

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

AUDIT REPORT

OF

COUNTY SHERIFF

WASHINGTON COUNTY, INDIANA

January 1, 2012 to December 31, 2012



**FILED**  
11/07/2013



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COUNTY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Sheriff	Claude C. Combs	01-01-11 to 12-31-14
President of the County Council	Benjamin Bowling David Hoar	01-01-12 to 12-31-12 01-01-13 to 12-31-13
President of the Board of County Commissioners	David Brown John D. Fultz	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 WASHINGTON COUNTY

We have audited the records of the County Sheriff 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 Results and Comments. The financial transactions of this office are reflected in the Annual Report of Washington County for the year 2012.

STATE BOARD OF ACCOUNTS

October 30, 2013

COUNTY SHERIFF  
WASHINGTON COUNTY  
AUDIT RESULTS AND COMMENTS

***BANK ACCOUNT RECONCILIATIONS***

The depository reconciliation of the Cash Book provided by the Sheriff noted that the record balance exceeded the reconciled bank balance by \$115.04. In addition, the officials could not identify \$12,448.88 of their record balance.

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/or 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 Counties of Indiana, Chapter 1)

***CONDITION OF RECORDS***

The Jail Commissary Fund should be used to account for money generated from commissary sales. However, as stated in prior reports, the Washington County Jail Commissary Fund includes Inmate Trust Funds. To make purchases from the Jail Commissary Fund, inmates are required to purchase a commissary card. At the time the card is purchased, the money is disbursed from the Inmate Trust Fund and deposited into the Jail Commissary Fund even though no merchandise has been sold. Therefore, the Jail Commissary balance includes inmate trust funds. At the current time, no procedures are in place to determine the amount of the Jail Commissary Fund balance that belongs to the inmates.

Individual inmate records are kept as a subsidiary record to the Inmate Trust Ledger. Errors have been made during current and prior periods for posting transfers from the Inmate Trust Fund to the Jail Commissary Fund and these errors have not been corrected. Therefore, the ledger and subsidiary records do not agree.

Controls over the receipting, disbursing, recording, and accounting for the financial activities are necessary to avoid substantial risk of invalid transactions, inaccurate records and financial statements and incorrect decision making. (Accounting and Uniform Compliance Guidelines Manual for Counties of Indiana, Chapter 1)

At all times, the manual and/or 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 Counties of Indiana, Chapter 1)

COUNTY SHERIFF  
WASHINGTON COUNTY  
EXIT CONFERENCE

The contents of this report were discussed on October 2, 2013, with Claude C. Combs, Sheriff, and Jeannie Combs, Bookkeeper. The officials concurred with our audit findings.

The contents of this report were also discussed on October 30, 2013, with John D. Fultz, President of the Board of County Commissioners, and David Hoar, President of the County Council.