

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

EXAMINATION REPORT
OF
CLERK OF THE CIRCUIT COURT
CARROLL COUNTY, INDIANA
January 1, 2010 to December 31, 2010



FILED
10/21/2011

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COUNTY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Clerk of the Circuit Court	Nancy Mattox Andrea Miller	01-01-09 to 10-30-10 11-01-10 to 12-31-14
President of the County Council	Ann Brown	01-01-10 to 12-31-11
President of the Board of County Commissioners	Loren Hylton Patrick Clawson	01-01-10 to 12-31-10 01-01-11 to 12-31-11



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF CARROLL COUNTY

We have examined 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 Examination Results and Comments. The financial transactions of this office are reflected in the Annual Report of Carroll County for the year 2010.

STATE BOARD OF ACCOUNTS

June 13, 2011

CLERK OF THE CIRCUIT COURT
CARROLL COUNTY
EXAMINATION RESULTS AND COMMENTS

CONDITION OF RECORDS

Financial records presented for examination were incomplete and not reflective of the activity of the Trust Fund held by the Clerk of the Circuit Court. The records presented did not provide sufficient information to examine or establish beginning balances, receipts, disbursements, ending balances, or the accuracy or correctness of the transactions. The Clerk of the Circuit Court changed computer systems on April 1, 2010, opened a new bank account for the new trust items, and did not bring all trust items over to the new system. At this time, the Clerk is just manually keeping track of the old trust items and writing checks as needed from the old bank account, therefore, reconciliation of the old trust items cannot be verified.

1. Record balances were not reconciled to depository balances during the examination period.

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."

2. There were a considerable number of posting errors. These errors included deposits not receipted, checks and receipts not recorded in the proper amounts, interest not posted, and nonsufficient funds checks incorrectly posted.

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 Clerks, Chapter 8)

BANK ACCOUNT RECONCILIATIONS

Depository reconciliations of the fund balances to the bank account balances were incorrect. At December 31, 2010, numerous adjustments were made to the bank reconciliation to balance with the Clerk's Fund Balances. In addition, the Trust account reconciliation did not agree with the detailed trust record of balances.

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 Clerks, Chapter 13)

OLD OUTSTANDING CHECKS

Our review of the bank reconciliations as of December 31, 2010, revealed the trust account had \$4,270 of checks outstanding in excess of two years.

Indiana Code 5-11-10.5-2 states in part: "All warrants or checks drawn upon public funds of a political subdivision that are outstanding and unpaid for a period of two (2) or more years as of the last day of December of each year are void."

CLERK OF THE CIRCUIT COURT
CARROLL COUNTY
EXIT CONFERENCE

The contents of this report were discussed on June 13, 2011, with Andrea Miller, Clerk of the Circuit Court; Patrick Clawson, President of the Board of County Commissioners; and Ann Brown, President of the County Council. The officials concurred with our examination findings.