

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

AUDIT REPORT
OF

CITY CLERK
CITY OF TERRE HAUTE
VIGO COUNTY, INDIANA

January 1, 2012 to December 31, 2012



FILED
09/16/2013

TABLE OF CONTENTS

<u>Description</u>	<u>Page</u>
City Officials	2
Transmittal Letter	3
Audit Result and Comment: Bank Account Reconciliations	4
Exit Conference.....	5

CITY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
City Clerk	Charles P. Hanley	01-01-12 to 12-31-15
President of the Common Council	Don Morris Norman Loudermilk	01-01-12 to 12-31-12 01-01-13 to 12-31-13
President of the Board of Public Works and Safety	Robert J. Murray	01-01-12 to 12-31-13



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF CITY OF TERRE HAUTE

We have audited the records of the City Clerk 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 Annual Report of the City of Terre Haute for the year 2012.

STATE BOARD OF ACCOUNTS

August 15, 2013

CITY CLERK
CITY OF TERRE HAUTE
AUDIT RESULT AND COMMENT

BANK ACCOUNT RECONCILIATIONS

Depository reconciliations of the City Clerk's fund balances to the bank account balances were conducted; however, the reconciliation did not balance. The reconciled bank balance was \$254 less than the record balance.

Indiana Code 5-13-6-1(e) states in part: "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."

CITY CLERK
CITY OF TERRE HAUTE
EXIT CONFERENCE

The contents of this report were discussed on August 15, 2013, with Michelle Edwards, Chief Deputy City Clerk. The official concurred with our audit finding.