

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

AUDIT REPORT
OF
COUNTY FAIRGROUNDS AND EXPOSITION CENTER
PORTER COUNTY, INDIANA
January 1, 2010 to December 31, 2010



FILED
10/24/2011

TABLE OF CONTENTS

<u>Description</u>	<u>Page</u>
County Officials	2
Transmittal Letter	3
Audit Results and Comments:	
Cash Change.....	4
Contracts	4
Exit Conference.....	5

COUNTY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Manager	Brian Schafer	01-01-10 to 12-31-11
President of the County Council	Daniel Whitten	01-01-10 to 12-31-11
President of the Board of County Commissioners	Robert Harper John Evans	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 PORTER COUNTY

We have audited the records of the County Fairgrounds and Exposition Center 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 Results and Comments. The financial transactions of this office are reflected in the Annual Report of Porter County for the year 2010.

STATE BOARD OF ACCOUNTS

April 28, 2011

COUNTY FAIRGROUNDS AND EXPOSITION CENTER
PORTER COUNTY
AUDIT RESULTS AND COMMENTS

CASH CHANGE

The Expo Center has a cash change amount of \$509, there was no formal action taken by the board to establish the amount. A similar comment appeared in the prior audit report.

Indiana Code 36-1-8-2 states:

"(a) The fiscal body of a political subdivision may permit any of its officers or employees having a duty to collect cash revenues to establish a cash change fund. Such a fund must be established by a warrant drawn on the appropriate fund of the political subdivision in favor of the officer or employee, in an amount determined by the fiscal body without need for appropriation to be made for it.

(b) The officer and employee who establishes a cash change fund shall convert the warrant to cash, shall use it to make change when collecting cash revenues, and shall account for it in the same manner as is required for other funds of the political subdivision.

(c) The fiscal body shall require the entire cash change fund to be returned to the appropriate fund whenever there is a change of the custodian of the fund or if the fund is no longer needed."

CONTRACTS

According to the rental agreement contracts for events 50 percent of the costs are due at least 30 days prior to the rental date, and the remaining 50 percent of costs must be paid in full 7 days or more prior to the first day of the rental period. For the events tested all final contract payments were made after the event; therefore, payments were not made in accordance with the signed contracts. A similar comment appeared in the prior audit report.

Payments made or received for contractual services should be supported by a written contract. Each governmental unit is responsible for complying with the provisions of its contracts. (Accounting and Uniform Compliance Guidelines Manual for Counties of Indiana, Chapter 1)

COUNTY FAIRGROUNDS AND EXPOSITION CENTER
PORTER COUNTY
EXIT CONFERENCE

The contents of this report were discussed on May 17, 2011, with Brian Schafer, Manager.