

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

AUDIT REPORT

OF

COUNTY SHERIFF

VIGO COUNTY, INDIANA

January 1, 2011 to December 31, 2011



FILED
09/13/2012

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COUNTY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Sheriff	Gregory T. Ewing	01-01-11 to 12-31-14
President of the County Council	Mark D. Bird Kathy Miller	01-01-11 to 12-31-11 01-01-12 to 12-31-12
President of the Board of County Commissioners	Michael Ciolli	01-01-11 to 12-31-12



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 VIGO 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 Results and Comments. The financial transactions of this office are reflected in the Annual Report of Vigo County for the year 2011.

STATE BOARD OF ACCOUNTS

July 16, 2012

COUNTY SHERIFF
VIGO COUNTY
AUDIT RESULTS AND COMMENTS

COMPENSATION AND BENEFITS

In 2011, Gregory T. Ewing, Sheriff, received both salary and tax warrant collection fees. The combination of the two made his compensation exceed the maximum allowable statutory amount that the Vigo County Sheriff can be paid by \$10,228.04 as shown in the table below:

Calculation of Overpayment:	
State Minimum Salary for Full-time Prosecuting Attorney in the County	\$ 127,280.00
Additional Annual Salary Paid by Vigo County to the Prosecuting Attorney	<u>5,000.00</u>
Calculated Maximum Salary for Vigo County Sheriff	<u>132,280.00</u>
Salary Payments Received by Sheriff Ewing from Vigo County in 2011	125,431.28
Tax Warrant Collection Fees Received by Sheriff Ewing January to August 2011	<u>17,076.76</u>
Sheriff's Ewing's Total Compensation Received in 2011	<u>142,508.04</u>
Excess Compensation Due to County General Fund	<u>\$ 10,228.04</u>

Gregory T. Ewing, Sheriff, reimbursed \$10,228.04 to the Vigo County General Fund on July 6, 2012.

Indiana Code 6-8.1-8-3 (5) states in part:

"If the sheriff has not entered into a salary contract under Indiana Code 36-2-13-2.5, the sheriff shall deposit in the county general fund the part of the collection that:

- (A) represents the ten percent (10%) collection fee added under section 2(b) of this chapter; and
- (B) would, if kept by the sheriff, result in the total amount of the sheriff's annual compensation exceeding the maximum amount allowed under Indiana Code 36-2-13-17."

Indiana Code 36-2-13-17(c) states in part:

"To determine the maximum amount of a sheriff's annual compensation, a county fiscal body shall determine the sum of the following:

- (1) The annual minimum salary that would be paid by the state to a full-time prosecuting attorney in the county.
- (2) The amount of additional annual salary paid by the county from county sources to a full-time prosecuting attorney in the county."

COUNTY SHERIFF
VIGO COUNTY
AUDIT RESULTS AND COMMENTS
(Continued)

INTERNAL CONTROLS - SHERIFF'S COMMISSARY FUND

The following items were noted with the keeping of records by the Sheriff's Department:

1. Disbursements were made from the Commissary Fund without supporting invoices being placed on file for audit. Two of the twenty disbursements tested were unsupported.
2. The Council on Domestic Abuse received \$400 from the Commissary Fund but the Sheriff did not place a receipt on file when the donation was made.
3. A payment to VISA for \$933 was supported by the credit card statement only. The invoice for an on-line purchase was not attached.

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. (Accounting and Uniform Compliance Guidelines Manual for Counties of Indiana, Chapter 1)

The State Board of Accounts will not take exception to the use of credit cards by a governmental unit provided the following criteria are observed:

1. The governing board must authorize credit card use through an ordinance or resolution, which has been approved in the minutes.
2. Issuance and use should be handled by an official or employee designated by the board.
3. The purposes for which the credit card may be used must be specifically stated in the ordinance or resolution.
4. When the purpose for which the credit card has been issued has been accomplished, the card should be returned to the custody of the responsible person.
5. The designated responsible official or employee should maintain an accounting system or log which would include the names of individuals requesting usage of the cards, their position, estimated amounts to be charged, fund and account numbers to be charged, date the card is issued and returned, etc.
6. Credit cards should not be used to bypass the accounting system. One reason that purchase orders are issued is to provide the fiscal officer with the means to encumber and track appropriations to provide the governing board and other officials with timely and accurate accounting information and monitoring of the accounting system.

COUNTY SHERIFF
VIGO COUNTY
AUDIT RESULTS AND COMMENTS
(Continued)

7. Payment should not be made on the basis of a statement or a credit card slip only. and receipts must be available. Additionally, any interest or penalty incurred due to late filing or furnishing of documentation by an officer or employee should be the responsibility of that officer or employee.
8. If properly authorized, an annual fee may be paid.

(Accounting and Uniform Compliance Guidelines Manual for Counties of Indiana, Chapter 1)

COUNTY SHERIFF
VIGO COUNTY
EXIT CONFERENCE

The contents of this report were discussed on July 16, 2012, with Gregory T. Ewing, Sheriff; Nancy Roberts, Office Manager; and Lt. Patricia Bauer, Jail Matron. The officials concurred with our audit findings.