

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

FINANCIAL STATEMENT AND  
FEDERAL SINGLE AUDIT REPORT  
OF  
ST. JOSEPH COUNTY, INDIANA  
January 1, 2013 to December 31, 2013



**FILED**  
09/12/2014



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### SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Auditor	Peter H. Mullen	01-01-12 to 12-31-15
Treasurer	Michael J. Kruk	01-01-13 to 12-31-16
Clerk	Terri J. Rethlake	01-01-11 to 12-31-14
Sheriff	Michael D. Grzegorek	01-01-11 to 12-31-14
Recorder	Phillip G. Dotson	01-01-13 to 12-31-16
President of the Board of County Commissioners	Andrew Kostielney	01-01-13 to 12-31-14
President of the County Council	Rafael Morton	01-01-13 to 12-31-14



# STATE OF INDIANA

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## INDEPENDENT AUDITOR'S REPORT

TO: THE OFFICIALS OF ST. JOSEPH COUNTY, INDIANA

### ***Report on the Financial Statement***

We have audited the accompanying financial statement of St. Joseph County (County), which comprises the financial position and results of operations for the year ended December 31, 2013, and the related notes to the financial statement.

### ***Management's Responsibility for the Financial Statement***

Management is responsible for the preparation and fair presentation of this financial statement in accordance with the financial reporting provisions of the Indiana State Board of Accounts as allowed by state statute (IC 5-11-1-6). Management is responsible for and has determined that the regulatory basis of accounting, as established by the Indiana State Board of Accounts, is an acceptable basis of presentation. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of a financial statement that is free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the County's preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

INDEPENDENT AUDITOR'S REPORT  
(Continued)

***Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles***

As discussed in Note 1 of the financial statement, the County prepares its financial statement on the prescribed basis of accounting that demonstrates compliance with the reporting requirements established by the Indiana State Board of Accounts as allowed by state statute (IC 5-11-1-6), which is a basis of accounting other than accounting principles generally accepted in the United States of America.

The effects on the financial statement of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

***Adverse Opinion on U.S. Generally Accepted Accounting Principles***

In our opinion, because of the significance of the matter discussed in the *Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles* paragraph, the financial statement referred to above does not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position and results of operations of the County for the year ended December 31, 2013.

***Basis for Qualified Opinion on Regulatory Basis of Accounting***

We were unable to audit the trust balance of the Office of the Clerk of the Circuit Court (Clerk) at December 31, 2013, because detailed information from the Clerk's Trust Register was not available. This amount is \$3,782,474 of the total cash and investment balance of \$7,576,271 in the Clerk Trust Main Office fund at December 31, 2013. We were unable to apply alternative procedures to satisfy ourselves of the accuracy of this balance.

***Qualified Opinion on Regulatory Basis of Accounting***

In our opinion, except for the effects on the financial statement, if any, of not being able to obtain sufficient audit evidence as discussed in the *Basis for Qualified Opinion on Regulatory Basis of Accounting* paragraph, the financial statement referred to above presents fairly, in all material respects, the financial position and results of operations of the County for the year ended December 31, 2013, on the basis of accounting described in Note 1.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued a report dated July 28, 2014, on our consideration of the County's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the County's internal control over financial reporting and compliance.


INDEPENDENT AUDITOR'S REPORT  
(Continued)

***Accompanying Information***

*Supplementary Information*

Our audit was conducted for the purpose of forming an opinion on the County's financial statement. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by the *U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the financial statement. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statement. The information has been subjected to the auditing procedures applied in the audit of the financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statement or to the financial statement itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards is fairly stated, in all material respects, in relation to the financial statement taken as a whole.

Our audit was conducted for the purpose of forming an opinion on the County's financial statement. The Combining Schedule of Receipts, Disbursements, and Cash and Investment Balances – Regulatory Basis, Schedule of Payables and Receivables, Schedule of Leases and Debt, and Schedule of Capital Assets, as listed in the Table of Contents, are presented for additional analysis and are not required parts of the financial statement. They have not been subjected to the auditing procedures applied by us in the audit of the financial statement and, accordingly, we express no opinion on them.

  
Paul D. Joyce, CPA  
State Examiner

July 28, 2014



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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF THE FINANCIAL  
STATEMENT PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

TO: THE OFFICIALS OF ST. JOSEPH COUNTY, INDIANA

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statement of St. Joseph County (County), which comprises the financial position and results of operations for the year ended December 31, 2013, and the related notes to the financial statement, and have issued our report thereon dated July 28, 2014, wherein we noted the County followed accounting practices the Indiana State Board of Accounts prescribes rather than accounting principles generally accepted in the United States of America. The opinion to the financial statement relative to the regulatory basis of accounting was qualified because we were unable to verify the trust balance for the Office of the Clerk of the Circuit Court.

***Internal Control Over Financial Reporting***

In planning and performing our audit of the financial statement, we considered the County's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statement, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. Accordingly, we do not express an opinion on the effectiveness of the County's internal control.

Our consideration of the internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying Schedule of Findings and Questioned Costs, we identified certain deficiencies in internal control over financial reporting that we consider to be material weaknesses.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statement will not be prevented, or detected and corrected, on a timely basis. We consider the deficiencies described in the accompanying Schedule of Findings and Questioned Costs as items 2013-001, 2013-002, and 2013-003 to be material weaknesses.



INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF THE FINANCIAL  
STATEMENT PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*  
(Continued)

***Compliance and Other Matters***


As part of obtaining reasonable assurance about whether the County's financial statement is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying Schedule of Findings and Questioned Costs as items 2013-01, 2013-002, and 2013-003.

***St. Joseph County's Response to Findings***

The County's response to the findings identified in our audit is described in the accompanying Corrective Action Plan. The County's response was not subjected to the auditing procedures applied in the audit of the financial statement and, accordingly, we express no opinion on it.

***Purpose of This Report***

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the County's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the County's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

  
Paul D. Joyce, CPA  
State Examiner

July 28, 2014

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## FINANCIAL STATEMENT AND ACCOMPANYING NOTES

The financial statement and accompanying notes were approved by management of the County. The financial statement and notes are presented as intended by the County.

ST. JOSEPH COUNTY  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES -  
REGULATORY BASIS  
For the Year Ended December 31, 2013

Fund	Cash and Investments 01-01-13	Receipts	Disbursements	Cash and Investments 12-31-13
County General	3,895,073	64,177,744	60,196,588	7,876,229
Accident Reports Sheriff	25,293	8,803	2,327	31,769
Public Housing Authority	28,180	31,417	31,417	28,180
Tax Sale Clearing	2,153	7,791,787	7,791,787	2,153
City/Town Court Cost	48,034	76,719	-	124,753
Clerks Record Perpetuation	208,826	78,222	66,978	220,070
County C.O.I.T. Dist. Fund	3,331,102	8,460,191	7,000,000	4,791,293
Community Based Corrections	268,481	128,011	171,689	224,803
Community Transition Program	12,400	15,555	5,480	22,475
Animal License Fee (Dog Tax)	22,191	6,150	-	28,341
County Sales Disclosure Fees	354,140	25,640	-	379,780
Cumulative Bridge	1,258,822	896,881	1,003,384	1,152,319
Cum Capital Devlpmt Fund	3,752,427	1,445,138	2,569,541	2,628,024
County Drug Free Fund	113,074	120,478	159,000	74,552
Local Emergency Planning Fund	29,518	8,990	20,768	17,740
St Joseph Co. Em.Tel.Sys.Fund	3,249,802	1,182	1,498,205	1,752,779
Enhanced Access Fee	380,947	51,716	178	432,485
Firearms Training & Police Ed.	130,407	69,722	48,821	151,308
General Drain Impr	36,125	358,122	330,617	63,630
County Health	766,416	2,348,969	2,848,172	267,213
SJC Ident. Security Protection	36,319	33,180	50,487	19,012
Excess Levy Fund	54,449	18,070	-	72,519
Local Roads & Streets	1,292,665	1,584,185	1,015,399	1,861,451
Major Cumulative Bridge	445,146	1,537,969	378,165	1,604,950
Local Major Moves Const. Fund	5,166,987	183,307	4,010,031	1,340,263
County Highway	885,166	5,523,987	5,188,805	1,220,348
Park & Recr Capital	46,644	18,821	-	65,465
Park & Recr Non Reverting	261,186	250,260	434,458	76,988
Plat Book Maint. Fund	162,822	60,700	26,552	196,970
County Rainy Day Fund	6,288,978	-	-	6,288,978
2017 Cum Reassessment	1,563,272	813,322	806,769	1,569,825
Recorder Perpetuation	971,393	256,303	200,522	1,027,174
Co Police Pension Trust	18,746	169,724	120,000	68,470
Surplus Tax	2,757,278	1,033,127	3,270,687	519,718
Surveyor Corner Fund	10,993	48,880	38,817	21,056
Tax Sale Redemption	50,514	1,733,822	1,724,147	60,189
Tax Sale Surplus	3,788,158	6,445,823	4,730,348	5,503,633
Special Vehicle Inspection	6,552	3,025	-	9,577
GAL/CASA Program	15,401	255,536	50,780	220,157
H.A.V.A. 102 Funds	790,242	-	-	790,242
Ineligible Deductions Fund	1,095,775	737,481	278,743	1,554,513
Co Elected Ofcls Training Fund	17,715	28,181	2,581	43,315
Park & Recreation Fund	(51,460)	1,774,793	1,531,003	192,330
Statewide 9-1-1 Fund	734,212	1,913,060	-	2,647,272
Adult Probation Fees	311,841	111,264	136,076	287,029
Juvenile Probation Fees	427,787	178,469	246,731	359,525
User Fees	1,689,049	403,975	471,722	1,621,302
Drainage Maintenance	1,462,785	635,472	730,129	1,368,128
Portage Manor Fund	3,075,099	2,119,607	2,375,600	2,819,106
Park & Recr Gift & Grant	94,107	101,377	36,915	158,569
Wyatt Economic Dev Area #1	5,167,012	1,248,694	323,046	6,092,660
Redv Bnd 2001Refin Bond 2010	1,891,478	2,343,196	256,357	3,978,317
County Bonds & Interest	1,629,798	3,257,195	3,461,000	1,425,993
St Joe Co Group Ins	10,131,654	14,080,596	14,041,132	10,171,118
Payroll	554	41,810,762	41,811,316	-
Mich St Withholding	5,667	71,913	71,953	5,627
Federal Withholding	-	4,518,852	4,518,852	-
Fica	-	6,186,012	6,186,012	-
Perf	7,526	3,885,142	3,892,569	99
Ind Gross Withholding	146,995	1,970,686	1,962,274	155,407
Settlement	-	255,212,928	255,212,928	-
Public Safety L.O.I.T.	3,056,723	16,884,203	15,653,787	4,287,139

The accompanying notes are an integral part of the financial statement.

ST. JOSEPH COUNTY  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES -  
REGULATORY BASIS  
For the Year Ended December 31, 2013  
(Continued)

Fund	Cash and Investments 01-01-13	Receipts	Disbursements	Cash and Investments 12-31-13
County Wheel Tax	378	423,580	423,580	378
C.V.E.T. Fund	-	2,373,672	2,373,672	-
Excise Surtax Fund	-	5,725,413	5,725,413	-
Sewage Liens Collections	8	237,280	237,280	8
HEA 1001-08ST Homestead Credit	22,324	20	-	22,344
Fines & Forfeitures	220,322	648,143	730,987	137,478
Special Death Benefit Fees	1,972	24,315	24,947	1,340
State Sales Disclosure Fees	2,785	25,665	25,700	2,750
Coroner Trng. & Cont. Ed. Fees	2,431	34,640	34,623	2,448
Adult/Juv. Interstate Compact	2,613	3,006	1,503	4,116
Mortgage Recording Fee-State	2,045	22,885	23,550	1,380
Inheritance Tax	2,143,126	4,103,897	5,719,638	527,385
Education Plate Fee Distr	-	5,513	5,513	-
Riverboat Revenue Sharing	-	1,581,278	1,581,278	-
Convention Exhibition Center	1,946,726	3,852,302	3,398,258	2,400,770
C.E.D.I.T. Fund	10,791,868	40,183,298	41,583,502	9,391,664
C.O.I.T. Fund	7,136,288	41,657,252	42,225,943	6,567,597
Prosecutor P.C.A. 93.563	17,687	18,563	13,535	22,715
County Clerk A.R.R.A. Fund	9,384	-	6,081	3,303
93.563 Title IV-D Incentive	351,775	140,647	106,672	385,750
Title IV-D Pros. Incentive	386,076	211,610	353,503	244,183
Title IV-D Clerk Incentive	779,506	147,897	17,409	909,994
Jail Commissary	223,618	126,072	204,786	144,904
Sheriff's Inmate Trust and Unclaimed	177,430	1,069,762	1,062,890	184,302
Portage Manor Resident Trust	24,794	1,034,113	1,040,968	17,939
Sheriff's Cashbook (Civil Collections)	2,000	5,689,734	5,690,377	1,357
Treasurer After Settlement Collections	9,927,181	7,873,958	9,927,181	7,873,958
Adult Probation Fee Cashbook	14,186	123,693	110,497	27,382
Adult Probation Administrative Fee Cashbook	3,783	30,721	26,899	7,605
Clerk Trust Main Office	8,315,881	12,666,734	13,406,344	7,576,271
Clerk Support Cashbook	195,968	4,163,822	4,169,118	190,672
Clerk Small Claims Cashbook	282,109	3,421,444	3,459,346	244,207
Clerk Odyssey Cashbook	157,290	6,426,616	5,087,453	1,496,453
Clerk Mishawaka Cashbook	206,120	3,216,466	3,178,441	244,145
JJC Detention Trust	1,568	3,174	2,931	1,811
JJC Equipment Cashbook	2,297	340	160	2,477
JJC Restitution Cashbook	10,352	21,187	8,212	23,327
JJC Probation User Fee Cashbook	38,825	286,183	289,564	35,444
County Poor Relief Bond	198,165	-	-	198,165
St Joe Co Liability Reserve	86,377	1,312,451	978,678	420,150
D.R.C.B. Fee Fund	24,681	6,269	4,388	26,562
Alt. Dispute Resolution Fund	12,839	22,543	26,078	9,304
Co Sheriff Cef	64,601	66,031	800	129,832
Sex/Violent Offender Fee	17,471	13,785	11,522	19,734
Sex/Violent Off. Add. Fee	5	8,055	8,055	5
Ptg Manor Farm Operation	21,869	7,018	3,986	24,901
Commissioner's Cert. Sale	-	1,114,339	1,114,339	-
County Owned Tax Sale	1,297,649	1,148,224	877,114	1,568,759
Drug Testing Fees	127,722	24,619	32,661	119,680
Adult Drug Testing Fees	12,844	-	-	12,844
Community Development	14,565	-	-	14,565
Small Town Survey	1,034	-	1,034	-
Sheriff D.E.A. Fund	4,669	-	1,150	3,519
Pros D.E.A. Fund	14,209	-	-	14,209
Federal D.E.A.	94,872	40,310	4,805	130,377
Healthwin	231,528	97,871	-	329,399
Recorder's Escrow Fund	88,069	948,735	958,651	78,153
Public Defenders Fees	306,137	57,896	53,521	310,512
Co. Emergency Command Ctr. Fund	317,926	-	-	317,926
County Building Fund	(75,036)	75,036	-	-
Comm. Corrections Bldg. Fund	641,445	-	250,015	391,430
Local Hwy. User Tax Projects	168,979	3,115,118	2,384,567	899,530

The accompanying notes are an integral part of the financial statement.

ST. JOSEPH COUNTY  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES -  
REGULATORY BASIS  
For the Year Ended December 31, 2013  
(Continued)

Fund	Cash and Investments 01-01-13	Receipts	Disbursements	Cash and Investments 12-31-13
Misc.State Monies Trust Fund	62,501	535,722	597,111	1,112
Adult Pro. Admin. Fee	200,522	26,899	11,357	216,064
C.O.I.T. Fund (P.T.R.C.)	-	26,821,069	25,344,701	1,476,368
Federal Grant Fund	4,372	-	4,765	(393)
S.T.O.P. ARRA Special Victims	(4,838)	28,670	23,832	-
Fam. Justice Cntr. Grant	1	-	1	-
Protective Order Project	632	-	632	-
S.T.O.P.Violence Against Women	(11,314)	124,040	153,711	(40,985)
2011 E.M.P.G. Competitive Grt.	(3,631)	4,051	4,051	(3,631)
Take Ten Project	(1,503)	3,001	1,498	-
Health S.T.D.	(12,253)	9,060	30	(3,223)
Health Bioterrorism Grant	3,209	13,928	13,401	3,736
Fatal Alcohol Crash Team	-	39,000	39,000	-
Protective Order Project/SJC	(1,334)	131,749	132,047	(1,632)
Victims of Crime Act - Assist.	15,731	66,068	81,799	-
R.E.P.P. Regional Grant	-	3,000	3,000	-
RACES Communication Equip Grt	-	1,623	1,623	-
Sex Offender Grant-Comm.Corr.	(267)	267	-	-
Health Local Hlth Services Grt	113,196	72,672	86,597	99,271
Drug Free Comm. Council Grant	11,762	10,000	9,407	12,355
Health H.U.D. Grant	(12,449)	131,782	137,469	(18,136)
2012 Problem Solving Grant	5,000	4,000	5,189	3,811
Family Court Grant	10,332	-	9,946	386
Data Share Initiative Grant	2,000	-	1,970	30
Adult Protective Services Grant	(58,954)	263,265	247,419	(43,108)
Influenza Immunization Grant	(37,973)	37,973	36,066	(36,066)
Health Trust Fund	-	357,700	92,897	264,803
DV/PO Court Grant	-	56,900	7,953	48,947
Community Based Corrections	-	1,716,504	1,235,229	481,275
Community Transition Program	-	84,665	29,393	55,272
Totals	<u>\$ 120,778,717</u>	<u>\$ 651,722,139</u>	<u>\$ 646,292,857</u>	<u>\$ 126,207,999</u>

The accompanying notes are an integral part of the financial statement.

ST. JOSEPH COUNTY  
NOTES TO FINANCIAL STATEMENT

**Note 1. Summary of Significant Accounting Policies**

**A. Reporting Entity**

The County was established under the laws of the State of Indiana. The County operates under a Council-Commissioner form of government and provides some or all of the following services: public safety (police), highways and streets, health welfare and social services, culture and recreation, public improvements, planning and zoning, and general administrative services.

The accompanying financial statement presents the financial information for the County.

**B. Basis of Accounting**

The financial statement is reported on a regulatory basis of accounting prescribed by the Indiana State Board of Accounts in accordance with state statute (IC 5-11-1-6), which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. The basis of accounting involves the reporting of only cash and investments and the changes therein resulting from cash inflows (receipts) and cash outflows (disbursements) reported in the period in which they occurred.

The regulatory basis of accounting differs from accounting principles generally accepted in the United States of America in that receipts are recognized when received in cash, rather than when earned, and disbursements are recognized when paid, rather than when a liability is incurred.

**C. Cash and Investments**

Investments are stated at cost. Any changes in fair value of the investments are reported as receipts in the year of the sale of the investment.

**D. Receipts**

Receipts are presented in the aggregate on the face of the financial statement. The aggregate receipts include the following sources:

Taxes which can include one or more of the following: property taxes, certified shares (local option tax), property tax replacement credit (local option tax), county option income tax, wheel tax, innkeepers tax, food and beverage tax, county economic development income tax, boat and trailer excise tax, county adjusted gross income tax, and other taxes that are set by the County.

Licenses and permits which include amounts received from businesses, occupations, or nonbusinesses that must be licensed before doing business within the government's jurisdiction or permits levied according to the benefits presumably conferred by the permit. Examples of licenses and permits include: peddler licenses, dog tax licenses, auctioneer license, building and planning permits, demolition permits, electrical permits, sign permits, and gun permits.

ST. JOSEPH COUNTY  
NOTES TO FINANCIAL STATEMENT  
(Continued)

Intergovernmental receipts which include receipts from other governments in the form of operating grants, entitlements, or payments in lieu of taxes. Examples of this type of receipts include, but are not limited to: federal grants, state grants, cigarette tax distributions received from the state, motor vehicle highway distribution received from the state, local road and street distribution received from the state, financial institution tax received from the state, auto excise surtax received from the state, commercial vehicle excise tax received from the state, major moves distributions received from the state, and riverboat receipts received from the County.

Charges for services which can include, but are not limited to the following: planning commission charges, building department charges, copies of public records, copy machine charges, accident report copies, gun permit applications, 911 telephone services, recycling fees, dog pound fees, emergency medical service fees, park rental fees, swimming pool receipts, cable tv receipts, ordinance violations, fines and fees, bond forfeitures, court costs, and court receipts.

Fines and forfeits which include receipts derived from fines and penalties imposed for the commission of statutory offenses, violation of lawful administrative rules and regulations (fines), and for the neglect of official duty and monies derived from confiscating deposits held as performance guarantees (forfeitures).

Other receipts which include amounts received from various sources which can include, but are not limited to the following: net proceeds from borrowings; interfund loan activity; transfers authorized by statute, ordinance, resolution, or court order; internal service receipts; and fiduciary receipts.

*E. Disbursements*

Disbursements are presented in the aggregate on the face of the financial statement. The aggregate disbursements include the following uses:

Personal services include outflows for salaries, wages, and related employee benefits provided for all persons employed. In those units where sick leave, vacation leave, overtime compensation, and other such benefits are appropriated separately, such payments would also be included.

Supplies which include articles and commodities that are entirely consumed and materially altered when used and/or show rapid depreciation after use for a short period of time. Examples of supplies include office supplies, operating supplies, and repair and maintenance supplies.

Other services and charges which include, but are not limited to: professional services, communication and transportation, printing and advertising, insurance, utility services, repairs and maintenance, and rental charges.

Capital outlay which include all outflows for land, infrastructure, buildings, improvements, and machinery and equipment having an appreciable and calculable period of usefulness.



ST. JOSEPH COUNTY  
NOTES TO FINANCIAL STATEMENT  
(Continued)

Other disbursements which include, but are not limited to the following: interfund loan payments, loans made to other funds, internal service disbursements, and transfers out that are authorized by statute, ordinance, resolution, or court order.

*F. Interfund Transfers*

The County may, from time to time, transfer money from one fund to another. These transfers, if any, are included as a part of the receipts and disbursements of the affected funds and as a part of total receipts and disbursements. The transfers are used for cash flow purposes as provided by various statutory provisions.

*G. Fund Accounting*

Separate funds are established, maintained, and reported by the County. Each fund is used to account for money received from and used for specific sources and uses as determined by various regulations. Restrictions on some funds are set by statute while other funds are internally restricted by the County. The money accounted for in a specific fund may only be available for use for certain, legally restricted purposes. Additionally, some funds are used to account for assets held by the County in a trustee capacity as an agent of individuals, private organizations, other funds, or other governmental units and therefore the funds cannot be used for any expenditures of the unit itself.

**Note 2. Budgets**

The operating budget is initially prepared and approved at the local level. The fiscal officer of the County submits a proposed operating budget to the governing board for the following calendar year. The budget is advertised as required by law. Prior to adopting the budget, the governing board conducts public hearings and obtains taxpayer comments. Prior to November 1, the governing board approves the budget for the next year. The budget for funds for which property taxes are levied or highway use taxes are received is subject to final approval by the Indiana Department of Local Government Finance.

**Note 3. Property Taxes**

Property taxes levied are collected by the County Treasurer and are scheduled to be distributed to the County in June and December; however, situations can arise which would delay the distributions. State statute (IC 6-1.1-17-16) requires the Indiana Department of Local Government Finance to establish property tax rates and levies by February 15. These rates were based upon the preceding year's March 1 (lien date) assessed valuations adjusted for various tax credits. Taxable property is assessed at 100 percent of the true tax value (determined in accordance with rules and regulations adopted by the Indiana Department of Local Government Finance). Taxes may be paid in two equal installments which normally become delinquent if not paid by May 10 and November 10, respectively.

ST. JOSEPH COUNTY  
NOTES TO FINANCIAL STATEMENT  
(Continued)

**Note 4. Deposits and Investments**

Deposits, made in accordance with state statute (IC 5-13), with financial institutions in the State of Indiana at year end should be entirely insured by the Federal Depository Insurance Corporation or by the Indiana Public Deposit Insurance Fund. This includes any deposit accounts issued or offered by a qualifying financial institution.

State statutes authorize the County to invest in securities including, but not limited to, federal government securities, repurchase agreements, and certain money market mutual funds. Certain other statutory restrictions apply to all investments made by local governmental units.

**Note 5. Risk Management**

The County may be exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; job related illnesses or injuries to employees; medical benefits to employees, retirees, and dependents; and natural disasters.

These risks can be mitigated through the purchase of insurance, establishment of a self-insurance fund, and/or participation in a risk pool. The purchase of insurance transfers the risk to an independent third party. The establishment of a self-insurance fund allows the County to set aside money for claim settlements. The self-insurance fund would be included in the financial statement. The purpose of participation in a risk pool is to provide a medium for the funding and administration of the risks.

**Note 6. Pension Plans**

*A. Public Employees' Retirement Fund*

*Plan Description*

The Indiana Public Employees' Retirement Fund (PERF) is a defined benefit pension plan. PERF is an agent multiple-employer public employee retirement system, which provides retirement benefits to plan members and beneficiaries. All full-time employees are eligible to participate in this defined benefit plan. State statutes (IC 5-10.2 and 5-10.3) govern, through the Indiana Public Retirement System (INPRS) Board, most requirements of the system, and give the County authority to contribute to the plan. The PERF retirement benefit consists of the pension provided by employer contributions plus an annuity provided by the member's annuity savings account. The annuity savings account consists of members' contributions, set by state statute at 3 percent of compensation, plus the interest credited to the member's account. The employer may elect to make the contributions on behalf of the member.

INPRS administers the plan and issues a publicly available financial report that includes financial statements and required supplementary information for the plan as a whole and for its participants. That report may be obtained by contacting:

Indiana Public Retirement System  
1 North Capitol Street, Suite 001  
Indianapolis, IN 46204  
Ph. (888) 526-1687

ST. JOSEPH COUNTY  
NOTES TO FINANCIAL STATEMENT  
(Continued)

*Funding Policy and Annual Pension Cost*

The contribution requirements of the plan members for PERF are established by the Board of Trustees of INPRS.

**B. County Police Retirement Plan**

*Plan Description*

The County Police Retirement Plan is a single-employer defined benefit pension plan. With the approval of the County's fiscal body, the plan is administered by the sheriff's department and an appointed trustee as authorized by state statute (IC 36-8-10-12) for full-time police officers. The plan provides retirement, death, and disability benefits to plan members and beneficiaries. Funds designated for payments related to this plan are accounted for in a pension trust fund. The activity of this trust fund has not been reflected in the financial statement. The trustee issues a publicly available financial report that includes financial statements and required supplementary information of the plan. The report may be obtained by contacting the county sheriff.

*Funding Policy*

The contribution requirements of plan members for the County Police Retirement Plan are established by state statute.

**C. County Police Benefit Plan**

*Plan Description*

The County Police Benefit Plan is a single-employer defined benefit pension plan. With the approval of the County's fiscal body, the plan is administered by the sheriff's department and an appointed trustee as authorized by state statute (IC 36-8-10-12) for full-time police officers. The plan provides dependent pensions, life insurance, and disability benefits to plan members and beneficiaries. Funds designated for payments related to this plan are accounted for in a pension trust fund. The activity of this trust fund has not been reflected in the financial statement. The trustee issues a publicly available financial report that includes financial statements and required supplementary information of the plan. The report may be obtained by contacting the county sheriff.

*Funding Policy*

The contribution requirements of plan members for the County Police Benefit Plan are established by state statute.

**Note 7. Cash Balance Deficits**

The financial statement contains some funds with deficits in cash. These funds are grant funds which are overdrawn because reimbursements were not received by December 31, 2013.

ST. JOSEPH COUNTY  
NOTES TO FINANCIAL STATEMENT  
(Continued)

**Note 8. Restatements**

For the year ended December 31, 2013, certain changes have been made to some of the beginning balances of the financial statement to more appropriately reflect financial activity of the County. The following schedule presents a summary of restated beginning balances.

Fund Name	Balance 12-31-12	Adjustment	Balance 01-01-13
Community Based Corrections	\$ 387,926	\$ (119,445)	\$ 268,481
Community Transition Program	109,611	(97,211)	12,400
County Bonds & Interest	1,827,963	(198,165)	1,629,798
Jail Commissary	190,644	32,974	223,618
Portage Manor Resident Trust	22,251	2,543	24,794
Treasurer After Settlement Collections	8,061,789	1,865,392	9,927,181
Adult Probation Fee Cashbook	-	14,186	14,186
Adult Probation Administration Fee Cashbook	-	3,783	3,783
Clerk Trust Main Office	8,513,655	(197,774)	8,315,881

**Note 9. Holding Corporations**

The County has entered into a capital lease with St. Joseph County Jail Building Corporation (the lessor). The lessor was organized as a not-for-profit corporation pursuant to state statute for the purpose of financing and constructing or reconstructing facilities for lease to the County. The lessor has been determined to be a related party of the County. Lease payments during the year 2013 totaled \$3,461,000.

**Note 10. Other Postemployment Benefits**

The County provides medical insurance to eligible retirees and their spouses. This benefit poses a liability to the County for this year and in future years. Information regarding the benefit can be obtained by contacting the County.

**Note 11. Combined Funds**

Funds related to County Bonds and Interest and County Poor Relief Bond were reported combined in the prior financial statement but are reported individually for the current financial statement.

#### SUPPLEMENTARY INFORMATION – UNAUDITED

For additional financial information, the County's Annual Report information can be found on the Gateway website: <https://gateway.ifionline.org/>.

Differences may be noted between the financial information presented in the financial statement contained in this report and the financial information presented in the Annual Report of the County which is referenced above. These differences, if any, are due to adjustments made to the financial information during the course of the audit. This is a common occurrence in any financial statement audit. The financial information presented in this report is audited information, and the accuracy of such information can be determined by reading the opinion given in the Independent Auditor's Report.

The supplementary information presented was approved by management of the County. It is presented as intended by the County.

ST. JOSEPH COUNTY  
COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
For the Year Ended December 31, 2013

	County General	Accident Reports Sheriff	Public Housing Authority	Tax Sale Clearing	City/Town Court Cost	Clerks Record Perpetuation	County C.O.I.T. Dist. Fund
Cash and investments - beginning	\$ 3,895,073	\$ 25,293	\$ 28,180	\$ 2,153	\$ 48,034	\$ 208,826	\$ 3,331,102
Receipts:							
Taxes	37,087,360	-	-	-	-	-	8,460,191
Licenses and permits	77,967	-	-	-	-	-	-
Intergovernmental	4,201,995	-	31,417	-	-	-	-
Charges for services	7,193,555	7,984	-	-	-	3,096	-
Fines and forfeits	1,283,936	-	-	-	-	-	-
Other receipts	14,332,931	819	-	7,791,787	76,719	75,126	-
Total receipts	64,177,744	8,803	31,417	7,791,787	76,719	78,222	8,460,191
Disbursements:							
Personal services	39,392,058	-	-	-	-	561	7,000,000
Supplies	2,531,109	1,943	-	-	-	10,086	-
Other services and charges	18,043,457	-	31,417	7,791,787	-	42,434	-
Capital outlay	100,530	384	-	-	-	12,740	-
Other disbursements	129,434	-	-	-	-	1,157	-
Total disbursements	60,196,588	2,327	31,417	7,791,787	-	66,978	7,000,000
Excess (deficiency) of receipts over disbursements	3,981,156	6,476	-	-	76,719	11,244	1,460,191
Cash and investments - ending	\$ 7,876,229	\$ 31,769	\$ 28,180	\$ 2,153	\$ 124,753	\$ 220,070	\$ 4,791,293

ST. JOSEPH COUNTY  
COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
For the Year Ended December 31, 2013  
(Continued)

	Community Based Corrections	Community Transition Program	Animal License Fee (Dog Tax)	County Sales Disclosure Fees	Cumulative Bridge	Cum Capital Devlpmt Fund	County Drug Free Fund
Cash and investments - beginning	\$ 268,481	\$ 12,400	\$ 22,191	\$ 354,140	\$ 1,258,822	\$ 3,752,427	\$ 113,074
Receipts:							
Taxes	-	-	-	-	638,795	1,297,146	-
Licenses and permits	-	-	-	-	-	-	-
Intergovernmental	107,061	15,555	-	-	54,296	110,253	-
Charges for services	14,750	-	-	25,640	142,230	26,294	-
Fines and forfeits	-	-	6,150	-	-	-	-
Other receipts	6,200	-	-	-	61,560	11,445	120,478
Total receipts	128,011	15,555	6,150	25,640	896,881	1,445,138	120,478
Disbursements:							
Personal services	6,393	-	-	-	-	-	-
Supplies	20,990	-	-	-	15,000	-	-
Other services and charges	9,318	-	-	-	130,520	394,001	159,000
Capital outlay	-	-	-	-	857,864	2,175,540	-
Other disbursements	134,988	5,480	-	-	-	-	-
Total disbursements	171,689	5,480	-	-	1,003,384	2,569,541	159,000
Excess (deficiency) of receipts over disbursements	(43,678)	10,075	6,150	25,640	(106,503)	(1,124,403)	(38,522)
Cash and investments - ending	\$ 224,803	\$ 22,475	\$ 28,341	\$ 379,780	\$ 1,152,319	\$ 2,628,024	\$ 74,552

ST. JOSEPH COUNTY  
COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
For the Year Ended December 31, 2013  
(Continued)

	Local Emergency Planning Fund	St Joseph Co.Em.Tel. Sys.Fund	Enhanced Access Fee	Firearms Training & Police Ed.	General Drain Impr	County Health	SJC Ident. Security Protection
Cash and investments - beginning	\$ 29,518	\$ 3,249,802	\$ 380,947	\$ 130,407	\$ 36,125	\$ 766,416	\$ 36,319
Receipts:							
Taxes	-	-	-	-	75,216	1,095,078	-
Licenses and permits	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	93,078	-
Charges for services	-	-	35,456	-	20,979	1,140,277	-
Fines and forfeits	-	-	-	-	-	-	-
Other receipts	8,990	1,182	16,260	69,722	261,927	20,536	33,180
Total receipts	8,990	1,182	51,716	69,722	358,122	2,348,969	33,180
Disbursements:							
Personal services	-	-	-	5,453	-	2,314,297	-
Supplies	24	-	-	8,865	-	33,323	-
Other services and charges	9,503	1,498,205	-	26,737	330,617	498,599	50,487
Capital outlay	11,241	-	178	7,766	-	1,953	-
Other disbursements	-	-	-	-	-	-	-
Total disbursements	20,768	1,498,205	178	48,821	330,617	2,848,172	50,487
Excess (deficiency) of receipts over disbursements	(11,778)	(1,497,023)	51,538	20,901	27,505	(499,203)	(17,307)
Cash and investments - ending	\$ 17,740	\$ 1,752,779	\$ 432,485	\$ 151,308	\$ 63,630	\$ 267,213	\$ 19,012



ST. JOSEPH COUNTY  
COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
For the Year Ended December 31, 2013  
(Continued)

	Excess Levy Fund	Local Roads & Streets	Major Cumulative Bridge	Local Major Moves Const. Fund	County Highway	Park & Recr Capital	Park & Recr Non Reverting
Cash and investments - beginning	\$ 54,449	\$ 1,292,665	\$ 445,146	\$ 5,166,987	\$ 885,166	\$ 46,644	\$ 261,186
Receipts:							
Taxes	-	-	1,297,146	-	-	-	-
Licenses and permits	-	-	-	-	-	-	-
Intergovernmental	-	1,475,035	110,253	-	5,305,890	-	-
Charges for services	-	-	-	-	20,000	-	-
Fines and forfeits	-	-	-	-	-	-	-
Other receipts	18,070	109,150	130,570	183,307	198,097	18,821	250,260
Total receipts	18,070	1,584,185	1,537,969	183,307	5,523,987	18,821	250,260
Disbursements:							
Personal services	-	-	-	-	3,489,734	-	41,428
Supplies	-	-	-	-	1,145,852	-	133,032
Other services and charges	-	-	313,573	1,390	540,961	-	-
Capital outlay	-	1,015,399	64,592	4,008,641	4,717	-	-
Other disbursements	-	-	-	-	7,541	-	259,998
Total disbursements	-	1,015,399	378,165	4,010,031	5,188,805	-	434,458
Excess (deficiency) of receipts over disbursements	18,070	568,786	1,159,804	(3,826,724)	335,182	18,821	(184,198)
Cash and investments - ending	\$ 72,519	\$ 1,861,451	\$ 1,604,950	\$ 1,340,263	\$ 1,220,348	\$ 65,465	\$ 76,988

ST. JOSEPH COUNTY  
COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
For the Year Ended December 31, 2013  
(Continued)

	Plat Book Maint. Fund	County Rainy Day Fund	2017 Cum Reassessment	Recorder Perpetuation	Co Police Pension Trust	Surplus Tax	Surveyor Corner Fund
Cash and investments - beginning	\$ 162,822	\$ 6,288,978	\$ 1,563,272	\$ 971,393	\$ 18,746	\$ 2,757,278	\$ 10,993
Receipts:							
Taxes	-	-	749,607	-	-	-	-
Licenses and permits	-	-	-	-	-	-	-
Intergovernmental	-	-	63,715	-	-	-	-
Charges for services	-	-	-	47,509	169,724	-	-
Fines and forfeits	-	-	-	-	-	-	-
Other receipts	60,700	-	-	208,794	-	1,033,127	48,880
Total receipts	60,700	-	813,322	256,303	169,724	1,033,127	48,880
Disbursements:							
Personal services	20,436	-	474,798	34,211	-	-	-
Supplies	5,244	-	9,984	5,717	-	-	-
Other services and charges	872	-	321,987	158,604	120,000	1,136,044	36,839
Capital outlay	-	-	-	1,990	-	-	1,978
Other disbursements	-	-	-	-	-	2,134,643	-
Total disbursements	26,552	-	806,769	200,522	120,000	3,270,687	38,817
Excess (deficiency) of receipts over disbursements	34,148	-	6,553	55,781	49,724	(2,237,560)	10,063
Cash and investments - ending	\$ 196,970	\$ 6,288,978	\$ 1,569,825	\$ 1,027,174	\$ 68,470	\$ 519,718	\$ 21,056

ST. JOSEPH COUNTY  
COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
For the Year Ended December 31, 2013  
(Continued)

	Tax Sale Redemption	Tax Sale Surplus	Special Vehicle Inspection	GAL/CASA Program	H.A.V.A. 102 Funds	Ineligible Deductions Fund	Co Elected Ofcls Training Fund
Cash and investments - beginning	\$ 50,514	\$ 3,788,158	\$ 6,552	\$ 15,401	\$ 790,242	\$ 1,095,775	\$ 17,715
Receipts:							
Taxes	-	-	-	-	-	-	-
Licenses and permits	-	-	-	-	-	-	-
Intergovernmental	-	-	-	109,965	-	-	-
Charges for services	-	-	-	21,235	-	-	19,879
Fines and forfeits	-	-	-	-	-	-	-
Other receipts	<u>1,733,822</u>	<u>6,445,823</u>	<u>3,025</u>	<u>124,336</u>	<u>-</u>	<u>737,481</u>	<u>8,302</u>
Total receipts	<u>1,733,822</u>	<u>6,445,823</u>	<u>3,025</u>	<u>255,536</u>	<u>-</u>	<u>737,481</u>	<u>28,181</u>
Disbursements:							
Personal services	-	-	-	-	-	26,989	-
Supplies	-	-	-	860	-	629	-
Other services and charges	<u>1,724,147</u>	<u>4,730,348</u>	<u>-</u>	<u>49,028</u>	<u>-</u>	<u>192,615</u>	<u>2,581</u>
Capital outlay	-	-	-	892	-	58,510	-
Other disbursements	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total disbursements	<u>1,724,147</u>	<u>4,730,348</u>	<u>-</u>	<u>50,780</u>	<u>-</u>	<u>278,743</u>	<u>2,581</u>
Excess (deficiency) of receipts over disbursements	<u>9,675</u>	<u>1,715,475</u>	<u>3,025</u>	<u>204,756</u>	<u>-</u>	<u>458,738</u>	<u>25,600</u>
Cash and investments - ending	<u>\$ 60,189</u>	<u>\$ 5,503,633</u>	<u>\$ 9,577</u>	<u>\$ 220,157</u>	<u>\$ 790,242</u>	<u>\$ 1,554,513</u>	<u>\$ 43,315</u>

ST. JOSEPH COUNTY  
COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
For the Year Ended December 31, 2013  
(Continued)

	Park & Recreation Fund	Statewide 9-1-1 Fund	Adult Probation Fees	Juvenile Probation Fees	User Fees	Drainage Maintenance	Portage Manor Fund
Cash and investments - beginning	\$ (51,460)	\$ 734,212	\$ 311,841	\$ 427,787	\$ 1,689,049	\$ 1,462,785	\$ 3,075,099
Receipts:							
Taxes	1,401,439	-	-	-	-	539,032	-
Licenses and permits	-	-	-	-	-	-	-
Intergovernmental	119,119	-	-	-	-	-	-
Charges for services	-	1,913,060	-	-	-	16,800	2,112,428
Fines and forfeits	-	-	-	-	146,750	-	-
Other receipts	254,235	-	111,264	178,469	257,225	79,640	7,179
Total receipts	1,774,793	1,913,060	111,264	178,469	403,975	635,472	2,119,607
Disbursements:							
Personal services	1,293,537	-	98,416	208,692	-	-	1,675,826
Supplies	87,247	-	-	3,218	3,027	-	322,716
Other services and charges	149,872	-	37,660	34,821	37,586	730,129	289,001
Capital outlay	347	-	-	-	-	-	88,057
Other disbursements	-	-	-	-	431,109	-	-
Total disbursements	1,531,003	-	136,076	246,731	471,722	730,129	2,375,600
Excess (deficiency) of receipts over disbursements	243,790	1,913,060	(24,812)	(68,262)	(67,747)	(94,657)	(255,993)
Cash and investments - ending	\$ 192,330	\$ 2,647,272	\$ 287,029	\$ 359,525	\$ 1,621,302	\$ 1,368,128	\$ 2,819,106

ST. JOSEPH COUNTY  
COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
For the Year Ended December 31, 2013  
(Continued)

	Park & Recr & Grant	Wyatt Economic Dev Area #1	Redv Bnd 2001Refin Bond 2010	County Bonds & Interest	St Joe Co Group Ins	Payroll	Mich St Withholding
Cash and investments - beginning	\$ 94,107	\$ 5,167,012	\$ 1,891,478	\$ 1,629,798	\$ 10,131,654	\$ 554	\$ 5,667
Receipts:							
Taxes	-	1,248,694	2,271,399	3,030,039	-	-	-
Licenses and permits	-	-	-	-	-	-	-
Intergovernmental	-	-	-	227,156	-	-	-
Charges for services	1,374	-	-	-	-	-	-
Fines and forfeits	-	-	-	-	-	-	-
Other receipts	100,003	-	71,797	-	14,080,596	41,810,762	71,913
Total receipts	101,377	1,248,694	2,343,196	3,257,195	14,080,596	41,810,762	71,913
Disbursements:							
Personal services	-	-	-	-	-	-	-
Supplies	2,860	-	-	-	-	-	-
Other services and charges	10,322	323,046	228,213	3,461,000	13,841,132	41,811,316	71,953
Capital outlay	14,540	-	28,144	-	-	-	-
Other disbursements	9,193	-	-	-	200,000	-	-
Total disbursements	36,915	323,046	256,357	3,461,000	14,041,132	41,811,316	71,953
Excess (deficiency) of receipts over disbursements	64,462	925,648	2,086,839	(203,805)	39,464	(554)	(40)
Cash and investments - ending	\$ 158,569	\$ 6,092,660	\$ 3,978,317	\$ 1,425,993	\$ 10,171,118	\$ -	\$ 5,627

ST. JOSEPH COUNTY  
COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
For the Year Ended December 31, 2013  
(Continued)

	Federal Withholding	FICA	Perf	Ind Gross Withholding	Settlement	Public Safety L.O.I.T.	County Wheel Tax
Cash and investments - beginning	\$ -	\$ -	\$ 7,526	\$ 146,995	\$ -	\$ 3,056,723	\$ 378
Receipts:							
Taxes	-	-	-	-	254,921,907	12,457,864	-
Licenses and permits	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	291,021	-	423,580
Charges for services	-	-	-	-	-	-	-
Fines and forfeits	-	-	-	-	-	-	-
Other receipts	4,518,852	6,186,012	3,885,142	1,970,686	-	4,426,339	-
Total receipts	4,518,852	6,186,012	3,885,142	1,970,686	255,212,928	16,884,203	423,580
Disbursements:							
Personal services	-	-	-	-	-	1,810,633	-
Supplies	-	-	-	-	-	-	-
Other services and charges	4,518,852	6,186,012	3,892,569	1,962,274	-	13,843,154	423,580
Capital outlay	-	-	-	-	-	-	-
Other disbursements	-	-	-	-	255,212,928	-	-
Total disbursements	4,518,852	6,186,012	3,892,569	1,962,274	255,212,928	15,653,787	423,580
Excess (deficiency) of receipts over disbursements	-	-	(7,427)	8,412	-	1,230,416	-
Cash and investments - ending	\$ -	\$ -	\$ 99	\$ 155,407	\$ -	\$ 4,287,139	\$ 378

ST. JOSEPH COUNTY  
COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
For the Year Ended December 31, 2013  
(Continued)

	C.V.E.T. Fund	Excise Surtax Fund	Sewage Liens Collections	HEA 1001-08ST Homestead Credit	Fines & Forfeitures	Special Death Benefit Fees	State Sales Disclosure Fees
Cash and investments - beginning	\$ -	\$ -	\$ 8	\$ 22,324	\$ 220,322	\$ 1,972	\$ 2,785
Receipts:							
Taxes	-	-	-	-	-	-	-
Licenses and permits	-	-	-	-	-	-	-
Intergovernmental	2,373,672	5,725,413	-	20	-	-	-
Charges for services	-	-	-	-	-	-	25,535
Fines and forfeits	-	-	84,975	-	646,981	-	-
Other receipts	-	-	152,305	-	1,162	24,315	130
Total receipts	<u>2,373,672</u>	<u>5,725,413</u>	<u>237,280</u>	<u>20</u>	<u>648,143</u>	<u>24,315</u>	<u>25,665</u>
Disbursements:							
Personal services	-	-	-	-	-	-	-
Supplies	-	-	-	-	-	-	-
Other services and charges	-	5,725,413	237,280	-	730,987	24,947	25,700
Capital outlay	-	-	-	-	-	-	-
Other disbursements	<u>2,373,672</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total disbursements	<u>2,373,672</u>	<u>5,725,413</u>	<u>237,280</u>	<u>-</u>	<u>730,987</u>	<u>24,947</u>	<u>25,700</u>
Excess (deficiency) of receipts over disbursements	<u>-</u>	<u>-</u>	<u>-</u>	<u>20</u>	<u>(82,844)</u>	<u>(632)</u>	<u>(35)</u>
Cash and investments - ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 8</u>	<u>\$ 22,344</u>	<u>\$ 137,478</u>	<u>\$ 1,340</u>	<u>\$ 2,750</u>

ST. JOSEPH COUNTY  
COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
For the Year Ended December 31, 2013  
(Continued)

	Coroner Trng. & Cont. Ed. Fees	Adult/Juv. Interstate Compact	Mortgage Recording Fee-State	Inheritance Tax	Education Plate Fee Distr	Riverboat Revenue Sharing	Convention Exhibition Center
Cash and investments - beginning	\$ 2,431	\$ 2,613	\$ 2,045	\$ 2,143,126	\$ -	\$ -	\$ 1,946,726
Receipts:							
Taxes	-	-	-	-	-	-	3,852,302
Licenses and permits	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	5,513	1,581,278	-
Charges for services	34,640	-	-	-	-	-	-
Fines and forfeits	-	-	-	-	-	-	-
Other receipts	-	3,006	22,885	4,103,897	-	-	-
Total receipts	34,640	3,006	22,885	4,103,897	5,513	1,581,278	3,852,302
Disbursements:							
Personal services	-	-	-	-	-	-	-
Supplies	-	-	-	-	-	-	-
Other services and charges	34,623	1,503	23,550	5,719,638	5,513	1,581,278	2,748,258
Capital outlay	-	-	-	-	-	-	650,000
Other disbursements	-	-	-	-	-	-	-
Total disbursements	34,623	1,503	23,550	5,719,638	5,513	1,581,278	3,398,258
Excess (deficiency) of receipts over disbursements	17	1,503	(665)	(1,615,741)	-	-	454,044
Cash and investments - ending	\$ 2,448	\$ 4,116	\$ 1,380	\$ 527,385	\$ -	\$ -	\$ 2,400,770



ST. JOSEPH COUNTY  
COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
For the Year Ended December 31, 2013  
(Continued)

	C.E.D.I.T. Fund	C.O.I.T. Fund	Prosecutor P.C.A. 93.563	County Clerk A.R.R.A. Fund	93.563 Title IV-D Incentive	Title IV-D Pros. Incentive	Title IV-D Clerk Incentive
Cash and investments - beginning	\$ 10,791,868	\$ 7,136,288	\$ 17,687	\$ 9,384	\$ 351,775	\$ 386,076	\$ 779,506
Receipts:							
Taxes	29,747,182	36,177,970	-	-	-	-	-
Licenses and permits	-	-	-	-	-	-	-
Intergovernmental	-	-	18,563	-	-	-	-
Charges for services	9,160,415	-	-	-	140,647	211,610	147,897
Fines and forfeits	-	-	-	-	-	-	-
Other receipts	1,275,701	5,479,282	-	-	-	-	-
Total receipts	40,183,298	41,657,252	18,563	-	140,647	211,610	147,897
Disbursements:							
Personal services	-	-	-	-	-	334,988	-
Supplies	924,209	-	215	317	-	93	3,125
Other services and charges	30,993,557	42,225,943	13,320	1,394	92,365	18,422	10,088
Capital outlay	4,590,700	-	-	4,370	14,307	-	726
Other disbursements	5,075,036	-	-	-	-	-	3,470
Total disbursements	41,583,502	42,225,943	13,535	6,081	106,672	353,503	17,409
Excess (deficiency) of receipts over disbursements	(1,400,204)	(568,691)	5,028	(6,081)	33,975	(141,893)	130,488
Cash and investments - ending	\$ 9,391,664	\$ 6,567,597	\$ 22,715	\$ 3,303	\$ 385,750	\$ 244,183	\$ 909,994

ST. JOSEPH COUNTY  
COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
For the Year Ended December 31, 2013  
(Continued)

	Jail Commissary	Sheriff's Inmate Trust and Unclaimed	Portage Manor Resident Trust	Sheriff's Cashbook (Civil Collections)	Treasurer After Settlement Collections	Adult Probation Fee Cashbook	Adult Probation Administrative Fee Cashbook
Cash and investments - beginning	\$ 223,618	\$ 177,430	\$ 24,794	\$ 2,000	\$ 9,927,181	\$ 14,186	\$ 3,783
Receipts:							
Taxes	-	-	-	-	-	-	-
Licenses and permits	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-
Charges for services	-	-	-	-	-	-	-
Fines and forfeits	-	-	-	-	-	-	-
Other receipts	126,072	1,069,762	1,034,113	5,689,734	7,873,958	123,693	30,721
Total receipts	126,072	1,069,762	1,034,113	5,689,734	7,873,958	123,693	30,721
Disbursements:							
Personal services	-	-	-	-	-	-	-
Supplies	-	-	-	-	-	-	-
Other services and charges	-	-	-	-	-	-	-
Capital outlay	-	-	-	-	-	-	-
Other disbursements	204,786	1,062,890	1,040,968	5,690,377	9,927,181	110,497	26,899
Total disbursements	204,786	1,062,890	1,040,968	5,690,377	9,927,181	110,497	26,899
Excess (deficiency) of receipts over disbursements	(78,714)	6,872	(6,855)	(643)	(2,053,223)	13,196	3,822
Cash and investments - ending	\$ 144,904	\$ 184,302	\$ 17,939	\$ 1,357	\$ 7,873,958	\$ 27,382	\$ 7,605

ST. JOSEPH COUNTY  
COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
For the Year Ended December 31, 2013  
(Continued)

	Clerk Trust Main Office	Clerk Support Cashbook	Clerk Small Claims Cashbook	Clerk Odyssey Cashbook	Clerk Mishawaka Cashbook	JJC Detention Trust	JJC Equipment Cashbook
Cash and investments - beginning	\$ 8,315,881	\$ 195,968	\$ 282,109	\$ 157,290	\$ 206,120	\$ 1,568	\$ 2,297
Receipts:							
Taxes	-	-	-	-	-	-	-
Licenses and permits	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-
Charges for services	-	-	-	-	-	-	-
Fines and forfeits	-	-	-	-	-	-	-
Other receipts	12,666,734	4,163,822	3,421,444	6,426,616	3,216,466	3,174	340
Total receipts	12,666,734	4,163,822	3,421,444	6,426,616	3,216,466	3,174	340
Disbursements:							
Personal services	-	-	-	-	-	-	-
Supplies	-	-	-	-	-	-	-
Other services and charges	-	-	-	-	-	-	-
Capital outlay	-	-	-	-	-	-	-
Other disbursements	13,406,344	4,169,118	3,459,346	5,087,453	3,178,441	2,931	160
Total disbursements	13,406,344	4,169,118	3,459,346	5,087,453	3,178,441	2,931	160
Excess (deficiency) of receipts over disbursements	(739,610)	(5,296)	(37,902)	1,339,163	38,025	243	180
Cash and investments - ending	\$ 7,576,271	\$ 190,672	\$ 244,207	\$ 1,496,453	\$ 244,145	\$ 1,811	\$ 2,477

ST. JOSEPH COUNTY  
COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
For the Year Ended December 31, 2013  
(Continued)

	JJC Restitution Cashbook	JJC Probation User Fee Cashbook	County Poor Relief Bond	St Joe Co Liability Reserve	D.R.C.B. Fee Fund	Alt. Dispute Resolution Fund	Co Sheriff CEF
Cash and investments - beginning	\$ 10,352	\$ 38,825	\$ 198,165	\$ 86,377	\$ 24,681	\$ 12,839	\$ 64,601
Receipts:							
Taxes	-	-	-	-	-	-	-
Licenses and permits	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-
Charges for services	-	-	-	-	-	-	-
Fines and forfeits	-	-	-	-	-	22,318	-
Other receipts	21,187	286,183	-	1,312,451	6,269	225	66,031
Total receipts	21,187	286,183	-	1,312,451	6,269	22,543	66,031
Disbursements:							
Personal services	-	-	-	-	-	-	-
Supplies	-	-	-	-	211	11	-
Other services and charges	-	-	-	978,678	1,505	26,067	800
Capital outlay	-	-	-	-	2,672	-	-
Other disbursements	8,212	289,564	-	-	-	-	-
Total disbursements	8,212	289,564	-	978,678	4,388	26,078	800
Excess (deficiency) of receipts over disbursements	12,975	(3,381)	-	333,773	1,881	(3,535)	65,231
Cash and investments - ending	\$ 23,327	\$ 35,444	\$ 198,165	\$ 420,150	\$ 26,562	\$ 9,304	\$ 129,832

ST. JOSEPH COUNTY  
COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
For the Year Ended December 31, 2013  
(Continued)

	Sex/Violent Offender Fee	Sex/Violent Off. Add. Fee	Ptg Manor Farm Operation	Commissioner's Cert. Sale	County Owned Tax Sale	Drug Testing Fees	Adult Drug Testing Fees
Cash and investments - beginning	\$ 17,471	\$ 5	\$ 21,869	\$ -	\$ 1,297,649	\$ 127,722	\$ 12,844
Receipts:							
Taxes	-	-	-	-	-	-	-
Licenses and permits	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-
Charges for services	-	-	-	-	-	-	-
Fines and forfeits	-	-	-	-	-	-	-
Other receipts	13,785	8,055	7,018	1,114,339	1,148,224	24,619	-
Total receipts	13,785	8,055	7,018	1,114,339	1,148,224	24,619	-
Disbursements:							
Personal services	5,180	-	-	-	-	-	-
Supplies	-	-	-	-	-	32,661	-
Other services and charges	1,944	8,055	3,986	1,114,339	877,114	-	-
Capital outlay	4,398	-	-	-	-	-	-
Other disbursements	-	-	-	-	-	-	-
Total disbursements	11,522	8,055	3,986	1,114,339	877,114	32,661	-
Excess (deficiency) of receipts over disbursements	2,263	-	3,032	-	271,110	(8,042)	-
Cash and investments - ending	\$ 19,734	\$ 5	\$ 24,901	\$ -	\$ 1,568,759	\$ 119,680	\$ 12,844

ST. JOSEPH COUNTY  
COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
For the Year Ended December 31, 2013  
(Continued)

	Community Development	Small Town Survey	Sheriff D.E.A. Fund	Pros D.E.A. Fund	Federal D.E.A.	Healthwin	Recorder's Escrow Fund
Cash and investments - beginning	\$ 14,565	\$ 1,034	\$ 4,669	\$ 14,209	\$ 94,872	\$ 231,528	\$ 88,069
Receipts:							
Taxes	-	-	-	-	-	-	-
Licenses and permits	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-
Charges for services	-	-	-	-	39,595	97,871	4,620
Fines and forfeits	-	-	-	-	-	-	-
Other receipts	-	-	-	-	715	-	944,115
Total receipts	-	-	-	-	40,310	97,871	948,735
Disbursements:							
Personal services	-	-	-	-	-	-	-
Supplies	-	-	970	-	1,949	-	-
Other services and charges	-	-	180	-	320	-	958,651
Capital outlay	-	-	-	-	2,536	-	-
Other disbursements	-	1,034	-	-	-	-	-
Total disbursements	-	1,034	1,150	-	4,805	-	958,651
Excess (deficiency) of receipts over disbursements	-	(1,034)	(1,150)	-	35,505	97,871	(9,916)
Cash and investments - ending	\$ 14,565	\$ -	\$ 3,519	\$ 14,209	\$ 130,377	\$ 329,399	\$ 78,153

ST. JOSEPH COUNTY  
COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
For the Year Ended December 31, 2013  
(Continued)

	Public Defenders Fees	Co. Emergency Command Ctr. Fund	County Building Fund	Comm. Corrections Bldg. Fund	Local Hwy. User Tax Projects	Misc.State Monies Trust Fund
Cash and investments - beginning	\$ 306,137	\$ 317,926	\$ (75,036)	\$ 641,445	\$ 168,979	\$ 62,501
Receipts:						
Taxes	-	-	-	-	-	535,722
Licenses and permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	3,009,764	-
Charges for services	-	-	-	-	-	-
Fines and forfeits	-	-	-	-	-	-
Other receipts	57,896	-	75,036	-	105,354	-
Total receipts	57,896	-	75,036	-	3,115,118	535,722
Disbursements:						
Personal services	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Other services and charges	22,800	-	-	-	30,318	597,111
Capital outlay	-	-	-	50,015	2,354,249	-
Other disbursements	30,721	-	-	200,000	-	-
Total disbursements	53,521	-	-	250,015	2,384,567	597,111
Excess (deficiency) of receipts over disbursements	4,375	-	75,036	(250,015)	730,551	(61,389)
Cash and investments - ending	\$ 310,512	\$ 317,926	\$ -	\$ 391,430	\$ 899,530	\$ 1,112

ST. JOSEPH COUNTY  
COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
For the Year Ended December 31, 2013  
(Continued)

	Adult Pro. Admin. Fee	C.O.I.T. Fund (P.T.R.C.)	Federal Grant Fund	S.T.O.P. ARRA Special Victims	Fam. Justice Cntr. Grant	Protective Order Project
Cash and investments - beginning	\$ 200,522	\$ -	\$ 4,372	\$ (4,838)	\$ 1	\$ 632
Receipts:						
Taxes	-	19,628,000	-	-	-	-
Licenses and permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for services	-	-	-	28,670	-	-
Fines and forfeits	-	-	-	-	-	-
Other receipts	26,899	7,193,069	-	-	-	-
Total receipts	26,899	26,821,069	-	28,670	-	-
Disbursements:						
Personal services	11,357	-	-	23,832	-	-
Supplies	-	-	-	-	-	-
Other services and charges	-	25,344,701	-	-	-	-
Capital outlay	-	-	4,765	-	-	-
Other disbursements	-	-	-	-	1	632
Total disbursements	11,357	25,344,701	4,765	23,832	1	632
Excess (deficiency) of receipts over disbursements	15,542	1,476,368	(4,765)	4,838	(1)	(632)
Cash and investments - ending	\$ 216,064	\$ 1,476,368	\$ (393)	\$ -	\$ -	\$ -



ST. JOSEPH COUNTY  
COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
For the Year Ended December 31, 2013  
(Continued)

	S.T.O.P. Violence Against Women	2011 E.M.P.G. Competitive Grt.	Take Ten Project	Health S.T.D.	Health Bioterrorism Grant	Fatal Alcohol Crash Team
Cash and investments - beginning	\$ (11,314)	\$ (3,631)	\$ (1,503)	\$ (12,253)	\$ 3,209	\$ -
Receipts:						
Taxes	-	-	-	-	-	-
Licenses and permits	-	-	-	-	-	-
Intergovernmental	-	-	3,001	9,060	13,831	-
Charges for services	124,040	4,051	-	-	-	39,000
Fines and forfeits	-	-	-	-	-	-
Other receipts	-	-	-	-	97	-
Total receipts	124,040	4,051	3,001	9,060	13,928	39,000
Disbursements:						
Personal services	153,711	-	-	-	-	9,000
Supplies	-	940	-	30	-	-
Other services and charges	-	-	1,498	-	13,401	30,000
Capital outlay	-	3,111	-	-	-	-
Other disbursements	-	-	-	-	-	-
Total disbursements	153,711	4,051	1,498	30	13,401	39,000
Excess (deficiency) of receipts over disbursements	(29,671)	-	1,503	9,030	527	-
Cash and investments - ending	\$ (40,985)	\$ (3,631)	\$ -	\$ (3,223)	\$ 3,736	\$ -

ST. JOSEPH COUNTY  
COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
For the Year Ended December 31, 2013  
(Continued)

	Protective Order Project/SJC	Victims of Crime Act - Assist.	R.E.P.P. Regional Grant	RACES Communication Equip Grt	Sex Offender Grant- Comm.Corr	Health Local Hlth Services Grt
Cash and investments - beginning	\$ (1,334)	\$ 15,731	\$ -	\$ -	\$ (267)	\$ 113,196
Receipts:						
Taxes	-	-	-	-	-	-
Licenses and permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	250	72,672
Charges for services	131,749	66,068	3,000	1,623	-	-
Fines and forfeits	-	-	-	-	-	-
Other receipts	-	-	-	-	17	-
Total receipts	131,749	66,068	3,000	1,623	267	72,672
Disbursements:						
Personal services	56,751	81,799	-	-	-	79,494
Supplies	1,657	-	-	-	-	6,164
Other services and charges	73,639	-	-	-	-	939
Capital outlay	-	-	3,000	1,623	-	-
Other disbursements	-	-	-	-	-	-
Total disbursements	132,047	81,799	3,000	1,623	-	86,597
Excess (deficiency) of receipts over disbursements	(298)	(15,731)	-	-	267	(13,925)
Cash and investments - ending	\$ (1,632)	\$ -	\$ -	\$ -	\$ -	\$ 99,271

ST. JOSEPH COUNTY  
COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
For the Year Ended December 31, 2013  
(Continued)

	Drug Free Comm. Council Grant	Health H.U.D. Grant	2012 Problem Solving Grant	Family Court Grant	Data Share Initiative Grant	Adult Protective Services Grant
Cash and investments - beginning	\$ 11,762	\$ (12,449)	\$ 5,000	\$ 10,332	\$ 2,000	\$ (58,954)
Receipts:						
Taxes	-	-	-	-	-	-
Licenses and permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for services	-	-	4,000	-	-	263,265
Fines and forfeits	-	-	-	-	-	-
Other receipts	10,000	131,782	-	-	-	-
Total receipts	10,000	131,782	4,000	-	-	263,265
Disbursements:						
Personal services	-	51,191	-	-	-	224,969
Supplies	-	4,170	-	328	-	-
Other services and charges	9,407	82,108	5,189	9,618	1,970	22,450
Capital outlay	-	-	-	-	-	-
Other disbursements	-	-	-	-	-	-
Total disbursements	9,407	137,469	5,189	9,946	1,970	247,419
Excess (deficiency) of receipts over disbursements	593	(5,687)	(1,189)	(9,946)	(1,970)	15,846
Cash and investments - ending	\$ 12,355	\$ (18,136)	\$ 3,811	\$ 386	\$ 30	\$ (43,108)

ST. JOSEPH COUNTY  
COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
For the Year Ended December 31, 2013  
(Continued)

	Influenza Immunization Grant	Health Trust Fund	DV/PO Court Grant	Community Based Corrections	Community Transition Program	Totals
Cash and investments - beginning	\$ (37,973)	\$ -	\$ -	\$ -	\$ -	\$ 120,778,717
Receipts:						
Taxes	-	-	-	-	-	416,512,089
Licenses and permits	-	-	-	-	-	77,967
Intergovernmental	37,973	47,816	40,000	1,163,574	16,785	26,858,574
Charges for services	-	-	-	15,045	-	23,475,611
Fines and forfeits	-	-	-	-	-	2,191,110
Other receipts	-	309,884	16,900	537,885	67,880	182,606,788
Total receipts	37,973	357,700	56,900	1,716,504	84,665	651,722,139
Disbursements:						
Personal services	126	61,501	5,702	1,027,334	29,393	60,049,790
Supplies	-	-	432	80,740	-	5,399,948
Other services and charges	35,940	31,396	-	126,957	-	250,822,423
Capital outlay	-	-	1,819	198	-	16,144,492
Other disbursements	-	-	-	-	-	313,876,204
Total disbursements	36,066	92,897	7,953	1,235,229	29,393	646,292,857
Excess (deficiency) of receipts over disbursements	1,907	264,803	48,947	481,275	55,272	5,429,282
Cash and investments - ending	\$ (36,066)	\$ 264,803	\$ 48,947	\$ 481,275	\$ 55,272	\$ 126,207,999

ST. JOSEPH COUNTY  
SCHEDULE OF PAYABLES AND RECEIVABLES  
December 31, 2013

<u>Government or Enterprise</u>	<u>Accounts Payable</u>	<u>Accounts Receivable</u>
Governmental activities	<u>\$ 11,235,677</u>	<u>\$ -</u>

ST. JOSEPH COUNTY  
SCHEDULE OF LEASES AND DEBT  
December 31, 2013

Lessor	Purpose	Annual Lease Payment	Lease Beginning Date	Lease Ending Date
Governmental activities:				
Motorola	Communication Equipment	\$ 1,095,486	1/1/2010	1/15/2017
St. Joseph County Jail Building Corporation	Jail Building	<u>3,460,000</u>	12/31/2005	12/31/2018
Total of annual lease payments		<u>\$ 4,555,486</u>		

Description of Debt		Ending	Principal and
Type	Purpose	Principal Balance	Interest Due Within One Year
Governmental activities:			
General obligation bonds	Logan Street Bridge	\$ 2,775,000	\$ 359,525
General obligation bonds	Bittersweet Bridge	2,215,000	782,320
Revenue bonds	AM General TIF	10,810,000	2,445,425
Revenue bonds	Mental Health	3,685,000	539,250
Revenue bonds	IN-TEK TIF Redevelopment	995,000	255,000
Notes and loans payable	Main Street Bridge Separation	<u>4,500,000</u>	<u>500,000</u>
Totals		<u>\$ 24,980,000</u>	<u>\$ 4,881,520</u>

ST. JOSEPH COUNTY  
SCHEDULE OF CAPITAL ASSETS  
December 31, 2013

Capital assets are reported at actual or estimated historical cost based on appraisals or deflated current replacement cost. Contributed or donated assets are reported at estimated fair value at the time received.

	Ending Balance
Governmental activities:	
Land	\$ 23,499,293
Infrastructure	555,365,930
Buildings	103,012,577
Machinery, equipment, and vehicles	<u>27,246,135</u>
Total capital assets	<u><u>\$ 709,123,935</u></u>

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SUPPLEMENTAL AUDIT OF  
FEDERAL AWARDS



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS  
302 WEST WASHINGTON STREET  
ROOM E418  
INDIANAPOLIS, INDIANA 46204-2769

Telephone: (317) 232-2513  
Fax: (317) 232-4711  
Web Site: [www.in.gov/sboa](http://www.in.gov/sboa)

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR THE MAJOR FEDERAL  
PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE

TO: THE OFFICIALS OF ST. JOSEPH COUNTY, INDIANA

***Report on Compliance for the Major Federal Program***

We have audited St. Joseph County's (County) compliance with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that could have a direct and material effect on its major federal program for the year ended December 31, 2013. The County's major federal program is identified in the Summary of Auditor's Results section of the accompanying Schedule of Findings and Questioned Costs.

***Management's Responsibility***

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for the County's major federal program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the County's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for the major federal program. However, our audit does not provide a legal determination of the County's compliance.

***Opinion on the Major Federal Program***

In our opinion, the County complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended December 31, 2013.

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR THE MAJOR FEDERAL  
PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE  
(Continued)


***Report on Internal Control Over Compliance***

Management of the County is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the County's internal control over compliance with the types of requirements that could have a direct and material effect on the major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on compliance for the major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the County's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

  
Paul D. Joyce, CPA  
State Examiner

July 28, 2014

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#### SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS AND ACCOMPANYING NOTE

The Schedule of Expenditures of Federal Awards and accompanying note presented were approved by management of the County. The schedule and note are presented as intended by the County.

ST. JOSEPH COUNTY  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
For the Year Ended December 31, 2013

Federal Grantor Agency Cluster Title/Program Title/Project Title	Pass-Through Entity or Direct Grant	Federal CFDA Number	Pass-Through Entity (or Other) Identifying Number	Total Federal Awards Expended
<u>Department of Agriculture</u>				
Child Nutrition Cluster				
School Breakfast Program	Indiana Department of Education	10.553	FY 2013	\$ 40,337
National School Lunch Program	Indiana Department of Education	10.555	FY 2013	83,421
Total - Department of Agriculture				123,758
<u>Department of Housing and Urban Development</u>				
Lead-Based Paint Hazard Control in Privately-Owned Housing Health HUD	South Bend Housing Authority	14.900	INLHB0540-12	131,782
<u>Department of Justice</u>				
Crime Victim Assistance	Indiana Criminal Justice Institute	16.575	2012-VA-GX-0017	66,069
Violence Against Women Formula Grants	Indiana Criminal Justice Institute	16.588		
Special Victims Unit			2009-EF-S6-0020	28,670
Special Victims Unit			2012-WF-AX-0035	84,999
Special Victims Unit			2013-WF-AX-0047	35,341
Total - Violence Against Women Formula Grants				149,010
Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program Family Justice Center	Direct grant	16.590		
			2012-WE-AX-0056	113,148
Equitable Sharing Program	Direct grant	16.922	IN0710000	40,310
Total - Department of Justice				368,537
<u>Department of Transportation</u>				
Highway Planning and Construction Cluster				
Highway Planning and Construction	Indiana Department of Transportation			
Bridge #65 Replacement Tyler Over Yellow Bark Creek		20.205	DES #1005674	36,368
Intersection Improvement at Cleveland and Fir		20.205	DES# 0600445	3,436
Countywide Bridge Inventory & Inspection 2012-2014		20.205	DES# 1173271	58,284
Intersection Improvement at Cleveland and Hickory		20.205	DES#0400740	2,119
Intersection Improvement at Ireland and Locust		20.205	DES#0710356	9,153
Adams Trail Phase I		20.205	DES. #0902236 & 1006	37,275
Intersection Improvement at Ironwood and Auten		20.205	DES.# 0710360	17,854
Countywide Bridge Inventory & Inspection 2008-2010		20.205	DES.# 0800210	47,478
Total - Highway Planning and Construction Cluster				211,967
Highway Safety Cluster				
Alcohol Impaired Driving Countermeasures Incentive Grants I Fatal Alcohol Crash Team	Indiana Criminal Justice Institute	20.601	2013-410-01-1581	39,000
Total - Department of Transportation				250,967
<u>Department of Health and Human Services</u>				
Immunization Cooperative Agreements Influenza Immunization	Indiana State Department of Health	93.268	1H23IP000723-01	37,973
Medical Reserve Corps Small Grant Program Special Gifts - Health	Direct grant	93.008	MRCSG101005-04-00	4,000
Child Support Enforcement	Indiana Department of Child Services	93.563		
Prosecutor Reimbursements				1,112,999
Clerk Reimbursement				130,925
Court Reimbursements				55,310
Indirect Cost Reimbursements				355,979
Prosecutor Incentive				353,503
Clerk Incentive				17,408
General Fund Incentive				106,672
Total - Child Support Enforcement				2,132,796
Total - Department of Health and Human Services				2,174,769
<u>Department of Homeland Security</u>				
Emergency Management Performance Grants	Indiana Department of Homeland Security	97.042	EMW-2012-EP-00017	45,800
Total federal awards expended				\$ 3,095,613

The accompanying note is an integral part of the Schedule of Expenditures of Federal Awards.

ST. JOSEPH COUNTY  
NOTE TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

***Basis of Presentation***

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of the County and is presented in accordance with the cash and investment basis of accounting used in the preparation of the financial statement. Accordingly, the amount of federal awards expended is based on when the disbursement related to the award occurs except when the federal award is received on a reimbursement basis. In these instances the federal awards are considered expended when the reimbursement is received.

ST. JOSEPH COUNTY  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

**Section I - Summary of Auditor's Results**

Financial Statement:

Type of auditor's report issued:	Adverse as to GAAP; Qualified as to Regulatory Basis
Internal control over financial reporting:	
Material weaknesses identified?	yes
Significant deficiencies identified?	none reported
Noncompliance material to financial statement noted?	yes

Federal Awards:

Internal control over major program:	
Material weaknesses identified?	no
Significant deficiencies identified?	none reported
Type of auditor's report issued on compliance for major program:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with section 510(a) of OMB Circular A-133?	no

Identification of Major Program:

CFDA Number	Name of Federal Program or Cluster
93.563	Child Support Enforcement

Dollar threshold used to distinguish between Type A and Type B programs: \$300,000

Auditee qualified as low-risk auditee?	no
--	----

**Section II - Financial Statement Findings**

**FINDING 2013-001 - INTERNAL CONTROLS AND COMPLIANCE OVER DISBURSEMENTS**

We noted a major deficiency in the internal control system of the County related to approval of disbursements that we believe constitutes a material weakness. The County's internal control procedures over disbursements included the County Auditor's review, approval, and signature on the accounts payable vouchers after the County Commissioner's approval. A change in personnel resulted in the vouchers being filed without the County Auditor's approval. This failure to follow the established procedures was not discovered by County personnel.

Indiana Code 5-11-10-1.6 states in part:

"(b) As used in this section, 'claim' means a bill or an invoice submitted to a governmental entity for goods or services.



ST. JOSEPH COUNTY  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
(Continued)

(c) The fiscal officer of a governmental entity may not draw a warrant or check for payment of a claim unless:

- (1) there is a fully itemized invoice or bill for the claim;
- (2) the invoice or bill is approved by the officer or person receiving the goods and services;
- (3) the invoice or bill is filed with the governmental entity's fiscal officer;
- (4) the fiscal officer audits and certifies before payment that the invoice or bill is true and correct; and
- (5) payment of the claim is allowed by the governmental entity's legislative body or the board or official having jurisdiction over allowance of payment of the claim."

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.

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 County Auditors of Indiana, Chapter 14)

***FINDING 2013-002 - INTERNAL CONTROLS AND COMPLIANCE OVER  
THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS***

The County did not have a proper system of internal control in place to prevent, or detect and correct, errors on the Schedule of Expenditures of Federal Awards (SEFA). Various County departments provided grant information to the County Auditor; however, the information was not reviewed or verified before it was recorded on the SEFA.

The Child Support Enforcement program expenditures included only the Prosecutor's Department; not the Clerk of the Circuit Court, Probate Court, indirect costs, or incentive fund disbursements. The SEFA reported \$1,937,081 in Prosecutor's child support expenditures; however, the amount reported was incorrect and should have been \$1,093,089. Based on our audit procedures, the correct total child support program expenditures, including all departments, was \$2,132,796. Audit adjustments were proposed, accepted by the County, and made to the SEFA presented in this report. These adjustments resulted in a presentation of the SEFA that is materially correct in relation to the financial statement.

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.

ST. JOSEPH COUNTY  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
(Continued)

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 County Auditors of Indiana, Chapter 14)

OMB Circular A-133, Subpart C, section .300 states in part: "The auditee shall: . . . (d) Prepare appropriate financial statements, including the schedule of expenditures of Federal Awards in accordance with section .310."

OMB Circular A-133, Subpart C, section .310(b) states in part:

"Schedule of expenditures of Federal awards. The auditee shall also prepare a schedule of expenditures of Federal awards for the period covered by the auditee's financial statements. While not required, the auditee may choose to provide information requested by Federal awarding agencies and pass-through entities to make the schedule easier to use. For example, when a Federal program has multiple award years, the auditee may list the amount of Federal awards expended for each award year separately. At a minimum, the schedule shall:

- (1) List individual Federal programs by Federal agency. For Federal programs included in a cluster of programs, list individual Federal programs within a cluster of programs. For R&D, total Federal awards expended shall be shown either by individual award or by Federal agency and major subdivision within the Federal agency. For example, the National Institutes of Health is a major subdivision in the Department of Health and Human Services.
- (2) For Federal awards received as a subrecipient, the name of the pass-through entity and identifying number assigned by the pass-through entity shall be included.
- (3) Provide total Federal awards expended for each individual Federal program and the CFDA number or other identifying number when the CFDA information is not available."

***FINDING 2013-003 - INTERNAL CONTROLS AND COMPLIANCE OVER FINANCIAL  
TRANSACTIONS AND REPORTING - CLERK OF THE CIRCUIT COURT***

The Clerk of the Circuit Court (Clerk) did not have a proper system of internal control in place over financial transactions, reconciling, and reporting. The Clerk should have proper controls in place to ensure that the Cash Book balance is accurate at the end of each month, that the Cash Book balance reconciles with the detailed subaccount balances, that all open items held in the Trust Register and cash Bond Register are properly identified and that the receipts, disbursements, and cash and investment balances reported on the County's financial statement are correct. The lack of proper internal controls allowed the following to occur:

1. The cash reconciliation of the main bank account was incorrect. The December 31, 2013 bank reconciliation showed a \$26,301 cash necessary balance, which included many unidentified reconciling items, some dated as far back as 2005.
2. The Cash Book control account balance did not agree with the total of the subaccount balances. An undocumented adjustment of \$3,642,046 was recorded on January 2, 2013, to resolve the difference between the Cash Book control account balance and the subaccount balances.

ST. JOSEPH COUNTY  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
(Continued)

3. The trust balance did not reconcile with the Trust Register. The Clerk did not present a summary schedule of outstanding cash bonds and trust funds as of December 31, 2013. The Cash Book subaccount balances for the cash bonds and trust funds totaled \$3,782,474 at the main office. An additional \$3,642,046 unidentified balance in the Cash Book is believed to also be trust funds. The Mishawaka Clerk's Office and Small Claims Clerk's Office also had trust balances of \$222,869 and \$179,616, respectively, which were not reconciled to a Trust Register.
4. The Clerk did not file monthly financial reports detailing the total of the balances of all fees and funds and the total amount of cash in each depository with the County Auditor.

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. (Accounting and Uniform Compliance Guidelines Manual for Clerks of the Circuit Courts of Indiana, Chapter 13)

Indiana Code 33-32-3-6 states in part:

"(a) Before the twenty-fifth day of each month, the clerk shall prepare a report showing as of the close of business on the last day of the preceding month the following information: . . .

(4) The total of the balances of all fees and funds. . . .

(8) The total amount of cash in each depository at the close of the business on the last day of the month. . . .

(b) The clerk shall: . . .

(2) file three (3) copies with the county auditor, . . ."

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.

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 Clerks of the Circuit Courts of Indiana, Chapter 13)

**Section III - Federal Award Findings and Questioned Costs**

No matters are reportable.

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#### AUDITEE PREPARED DOCUMENTS

The subsequent documents were provided by management of the County. The documents are presented as intended by the County.



*St. Joseph County, Indiana*  
*Department of Public Works*

**Divisions**  
Highways  
Bridges  
Surveyors  
Drainage  
Environmental

County Engineer, Jessica J. Clark, P.E.  
County Surveyor, John R. McNamara, P.E., L.S.

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS**

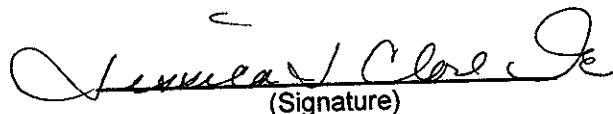
**BOARD OF COMMISSIONERS**  
ANDREW T. KOSTIELNEY, DISTRICT 1  
DAVE THOMAS, DISTRICT 2  
MARSHA G. McCLURE, DISTRICT 3

***FINDING 2012-4 Internal Controls Over Highway Planning and Construction***

Federal Agency: U.S. Department of Transportation  
Federal Program: Highway Planning and Construction  
CFDA Number: 20.205  
Report Period: January 1, 2012 to December 31, 2012  
Pass-Through Entity or Federal Grantor Agency: Indiana Department of Transportation  
Contact Person Responsible for Corrective Action: Jessica Clark, St. Joseph County Engineer & ERC  
Contact Phone Number: 574-235-9626

**Status of Audit Finding:**

County Engineer has been and will continue to work closely with MACOG (and INDOT & FHWA through the required federal program quarterly report review & meetings) to ensure the County is complying with federal program guidelines and following the current protocol measures for federal highway planning and construction programs.

  
(Signature)

St. Joseph County Engineer & ERC  
(Title)

7/1/2014  
(Date)

(Note to Officials: To determine what audit findings are required to be reported in the Summary Schedule of Prior Audit Findings, please see U.S. Office of Management and Budget (OMB), Circular A-133, Subpart C, section .315(b).)

# ST. JOSEPH COUNTY AUDITOR

2nd Floor - County-City Building  
227 West Jefferson Boulevard  
South Bend, Indiana 46601  
Telephone (574) 235-9668  
Fax (574) 235-5024  
[pmullen@co.st-joseph.in.us](mailto:pmullen@co.st-joseph.in.us)

Peter H. Mullen  
Auditor

Teresa Shuter  
Chief Deputy

July 28, 2014

State Board of Accounts  
302 Washington St., Room E418  
Indianapolis, Indiana 46204-2765

To: State Board of Accounts

Subject: Finding 2013-1

The County Auditor accepts responsibility for not approving accounts payable vouchers since August 2013.

In accepting responsibility, an explanation is in order.

A complete change in personnel in the Commissioner's office caused a breakdown in our established and efficient system. After approval by the Commissioners the vouchers were placed in boxes for storage. That is, storage without signature of the Auditor nor approval of the Auditor. They were, however, signed by the Commissioners. Upon the discovery, by the new personnel, the boxes of misplaced vouchers were delivered to the Auditor's office and signed. For information, the Auditor was present at the Commissioners meeting when approved. And, as always, the Auditor personally signed the Commissioner's Report of vouchers and did not use the facsimile stamp.

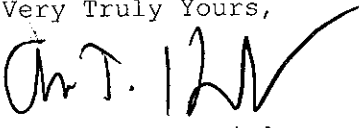
The new personnel in the Commissioner's office have been made aware of the system that has been in place for many years. It is not expected that this will happen again.

Very Truly Yours,



Peter H. Mullen

Very Truly Yours,



Andrew T. Kostielney

# ST. JOSEPH COUNTY AUDITOR

2nd Floor - County-City Building  
227 West Jefferson Boulevard  
South Bend, Indiana 46601  
Telephone (574) 235-9668  
Fax (574) 235-5024  
[pmullen@co.st-joseph.in.us](mailto:pmullen@co.st-joseph.in.us)

Peter H. Mullen  
Auditor

Teresa Shuter  
Chief Deputy

July 28, 2014

To: State Board of Accounts

Subject: Action Plan-To Correct Financial Transactions & Reporting-SEFA finding 2013-002, Internal Controls and Compliance over the Schedule of Expenditures of Federal Awards.

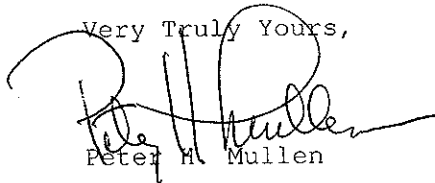
The St. Joseph County Auditor's Office has initiated and started a system of internal controls to prevent or detect errors on the schedule of expenditures of Federal Awards (SEFA).

Effective May 28, 2014 we have hired a Grant Administrator on a part time basis to control and adhere to the Federal guidelines. It is expected that the position will be full time in 2015. (See attached job description) This individual will be responsible for providing reasonable assurance regarding the reliability of financial information and records, effectiveness and efficiency of operations, proper execution of our objectives, and compliance with laws and regulations.

With the reduction of local and state revenues, grant applications and administration becomes paramount not only now but certainly in the future. And, because we presently have more than 50 grants our Council and Commissioners recognize the importance of proper administration and management.

We expect this finding to be completely mitigated within 6 months.

Very Truly Yours,



Peter H. Mullen



Terri J. Rethlake  
St. Joseph County Clerk  
EX-OFFICIO CLERK ST JOSEPH SUPERIOR & PROBATE COURTS  
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South Bend, IN 46601  
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August 5, 2014

**2014 Action Plan to Correct Financial Statement Findings  
St. Joseph County Clerk's Office**

I would like to take this opportunity to thank the State Board of Accounts for their guidance to this office to correct bookkeeping errors in our cashbook and reconciliations of our bank accounts. I would also like to thank the bookkeepers of the County Clerk's Office for the countless hours they put in (during and after office hours) since the last audit to find and correct past errors which helped bring our outstanding balance down from the previous year's audit.

A new outstanding check list from 2011 - 2013 was prepared, correcting many items. We performed corrections to the cashbook bringing the sub accounts into balance. Mistakes the bank made in deposits were also discovered and were credited back to our accounts.

That said here is the Action Plan for SBOA Finding 2013-003:

1. Cash reconciliation of the main bank account is continuing. We continue to research past reconcilements to find and correct errors in the Cash Book. When we find errors, we will continue to consult with the State Board of Accounts before we make the adjustment in the Cash Book. We will continue to reconcile each account by the 10<sup>th</sup> of the next month. Variances will be identified on the reconciliation and corrected in the Odyssey system in the same month. We discussed with the examiner the steps to take for correcting all items dating back to 2005.
2. The undocumented adjustment of \$3,642,046 in the Cash Book from January 2, 2013 was made by agreement of last year's examiner & me. The control account balance and the sub account balances now agree.
3. This is an ongoing problem with the old Low computer system stemming back almost twenty years. We continue to work with Low & Associates to find a way of getting the outstanding trust fund information so we can balance the trust account to the Cash Book.

4. Since discovered by the examiner during this audit and subsequently brought to my attention, we filed the 2013 reports with the Auditor's Office. Now that we are aware of the requirement, the reports are filed monthly per IC 5-13-6-1(e).

A handwritten signature in cursive script, appearing to read "Vern L. Lott". The signature is written in black ink and is positioned to the left of the main body of text.

#### OTHER REPORT

In addition to this report, a Supplemental Compliance Report has been issued for the County. That report can be found on the Indiana State Board of Accounts' website: <http://www.in.gov/sboa/>.