

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

AUDIT REPORT

OF

COUNTY SHERIFF

CLINTON COUNTY, INDIANA

January 1, 2011 to December 31, 2011



FILED
08/17/2012

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COUNTY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Sheriff	Jeff Ward	01-01-11 to 12-31-14
President of the County Council	Steve Woods	01-01-11 to 12-31-14
President of the Board of County Commissioners	Mike Beard	01-01-01 to 12-31-14



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
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TO: THE OFFICIALS OF CLINTON COUNTY

We have audited the records of the County Sheriff 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 Result and Comment. The financial transactions of this office are reflected in the Annual Report of Clinton County for the year 2011.

STATE BOARD OF ACCOUNTS

May 24, 2012

COUNTY SHERIFF
CLINTON COUNTY
AUDIT RESULT AND COMMENT

INTERNAL CONTROLS - CASH BOND RECEIPTS

Receipts issued by the Sheriff's Department for cash bonds, paid for by credit card, are deposited to the bank account of the Clerk of the Circuit Court. To perform bank reconciliements at month end, the book-keeper for the Sheriff's Department has to remove these receipts from the ledger by issuing a "negative" receipt, items which was noted in prior Report B39631.

Governmental units should have internal controls in effect which provide reasonable assurance regarding the reliability of financial information and records, effectiveness and efficiency of operations, proper execution of management's objectives, and compliance with laws and regulations. Among other things, segregation of duties, safeguarding controls over cash and all other assets and all forms of information processing are necessary for proper internal control.

Controls over the receipting, disbursing, recording, and accounting for the financial activities are necessary to avoid substantial risk of invalid transactions, inaccurate records and financial statements and incorrect decision making. (Accounting and Uniform Compliance Guidelines for Counties, Chapter 1)

COUNTY SHERIFF
CLINTON COUNTY
EXIT CONFERENCE

The contents of this report were discussed on May 29, 2012, with Jeff Ward, Sheriff; and Laura Ford, Bookkeeper. The Official Response has been made a part of this report and may be found on page 6.

The contents of this report were discussed on June 25, 2012, with Mike Beard, President of the Board of County Commissioners; Steve Woods, President of the County Council; and Allen Dunn, Vice-President of the County Council.



**CLINTON COUNTY
SHERIFF'S OFFICE**

301 E. Walnut Street
Frankfort, IN 46041-2419

Jeff Ward
Sheriff

commitment • community • service



Major Rick Morgan - *Chief Deputy*

May 31, 2012

State Board of Accounts
302 W Washington St, RM E 418
Indianapolis, IN 46204-2765

To Whom It May Concern:

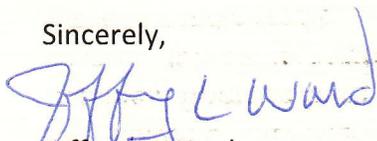
The Clinton County Sheriff's Office would like to take this opportunity to respond to the comment from the State Board of Accounts following the audit of 2011 fiscal year financial records. It is our understanding that the State Board commented on the system previously in place to handle credit card bond payment transactions. This system was found to be unsatisfactory to the State Board of Accounts and the Clinton County Sheriff's Office was advised to change this system.

The credit card bond payment system was established by our vendor, GovPay.net. The system allowed citizens to make a bond payment via credit card, with the money being deposited directly in the account for the court clerk's office. Having no prior experience with credit card systems, the Sheriff's Office authorized this system on the advice of GovPay.net.

After discussion with the auditors from the State Board of Accounts, the Sheriff's Office took steps to correct the system to be in compliance. Effective in fiscal year 2012, credit card payments are receipted by the Sheriff's Office and deposited into the Sheriff's Office trust account. Upon deposit, the funds are dispersed to the court clerk's office. This system allows the Sheriff's Office to more accurately track the bond payments received via credit card.

It is our intention to comply with all recommendations and comments made by the State Board of Accounts to continue to ensure the accuracy and accountability of the Sheriff's Office financial records and accounts. If there are any questions, please contact the Sheriff's Office at (765) 659-6393.

Sincerely,


Jeffrey L. Ward
Clinton County Sheriff

Administrative # (765) 659-6393
Emergency # (765) 654-5563 or 911

Administrative Fax (765) 659-6304
Tip Line 656-TIPS (8477)