

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

EXAMINATION REPORT
OF
BOARD OF COUNTY COMMISSIONERS
DECATUR COUNTY, INDIANA
January 1, 2011 to December 31, 2011



FILED
12/27/2012

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COUNTY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
President of the Board of County Commissioners	John Richards	01-01-11 to 12-31-11
	Rick Nobbe	01-01-12 to 12-31-12
President of the County Council	Ernest Gauck	01-01-11 to 12-31-12



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF DECATUR COUNTY

We have examined the records of the Board of County Commissioners 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 Examination Results and Comments. The financial transactions of this office are reflected in the Annual Report of Decatur County for the year 2011.

STATE BOARD OF ACCOUNTS

November 1, 2012

BOARD OF COUNTY COMMISSIONERS
DECATUR COUNTY
EXAMINATION RESULTS AND COMMENTS

AMBULANCE PURCHASE

The minutes of the Board of County Commissioners showed that on August 1, 2011, a contract was awarded for a purchase of an ambulance in the amount of \$149,275. The lowest bid received was in the amount of \$146,714. No reason was stated in the minutes for not accepting the lowest bid.

Indiana Code 5-22-7-7 states in part: "Bids must be: . . . (2) evaluated based on the requirements provided in the invitation for bids."

Indiana Code 5-22-7-8 states: "A contract must be awarded with reasonable promptness by written notice to the lowest responsible and responsive bidder."

OPTICAL IMAGES OF CHECKS

The financial institution did not return the actual cancelled checks with the monthly bank statements, but instead returned only an optical image of the front side of the check for the following County Departments:

1. Sheriff Cash Book
2. Sheriff Inmate Food
3. Sheriff Commissary
4. Sheriff Inmate Trust
5. Animal Shelter
6. Park and Recreation
7. Recorder
8. Community Corrections
9. Probation
10. Prosecutor Bad Check Fund

BOARD OF COUNTY COMMISSIONERS
DECATUR COUNTY
EXAMINATION RESULTS AND COMMENTS
(Continued)

Indiana Code 5-15-6-3(a) concerning optical imaging of checks states, in part:

". . . 'original records' includes the optical image of a check or deposit document when:

- (1) the check or deposit document is recorded, copied, or reproduced by an optical imaging process . . . ; and
- (2) the drawer of the check receives an optical image of the check after the check is processed for payment . . . "

Further, Indiana Code 26-2-8-111(a) and (e) state:

"(a) If a law requires that certain records be retained, that requirement is met by retaining an electronic record of the information in the record that:

- (1) accurately reflects the information set forth in the record after it was first generated in its final form as an electronic record or otherwise; and
- (2) remains accessible for later reference."

"(e) If a law requires retention of a check, that requirement is satisfied by retention of an electronic record of the information on the front and back of the check in accordance with subsection (a)."

We recommend that the Board of County Commissioners contact the applicable financial institutions and request that checks returned to the various county offices and departments include the optical images of both the front and back sides of checks.

BOARD OF COUNTY COMMISSIONERS
DECATUR COUNTY
EXIT CONFERENCE

The contents of this report were discussed on November 1, 2012, with Rick Nobbe, President of the Board of County Commissioners, and Ernest Gauck, President of the County Council.