

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

AUDIT REPORT

OF

CLERK OF THE CIRCUIT COURT

MADISON COUNTY, INDIANA

January 1, 2010 to December 31, 2010



FILED

09/07/2011

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COUNTY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Clerk	Ludy Watkins Darlene Likens	01-01-07 to 12-31-10 01-01-11 to 01-01-14
President of the County Council	Bill Savage Larry Crenshaw	01-01-10 to 12-31-10 01-01-11 to 12-31-11
President of the Board of County Commissioners	Paul Wilson John Richwine	01-01-10 to 12-31-10 01-01-11 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 MADISON COUNTY

We have audited the records of the Clerk of the Circuit Court 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 and Comment. The financial transactions of this office are reflected in the Annual Report of Madison County for the year 2010.

STATE BOARD OF ACCOUNTS

July 19, 2011

CLERK OF THE CIRCUIT COURT
MADISON COUNTY
AUDIT RESULT AND COMMENT

CHANGE OF VENUE

As similarly stated in prior reports, most recently Report B37482, during 2010, the County held court for change of venue cases; however, the County did not bill the other counties for the expenses incurred and paid. Therefore, no revenue was recognized in 2010 to offset the associated costs.

Indiana Code 34-35-5-1 states:

"In all cases, civil, criminal or otherwise, where there is a change of venue from one (1) county to another, the county in which the cause originated and from which the change of venue is taken shall pay to the county to which the change of venue is taken all expenses."

The County Bulletin and Uniform Compliance Guidelines Volume No.353, October 2005 states:

"The chargeable items of expense to be audited and allowed by the court pursuant to IC 34-35-5-2 are:

1. Expense of keeping the prisoner, if any.
2. Expense of transporting the prisoner to or from any penal institution.
3. Any extraordinary expense for safekeeping the prisoner.
4. The fee set by the venue Court under IC 33-40-2-5 for pauper counsel, if counsel was appointed by the court.
5. Expense of mileage, meals, lodging and per diems paid for or to jurors.
6. The per diems paid jury commissioners for drawing any special venire.
7. \$5.00 for each day or part of a day a bailiff is engaged in assisting the court in the trial of the cause.
8. \$8.00 for each day or part of a day an official court reporter takes evidence or testimony before the judge or jury concerning the cause.
9. \$10.00 per day for each day of the trial for use of facilities and utilities.
10. Notifying the jury not to attend court after having been summoned, the sum of \$5.00.
11. The amount telephone or telegraph communications made or authorized by the court.
12. \$2.00 per calendar day for clerk attending a court when it is occupied with business concerning change of venue."

CLERK OF THE CIRCUIT COURT
MADISON COUNTY
EXIT CONFERENCE

The contents of this report were discussed on July 19, 2011, with Darlene Likens, Clerk; Kris Lutz, Chief Deputy Clerk; Joe Spencer, Bookkeeper, and Leslie Connelly, Support Clerk. The official response has been made a part of this report and may be found on pages 6 and 7.



CLERK of the MADISON CIRCUIT COURT

Darlene Likens

MADISON COUNTY GOVERNMENT CENTER

P.O. Box 1277

ANDERSON, INDIANA 46015

Ph: (765) 641-9443 • Fax: (765) 640-4203

Corrective Action Plan

The Madison County Clerk's Office will monitor all cases venued in. Upon notice from the court of a hearing, the Clerk will then fill out the appropriate form to bill the respectable county. The Clerk will send notice to the court for the Judge to sign and return the form to the Clerk's Office. Upon receipt of the signed form, the Clerk will then forward the paperwork to the Auditor of the County.

Darlene Likens
Clerk

IN THE CIRCUIT COURT

CASE NO. _____

_____))
 PLAINTIFF/PETITIONER))
 VS.))
 _____))
 DEFENDANT/RESPONDENT))

CHANGE OF VENUE RECORD

IC 34-35-5-2

To _____ County, Indiana: The following amount was expended in your case number _____. PROCEEDINGS IN COURT: See Certified Copy of Chronological Case Summary attached.

EXPENSES OF TRIAL

Description of Expenses	Cost	Description of Expenses	Cost
1) Expense of keeping the prisoner, if any		8) Official Shorthand Reporter, \$8.00 per trial date	
2) Expense of transporting the prisoner to or from any penal institution		9) Facilities and Utilities, \$10.00 per day of trial	
3) Any extraordinary expense for safekeeping the prisoner		10) Notifying the jury not to attend court after being summoned, the sum of \$5.00	
4) Allowance by the court for pauper attorney		11) Telephone or telegraph communications made or authorized by the court	
5) Expense of mileage, meals, lodging and per diems paid for or to jurors		12) Per diem of Clerk, \$2.00 per day	
6) Per diems paid jury commissioners for drawing any special venire			
7) To Court Bailiff per trial date, \$5.00 per day			

CLAIM OF

_____))
 County))
 _____))
 EXPENSES TO BE RECEIVED FROM))
 _____))
 County))

ON ACCOUNT OF CHANGE OF VENUE

Amount: \$ _____

I hereby state that I have audited and allow the foregoing expenses of trial as a proper claim in favor of and against said Counties. The Auditor of this County is hereby directed to issue this order to the county whom the venue of origin and this document shall be sufficient voucher and authority for requesting payment of those expenses.

Dated: _____

 Judge of the Circuit Court

I hereby certify that the above Judge of said Court, and that the signature to the foregoing order is, to the best of my knowledge, true and genuine.

Dated: _____

 Clerk of the Circuit Court
 (Seal)

Quietus number _____ was received on _____, 20____, from Madison County.