

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

SUPPLEMENTAL COMPLIANCE REPORT

OF

DUBOIS COUNTY, INDIANA

January 1, 2013 to December 31, 2013



FILED
08/01/2014

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Auditor	Kathleen M. Hopf	01-01-11 to 12-31-14
Treasurer	Chad A. Blessinger	01-01-13 to 12-31-16
Clerk	Bridgette N. Jarboe	01-01-11 to 12-31-14
Sheriff	Donald R. Lampert	01-01-11 to 12-31-14
Recorder	Rebecca S. Gates	01-01-11 to 12-31-14
President of the Board of County Commissioners	Lawrence M. Vollmer Randall L. Fleck	01-01-13 to 12-31-13 01-01-14 to 12-31-14
President of the County Council	Gregory A. Kendall	01-01-13 to 12-31-14



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
302 WEST WASHINGTON STREET
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INDIANAPOLIS, INDIANA 46204-2769

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TO: THE OFFICIALS OF DUBOIS COUNTY, INDIANA

This report is supplemental to our audit report of Dubois County (County), for the period from January 1, 2013 to December 31, 2013. It has been provided as a separate report so that the reader may easily identify any Audit Results and Comments that pertain to the County. It should be read in conjunction with our Financial Statement and Federal Single Audit Report of the County, which provides our opinions on the County's financial statement and federal program compliance. This report may be found at www.in.gov/sboa/.

As authorized under Indiana Code 5-11-1, we performed procedures to determine compliance with applicable Indiana laws and uniform compliance guidelines established by the Indiana State Board of Accounts. The Audit Results and Comments contained herein describe the identified reportable instances of noncompliance found as a result of these procedures. Our tests were not designed to identify all instances of noncompliance; therefore, noncompliance may exist that is unidentified.

Any Official Response to the Audit Results and Comments, incorporated within this report, was not verified for accuracy.

Paul D. Joyce
Paul D. Joyce, CPA
State Examiner

June 30, 2014

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COUNTY AUDITOR
DUBOIS COUNTY

COUNTY AUDITOR
DUBOIS COUNTY
AUDIT RESULTS AND COMMENTS

SURTAX AND WHEEL TAX

The County Treasurer combined the excise, surtax, and wheel tax into one line on the County Treasurer's Cash Book. The County Auditor's Office kept an Excise Tax Ledger and posted the excise tax, surtax, and wheel tax in this ledger using the BMV reports. Monthly, the County Auditor's Office then compared the balance in the Excise Tax Ledger to the balance in the County Treasurer's Cash Book. Monthly distributions of the surtax and wheel tax to the taxing units were made and were recorded as a disbursement from the Excise Tax Ledger and the County Treasurer's Cash Book. This procedure resulted in the receipts and disbursements from surtax and wheel tax never running through the County Auditor's ledger and therefore, they were not included in the County's Annual Report.

Indiana Code 5-13-5-1 states in part: "(a) Every public officer who receives or distributes public funds shall: (1) keep a cashbook into which the public officer shall enter daily, by item, all receipts of public funds; . . ."

Both the county motor vehicle excise surtax and the county wheel tax will be collected by the Bureau of Motor Vehicles and deposited in the "Bureau of Motor Vehicles County Tax" depository account.

Upon receipt of the Bureau of Motor Vehicles, County Tax Report, State Form 3827, the county auditor shall issue a quietus to transfer the net amount of surtax and wheel tax from the county treasurer's collections of license excise tax to the "_____ County Surtax Fund" and to the "_____ County Wheel Tax Fund." (Accounting and Uniform Compliance Guidelines Manual for County Auditors of Indiana, Chapter 9)

OVERDRAWN CASH BALANCES

The financial statement presented in this report included the following funds with overdrawn cash balances at December 31, 2013:

Fund	Amount Overdrawn
Community Corrections Project Income	\$ 48,669
Alcohol and Drug Court User Fee	3,155

The cash balance of any fund may not be reduced below zero. Routinely overdrawn funds could be an indicator of serious financial problems which should be investigated by the governmental unit. (Accounting and Uniform Compliance Guidelines Manual for County Auditors of Indiana, Chapter 14)

COUNTY AUDITOR
DUBOIS COUNTY
EXIT CONFERENCE

The contents of this report were discussed on June 30, 2014, with Kathleen M. Hopf, Auditor, and Gregory A. Kendall, President of the County Council.

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COUNTY TREASURER
DUBOIS COUNTY

COUNTY TREASURER
DUBOIS COUNTY
AUDIT RESULT AND COMMENT

SURTAX AND WHEEL TAX

The County Treasurer combined the excise, surtax, and wheel tax into one line on the County Treasurer's Cash Book. The County Auditor's Office kept an Excise Tax Ledger and posted the excise tax, surtax, and wheel tax in this ledger using the BMV reports. Monthly, the County Auditor's Office then compared the balance in the Excise Tax Ledger to the balance in the County Treasurer's Cash Book. Monthly distributions of the surtax and wheel tax to the taxing units were made and were recorded as a disbursement from the Excise Tax Ledger and the County Treasurer's Cash Book. This procedure resulted in the receipts and disbursements from surtax and wheel tax never running through the County Auditor's ledger and therefore, they were not included in the County's Annual Report.

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COUNTY TREASURER
DUBOIS COUNTY
EXIT CONFERENCE

The contents of this report were discussed on June 30, 2014, with Chad A. Blessinger, Treasurer, and Gregory A. Kendall, President of the County Council.

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COUNTY COMMUNITY CORRECTIONS
DUBOIS COUNTY

COUNTY COMMUNITY CORRECTIONS
DUBOIS COUNTY
AUDIT RESULTS AND COMMENTS

DEPOSITS

Receipts for Community Corrections Commissary and Project Income were deposited later than the next business day in 48 percent and 10 percent, respectively, of receipts tested.

Indiana Code 5-13-6-1(c) states in part:

". . . all local officers . . . who collect public funds of their respective political subdivisions, shall deposit funds not later than the business day following the receipt of funds on business days of the depository in the depository or depositories selected by the . . . local boards of finance . . ."

A similar comment appeared in the prior report.

OVERDRAWN CASH BALANCE

The financial statement presented in this report included the following fund with an overdrawn cash balance at December 31, 2013:

Fund	Amount Overdrawn
Community Corrections Project Income	<u>\$ 48,669</u>

The cash balance of any fund may not be reduced below zero. Routinely overdrawn funds could be an indicator of serious financial problems which should be investigated by the governmental unit. (Accounting and Uniform Compliance Guidelines Manual for Counties of Indiana, Chapter 1)

COUNTY COMMUNITY CORRECTIONS
DUBOIS COUNTY
EXIT CONFERENCE

The contents of this report were discussed on June 30, 2014, with J.P. Weisheit, Director of Community Corrections; Honorable Mark R. McConnell, President of the Community Corrections Advisory Board; Gregory A. Kendall, President of the County Council; and Kathleen M. Hopf, Auditor.