

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

AUDIT REPORT

OF

CLERK OF THE CIRCUIT COURT

ORANGE COUNTY, INDIANA

January 1, 2011 to December 31, 2011



FILED
07/24/2012

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COUNTY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Clerk	Roger E. Purkhiser	01-01-09 to 12-31-12
President of the County Council	Barbara Gilliatt Kermit Lamb	01-01-11 to 12-31-11 01-01-12 to 12-31-12
President of the Board of County Commissioners	Donald R. Crockett Don Brewer	01-01-11 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 ORANGE COUNTY

We have audited the records of the Clerk of the Circuit Court for the period from January 1, 2011 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. The financial transactions of this office are reflected in the Annual Report of Orange County for the year 2011.

STATE BOARD OF ACCOUNTS

June 6, 2012

CLERK OF THE CIRCUIT COURT
ORANGE COUNTY
AUDIT RESULTS AND COMMENTS

CASH NECESSARY TO BALANCE, BANK RECONCILIATIONS

The bank reconciliation prepared by the Clerk's office noted a cash necessary to balance of \$979.98. The reconciliation identified six instances since January 1, 2009, in which amounts deposited were short of receipts written.

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 of the Circuit Courts of Indiana, Chapter 13)

COMPENSATORY TIME

Payroll records indicated that employees are using compensatory time and being paid for that time prior to earning the time off.

Our review of the payroll records revealed the following deficiencies:

1. Employee Service Records (General Form 99A) were being maintained, but the service records were not always being posted accurately.
2. As of December 31, 2011, one employee in the Clerk's office had been paid for 95.75 hours of compensatory leave more than she had accumulated. The individual's Employee Service Record noted days were being worked when, in fact, compensatory time off was being taken.
3. A separate subsidiary log was being maintained for compensatory leave earned and taken. The same individual's time sheets noted numerous days in which compensatory leave was earned during her lunch hour.
4. As of May 2012, this individual's negative balance of compensatory leave has been eliminated by applying personal days, vacation days, and sick days earned in 2012 to the negative balance. Some compensatory time worked was also applied to the balance.

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 of the Circuit Courts of Indiana, Chapter 13)

Indiana Code 5-7-3-1(a) states: "Public officers may not draw or receive their salaries in advance."

CLERK OF THE CIRCUIT COURT
ORANGE COUNTY
EXIT CONFERENCE

The contents of this report were discussed on June 6, 2012, with Roger E. Purkhiser, Clerk; Donald R. Crockett, member of the Board of County Commissioners; and John R. Noblitt and Marshall Noble, members of the County Council. The officials concurred with our audit findings.