

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

EXAMINATION REPORT
OF
COUNTY AUDITOR
OHIO COUNTY, INDIANA
January 1, 2012 to December 31, 2012



FILED
07/23/2015

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COUNTY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
County Auditor	Connie L. Smith Debra A. Cappel	01-01-11 to 12-31-14 01-01-15 to 12-31-18
President of the County Council	Douglas A. Baker Tamara J. Elbright	01-01-12 to 12-31-14 01-01-15 to 12-31-15
President of the Board of County Commissioners	Connie J. Brown	01-01-12 to 12-31-15



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF OHIO COUNTY

We have examined the records of the County Auditor for the period from January 1, 2012 to December 31, 2012, and certify that the records and accountability for cash and other assets are satisfactory to the best of our knowledge and belief, except as stated in the Examination Results and Comments. The financial transactions of this office are reflected in the Financial Statement Examination Report of Ohio County for the year 2012.

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

April 16, 2015

COUNTY AUDITOR
OHIO COUNTY
EXAMINATION RESULTS AND COMMENTS

CONTRACTS

Payments totaling \$1,300 were made for janitorial services in 2012. A contract for these services was not presented for examination.

Payments made or received for contractual services should be supported by a written contract. Each governmental unit is responsible for complying with the provisions of its contracts. (Accounting and Uniform Compliance Guidelines Manual for County Auditors of Indiana, Chapter 14)

PAYROLL SCHEDULE AND VOUCHER

The Payroll Schedule and Voucher (Form 99) was not used by offices and departments of the County. The form created by the County for use in lieu of Form 99 did not contain the following required information:

- a. Certification of the County Auditor.

The County Auditor's certification is an integral part of the internal control over payroll disbursements. The certification represents the County Auditor verification that Department Heads and office holders are submitting required documentation to support payments.

- b. The number of days or hours worked and the leave taken by employees.

The certification of time worked and of leave time taken by the Department Head or office holder is an integral part of the internal control system over payroll disbursements.

A similar comment was reported in prior Report B41775.

Indiana Code 5-11-10-2(a) states in part: "Claims against a political subdivision of the state must be . . . audited for correctness and approved by the disbursing officer of the political subdivision . . ."

Officials and employees are required to use State Board of Accounts prescribed or approved forms in the manner prescribed. (Accounting and Uniform Compliance Guidelines Manual for County Auditors of Indiana, Chapter 14)

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)

COUNTY AUDITOR
OHIO COUNTY
EXIT CONFERENCE

The contents of this report were discussed on April 16, 2015, with Debra A. Cappel, County Auditor; Connie L. Smith, former County Auditor; Connie J. Brown, President of the Board of County Commissioners; and Tamara J. Elbright, President of the County Council.