

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

AUDIT REPORT

OF

COUNTY RECORDER

NOBLE COUNTY, INDIANA

January 1, 2012 to December 31, 2012



FILED
08/29/2013

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COUNTY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Recorder	Michelle Mawhorter Candy Myers	01-01-11 to 12-31-12 01-01-13 to 12-31-14
President of the County Council	Donald Moore Wayne Clouse	01-01-12 to 01-13-13 01-14-13 to 12-31-13
President of the Board of County Commissioners	Joy LeCount Gary Leatherman	01-01-12 to 12-31-12 01-01-13 to 12-31-13



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF NOBLE COUNTY

We have audited the records of the County Recorder for the period from January 1, 2012 to December 31, 2012, 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 Financial Statement and Federal Single Audit for Noble County for the year 2012.

STATE BOARD OF ACCOUNTS

July 15, 2013

COUNTY RECORDER
NOBLE COUNTY
AUDIT RESULT AND COMMENT

INTERNAL CONTROLS – RECORDER'S RECORDS PERPETUATION FUND

Internal controls over the recording and accounting for the financial activities of the Recorder's Records Perpetuation Fund were insufficient due to a lack of oversight by County officials for the current year: the county disbursed \$16,709.73 from the Recorder's Records Perpetuation Fund for various county departments' supplies, furniture, membership dues, and conference expenses. These disbursements should have been made from the applicable county departments' budget within the General Fund or the respective department fund if the department is not funded through the General Fund.

We instructed the following county departments to reimburse the Recorder's Records Perpetuation Fund as follows:

County Department	Fund/Department Reimbursement Paid From	Amount
Clerk's Office	General Fund/Clerk's Budget	\$ 4,118.33
Sheriff's Department	General Fund/Sheriff's Budget	821.48
Recorder's Office	General Fund/Recorder's Budget	5,931.51
County Council	General Fund/County Council Budget	989.81
County Commissioners	General Fund/County Commissioner's Budget	2,114.20
Plan Commission	General Fund/Plan Commission Budget	166.51
Treasurer's Office	General Fund/Treasurer's Budget	313.26
Auditor's Office	General Fund/Auditor's Budget	528.94
Building Department	General Fund/Building Department Budget	42.00
General Fund Unappropriated	General Fund/Unappropriated	<u>360.60</u>
	Total General Fund	15,386.64
County Highway Department	County Highway Fund	937.62
County Health Department	County Health Fund	<u>385.47</u>
	Total All Funds	<u>\$ 16,709.73</u>

Indiana Code 36-2-7-10(d) states . . . "The county recorder may use any money in this fund without appropriation for the preservation of records and the improvement of record keeping systems and equipment."

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 County Recorders of Indiana, Chapter 9)

Sources and uses of funds should be limited to those authorized by the enabling statute, ordinance, resolution, or grant agreement. (Accounting and Uniform Compliance Guidelines Manual for County Recorders of Indiana, Chapter 9)

COUNTY RECORDER
NOBLE COUNTY
EXIT CONFERENCE

The contents of this report were discussed on July 15, 2013, with Michelle Mawhorter (former County Recorder), current County Clerk. The official indicated that they would be responding to the report, but an Official Response was not received.

The contents of this report were discussed on July 15, 2013, with Candy Myers, Recorder; Gary Leatherman, President of the Board of County Commissioners; and David Dolezal, County Commissioner.