

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

AUDIT REPORT
OF

CITY COURT
CITY OF WABASH
WABASH COUNTY, INDIANA

January 1, 2011 to December 31, 2011



FILED
09/20/2012

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CITY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
City Court Judge	Timothy A. Roberts	01-01-08 to 12-31-15
Mayor	Robert E. Vanlandingham	01-01-08 to 12-31-15
President of the Common Council	Scott Long Margaret Salb	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 THE CITY OF WABASH

We have audited the records of the City 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 the City of Wabash, Wabash County for the year 2011.

August 2, 2012

STATE BOARD OF ACCOUNTS

CITY COURT
CITY OF WABASH
AUDIT RESULTS AND COMMENTS

REGISTER OF TRUST FUNDS

The detail of the Register of Trust Funds exceeded the Cash Book balance by \$490 at December 31, 2011. A similar comment appeared in prior Report B38780.

This record is commonly referred to as the "trust fund register." It is a register wherein money received for the benefit of all persons or parties is entered in detail. The posting to this record is made from the duplicate receipts and checks and from the trust column of the court cash book. Items entered in other columns of the cash book must not be posted in the trust fund register. The total of all unpaid items as shown by the trust fund register must agree with the balance in trust as shown by the court cash book. (Accounting and Uniform Compliance Guidelines Manual for the City and Town Courts, Chapter 1)

BANK ACCOUNT RECONCILIATIONS

Depository reconciliations of the fund balances to the bank account balances were incorrect. Reconcilements prepared by the City Court Clerk contained inaccurate outstanding check lists and unidentified variances.

Indiana Code 5-13-6-1(e) states: "All local investment officers shall reconcile at least monthly the balance of public funds, as disclosed by the records of the local officers, with the balance statements provided by the respective depositories."

At all times, the manual and 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 City and Town Courts, Chapter 4)

CITY COURT
CITY OF WABASH
AUDIT RESULTS AND COMMENTS
(Continued)

CONDITION OF RECORDS

The following deficiencies, relating to the recordkeeping that were cited in prior Report B38780, were again present during our period of examination.

- (1) Disbursements have to be totaled manually because the computerized records do not provide accurate totals.
- (2) Cash balances on the computerized records did not agree with the manual cashbook.

At all times, the manual and 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 City and Town Courts, Chapter 4)

COLLECTION OF CITY COURT COST FEES DUE

Small claims are civil cases in which the controversy does not exceed \$6,000 and which are filed on the small claims docket of the circuit or superior court. The Wabash City Court is currently hearing small claims cases and charging the small claims court costs of \$35. If the Wabash City Court wants to continue hearing these types of cases, they must be filed as civil action cases and charged the civil costs fee of one hundred dollars (\$100) as required by IC 33-37-4-4.

The city court clerk shall collect from the party filing the action a civil costs fee of one hundred dollars (\$100.00) for each civil action in addition to other civil cost fees. (Accounting and Uniform Compliance Guidelines Manual for Cities and Town Courts, Chapter 3)

CITY COURT
CITY OF WABASH
EXIT CONFERENCE

The contents of this report were discussed on August 2, 2012, with Timothy A. Roberts, City Court Judge, and Margaret Salb, President of the Common Council.