW RICHMOND
AUDIT RESULT(S) AND COMMENT(S)

PENALTIES, INTEREST, AND OTHER CHARGES

Utility Receipts taxes for 2008 and 2009 were not remitted until January 2011.

Late charges of \$29.27 were paid on two utility bills selected for testing.

Penalties and interest totaling \$382.18 and \$10.86 were paid to the Indiana Department of Revenue and Montgomery County Sheriff, respectively, for late payments of withholding tax and sales tax.

We have requested that Kathryn Sering, Clerk-Treasurer, repay \$422.31 to the Town of New Richmond and its utilities. (See Summary, page 7)

Officials and employees have the duty to pay claims and remit taxes in a timely fashion. Failure to pay claims or remit taxes in a timely manner could be an indicator of serious financial problems which should be investigated by the governmental unit.

Additionally officials and employees have a responsibility to perform duties in a manner which would not result in any unreasonable fees being assessed against the governmental unit.

Any penalties, interest or other charges paid by the governmental unit may be the personal obligation of the responsible official or employee.

(Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

TRAVEL CLAIMS

Petty cash was used to reimburse Kathryn Sering, Clerk-Treasurer, for gasoline that was purchased on her debit card. The Clerk-Treasurer does not drive a Town-owned vehicle. Mileage claim Form 101 was not used during the audit period.

We requested that Kathryn Sering, Clerk-Treasurer, repay \$45.00 to the Town of New Richmond. (See Summary, page 7)

CLERK-TREASURER
TOWN OF NEW RICHMOND
AUDIT RESULT(S) AND COMMENT(S)
(Continued)

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)

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)

BOND COVERAGE

The following bonds were in effect for Kathryn Sering, Clerk-Treasurer, during the audit period:

Issued By	Bond Number	Term
Ohio Casualty Insurance Company	3-981-672	01-01-09 to 01-01-10
Ohio Casualty Insurance Company	3-981-672	01-01-10 to 01-01-11

CLERK-TREASURER
TOWN OF NEW RICHMOND
EXIT CONFERENCE

The contents of this report were discussed on July 14, 2011, with Kathryn Sering, Clerk-Treasurer, and Christopher D. Patterson, Town Council member.

CLERK-TREASURER
TOWN OF NEW RICHMOND
SUMMARY

	<u>Charges</u>	<u>Credits</u>	<u>Balance Due</u>
Kathryn Sering, Clerk-Treasurer:			
Penalties, Interest, and Other Charges, page 4	\$ 422.31	\$	\$
Travel Claims, pages 4 and 5	45.00		
Paid Check No.290622003, August 23, 2011		<u>467.31</u>	<u>-</u>
 Totals	 <u>\$ 467.31</u>	 <u>\$ 467.31</u>	 <u>\$ -</u>