

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

AUDIT REPORT

OF

TOWN OF WAVELAND

MONTGOMERY COUNTY, INDIANA

January 1, 2010 to December 31, 2011



**FILED**  
06/18/2012



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OFFICIALS

Office

Official

Term

Clerk-Treasurer

Donna Sabolick  
Mary S. Calvert

01-01-08 to 12-31-11  
01-01-12 to 12-31-15

President of the  
Town Council

Lora Arts  
Ryan C. Gentry

01-01-10 to 12-31-11  
01-01-12 to 12-31-12



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF TOWN OF WAVELAND

We have audited the records of the Town of Waveland for the period from January 1, 2010 to December 31, 2011, 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.

STATE BOARD OF ACCOUNTS

April 23, 2012

TOWN OF WAVELAND  
AUDIT RESULTS AND COMMENTS

**COMPENSATION AND BENEFITS**

The salary ordinance for 2010 was approved on January 4, 2010, which included payroll increases for the Town Council members. Elected officials cannot receive a pay increase within the same year of being paid. The salaries for the Town Council members would revert back to the 2009 salary ordinance.

Robert Kiger, Lora Arts, and Kelly Hopkins were in office the full 12 months. Therefore, Robert Kiger, Lora Arts, and Kelly Hopkins, Town Council members received \$675 each in 2010 in excess of the 2009 salary ordinance. We requested that Robert Kiger, Lora Arts, and Kelly Hopkins repay \$675 each to the Town of Waveland. (See Summary of Charges, page 6)

Dwayne Jones replaced Mark McDaniel with both serving 6 months in office. Therefore, Dwayne Jones and Mark McDaniel, Town Council members received \$337.50 each in 2010 in excess of the 2009 salary ordinance. We have requested Mark McDaniel and Dwayne Jones repay \$337.50 each to the Town of Waveland. (See Summary of Charges, page 6)

Mary Calvert replaced Scott Priebe and they served 5 months and 7 months, respectively. Mary Calvert, Town Council member, received \$281.25 and Scott Priebe, Town Council member, received \$231.25 in over payments for 2010. Mary Calvert repaid \$281.25 to the Town of Waveland on April 3, 2012. Scott Priebe repaid \$231.25 to the Town of Waveland on April 16, 2012.

At the time such compensation is fixed, it may be prorated between the general fund or any other applicable funds of the town, as well as any available utility funds.

The compensation of an elected town official may not be changed in the year for which it is fixed, nor may it be reduced below the amount fixed for the previous year.

The approval of a claim for increased compensation does not authorize the town Clerk-Treasurer to pay such increase unless it is specifically provided for by ordinance of the town council.

We recommend a salary ordinance for officials and employees for the next succeeding year should be enacted by the town council annually on or before July 1 of each year and made a part of the minutes of the town council. This action is recommended in order for town officials to have such information available prior to making out the annual budget for the next year's costs of operation. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

**CASH CHANGE FUND**

The Town wrote Check 11923, dated February 27, 2009, for \$500 to Lora Arts to establish a cash change fund at Lake Waveland Park. The cash change amount of \$459 was returned to the Town on December 1, 2010, which was \$41 short. On May 13, 2011, Check 12597 was written to Lora Arts for \$500 for the cash change fund and \$433 was returned to the Town on December 19, 2011, which was \$67 short. We have requested Lora Arts repay \$108 to the Town of Waveland. (See Summary of Charges, page 6)

A Cash Change Fund may be established with the approval of the governing body (Town Council), where any officer or employee of the town is charged with the duty of collecting fees or other cash revenues. When authorized by the governing body, such Cash Change Fund shall be established by a check drawn on the General Fund (or other appropriate fund) of the town in an amount to be determined by the governing body. The check is drawn in favor of the officer or employee who has been designated as custodian of the Cash Change Fund. The custodian shall convert same to cash and be held responsible for the safekeeping of such cash and the proper accounting thereof in the same manner as required for other funds of the town. The governing board shall have authority to increase or decrease such fund and shall require the entire Cash Change Fund to be returned to the General Fund if and when it is no longer needed for the purpose established or when a change is made in the custodian of the fund [IC 36-1-8-2].

TOWN OF WAVELAND  
EXIT CONFERENCE

The contents of this report were discussed on April 23, 2012, with Ryan C. Gentry, President of the Town Council; Mary S. Calvert, Clerk-Treasurer; and Donna Sabolick, former Clerk-Treasurer. The officials concurred with our audit findings.

TOWN OF WAVELAND  
SUMMARY OF CHARGES

	<u>Charges</u>	<u>Credits</u>	<u>Balance Due</u>
Robert Kiger, Town Council member: Compensation and Benefit, page 4	\$ 675.00	\$ -	\$ 675.00
Lora Arts, Town Council member: Compensation and Benefit, page 4	675.00	-	675.00
Cash Change Fund, page 4	<u>108.00</u>	<u>-</u>	<u>108.00</u>
Totals	<u>783.00</u>	<u>-</u>	<u>783.00</u>
Kelly Hopkins, Town Council member: Compensation and Benefit, page 4	<u>675.00</u>	<u>-</u>	<u>675.00</u>
Mark McDaniel, Town Council member: Compensation and Benefit, page 4	<u>337.50</u>	<u>-</u>	<u>337.50</u>
Dwayne Jones, Town Council member: Compensation and Benefit, page 4	<u>337.50</u>	<u>-</u>	<u>337.50</u>
Totals	<u>\$ 2,808.00</u>	<u>\$ -</u>	<u>\$ 2,808.00</u>

This report was forwarded to the Office of the Indiana Attorney General and the local prosecuting attorney.

