

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

REVIEW REPORT
OF
OFFICE OF LIEUTENANT GOVERNOR
STATE OF INDIANA
February 1, 2012 to December 31, 2013



FILED
10/17/2014

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AGENCY OFFICIALS

Office

Official

Term

Lieutenant Governor

Honorable Rebecca S. Skillman
Honorable Sue Ellspermann

01-11-05 to 01-13-13
01-14-13 to 01-08-17



STATE OF INDIANA
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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE OFFICE OF LIEUTENANT GOVERNOR

We have reviewed the activities related to the receipts, disbursements, and assets of the Office of Lieutenant Governor for the period of February 1, 2012 to December 31, 2013. The Office of Lieutenant Governor's management is responsible for the receipts, disbursements, and assets.

Our review was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. A review is substantially less in scope than an examination, the objective of which is the expression of an opinion on the receipts, disbursements, and assets. Accordingly, we do not express such an opinion.

Financial transactions of this office are included in the scope of our audits of the State of Indiana as reflected in the Indiana Comprehensive Annual Financial Reports. Federal programs are included in the scope of our statewide single audits as reflected in the Statewide Single Audit Reports.

Based on our review, nothing came to our attention that caused us to believe that the activities related to the receipts, disbursements, and assets of the Office of Lieutenant Governor are not in all material respects in conformity with the criteria set forth in the Accounting and Uniform Compliance Guidelines Manual for State and Quasi Agencies, and applicable laws and regulations, except as stated in the review comments.

This report is intended solely for the information and use of the Office of Lieutenant Governor's management, and others within the entity, and is not intended to be and should not be used by anyone other than these specified parties. In accordance with Indiana Code 5-11-5-1, this report is a part of the public records of the Indiana State Board of Accounts and of the office reviewed.

STATE BOARD OF ACCOUNTS

September 22, 2014

OFFICE OF LIEUTENANT GOVERNOR
REVIEW COMMENT

SPECIAL DISBURSEMENT OFFICER (SDO)

The Office of Lieutenant Governor did not perform the required monthly reconciliations of its SDO advance and bank account during the current review period. As of December 31, 2013, the bank account is \$338.73 greater than the amount advanced.

The SDO fund at the Office of Lieutenant Governor had no activity since March 2012 and should be closed.

At least monthly, two reconciliations must be performed for the SDO fund. The bank statement for the checking account must be reconciled to the check register. Also, the check register must be balanced to the total SDO advance. (Accounting and Uniform Compliance Guidelines Manual for State and Quasi Agencies, 6.4.10)

At all times, the unreimbursed disbursements plus any advances to office cash plus the SDO checking account balance must equal the local purchase advance. (Accounting and Uniform Compliance Guidelines Manual for State and Quasi Agencies, 6.4.10)

Whenever an SDO fund is established, money is removed from a Treasurer of State bank account; thus, not being invested. Therefore, consideration should be given to the size of the SDO fund. If an agency is not using the total SDO advance within one or two months, the SDO advance is too large and should be reduced. If no activity occurs in a 24 month period in the SDO account, the account must be closed and the advance returned to the Auditor of State. (Accounting and Uniform Compliance Guidelines Manual for State and Quasi Agencies, 6.4.10)

OFFICE OF LIEUTENANT GOVERNOR
EXIT CONFERENCE

The contents of this report were discussed on September 22, 2014, with Kyleen Welling, Chief Operating Officer, and Mitzi Moss, Controller.