

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

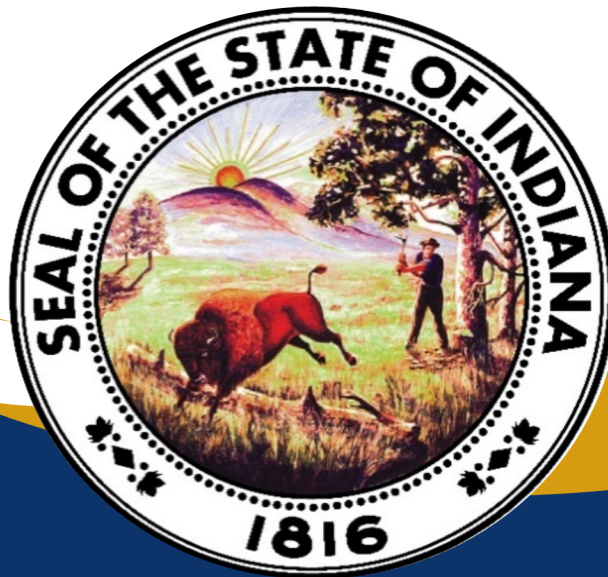
**Paul D. Joyce, CPA
State Examiner**

SUPPLEMENTAL COMPLIANCE REPORT

OF

GREENE COUNTY, INDIANA

January 1, 2023 to December 31, 2023



FILED
12/26/2024

This report was reissued on January 15, 2025, to include the comment "Redevelopment Authority Bond Payments" on page 10.

TABLE OF CONTENTS

<u>Description</u>	<u>Page</u>
Schedule of Officials	2
Transmittal Letter	3
County Auditor:	
Audit Results and Comments:	
Internal Controls over Compliance.....	6
Annual Financial Report.....	6-8
Annual Uploads.....	8
Capital Assets	8-9
Auditor Records Do Not Reconcile with Treasurer Records.....	9
Redevelopment Authority Bond Payments	10
Exit Conference	11
County Treasurer:	
Audit Results and Comments:	
Internal Controls over Compliance.....	14
Bank Account Reconciliations.....	14-15
Treasurer Records Do Not Reconcile with Auditor Records.....	15-16
Monthly and Annual Uploads	16-17
Exit Conference	18
Clerk Of the Circuit Court:	
Audit Results and Comments:	
Internal Controls over Compliance.....	20
Bank Account Reconciliations.....	20
Condition of Records.....	21
Monthly and Annual Uploads	21-22
Exit Conference	23
County Sheriff	
Audit Result and Comment:	
Semiannual Copy of Ledger Not Presented to County Council.....	26
Exit Conference	27

SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
County Auditor	Heather Perry	01-01-23 to 12-31-24
County Treasurer	Samantha Mahan	01-01-23 to 12-31-24
Clerk of the Circuit Court	Stuart A. Dowden Jamie Thompson	01-01-23 to 07-31-24 08-01-24 to 12-31-24
County Sheriff	George Dallaire	01-01-23 to 12-31-24
County Recorder	Sarah J. Bender	01-01-23 to 12-31-24
President of the Board of County Commissioners	Nathan L. Abrams	01-01-23 to 12-31-24
President of the County Council	Kelly Zimmerly	01-01-23 to 12-31-24



Paul D. Joyce, CPA
State Examiner

INDIANA STATE BOARD OF ACCOUNTS

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TO: THE OFFICIALS OF GREENE COUNTY, INDIANA

This report is supplemental to the audit report of Greene County (County), for the period from January 1, 2023 to December 31, 2023. It has been provided as a separate report so that the reader may easily identify any Audit Results and Comments that pertain to the County. It should be read in conjunction with the Financial Statement Audit Report of the County, which provides our opinions on the County's financial statement. This report may be found at www.in.gov/sboa/.

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

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

Beth Kelley, CPA, CFE
Deputy State Examiner

December 16, 2024



COUNTY AUDITOR
GREENE COUNTY

COUNTY AUDITOR
GREENE COUNTY
AUDIT RESULTS AND COMMENTS

INTERNAL CONTROLS OVER COMPLIANCE

Condition and Context

Internal controls were not in place to ensure that the County complied with laws, regulations, and uniform compliance guidelines. Internal control deficiencies resulted in noncompliance over the following areas and are detailed further in the comments below:

- Annual Financial Report
- Annual Uploads
- Capital Assets
- Auditor Records Do Not Reconcile with Treasurer Records

Criteria

The Indiana State Board of Accounts (SBOA) is required under Indiana Code 5-11-1-27(e) to define the acceptable minimum level of internal control standards. To provide clarifying guidance, the State Examiner compiled the standards contained in the manual, *Uniform Internal Control Standards for Indiana Political Subdivisions*. All political subdivisions subject to audit by SBOA are expected to adhere to these standards. The standards include adequate control activities. According to this manual:

"Control activities are the actions and tools established through policies and procedures that help to detect, prevent, or reduce the identified risks that interfere with the achievement of objectives. Detection activities are designed to identify unfavorable events in a timely manner whereas prevention activities are designed to deter the occurrence of an unfavorable event. Examples of these activities include reconciliations, authorizations, approval processes, performance reviews, and verification processes.

An integral part of the control activity component is segregation of duties. . . .

There is an expectation of segregation of duties. If compensating controls are necessary, documentation should exist to identify both the areas where segregation of duties are not feasible or practical and the compensating controls implemented to mitigate the risk. . . ."

ANNUAL FINANCIAL REPORT

A similar comment also appeared in prior Reports, B57388, entitled *INTERNAL CONTROLS OVER FINANCIAL TRANSACTIONS AND REPORTING*; B59812, entitled *INTERNAL CONTROLS OVER FINANCIAL TRANSACTIONS AND REPORTING*; and 000000197S, entitled *INTERNAL CONTROLS OVER FINANCIAL TRANSACTIONS AND REPORTING* and *ANNUAL FINANCIAL REPORT - OTHER INFORMATION*.

Condition and Context

A proper system of internal controls was not in place to prevent, or detect and correct, errors in the Annual Financial Report (AFR) entered into the Indiana Gateway for Government Units financial reporting system, which is the source of the financial statement. The AFR was prepared and reviewed; however, those internal controls were not effective and did not detect and correct errors. Due to the lack of effective internal controls, the AFR contained the following errors:

COUNTY AUDITOR
GREENE COUNTY
AUDIT RESULTS AND COMMENTS
(Continued)

Financial data

- The receipts and disbursements were omitted from the AFR for the following funds:
 - o Settlement
 - o Payroll Clearing
 - o Community Crossings Grant
 - o Air Evac Holding Fund

- The funds for the following departments were omitted:
 - o Clerk's Trust
 - o Clerk's Isets
 - o Treasurer
 - o Community Corrections Inmate Trust
 - o Community Corrections Commissary
 - o Jail Commissary
 - o Sheriff's Inmate Trust

- The total errors, including the items noted above, resulted in an understatement of beginning cash and investments, receipts, disbursement, and ending cash and investments of \$2,677,188, \$39,290,283, \$38,758,348, and \$3,209,123, respectively.

Adjustments were proposed, accepted by the County, and made to the financial statement and the Combining Schedule of Receipts, Disbursements, and Cash and Investment Balances - Regulatory Basis presented as Other Information in the Financial Statement Audit Report of the County.

Accounts Payable and Accounts Receivable

The County did not provide detailed records which supported the \$139,765 of accounts payable reported in the AFR as of December 31, 2023. In addition, the County did not report an amount for accounts receivable. Therefore, we were unable to determine the accuracy of the information. The financial reporting framework utilized by the County includes the option to present a Schedule of Payables and Receivables as Other Information in the Financial Statement Audit Report of the County. The County has elected not to present this schedule.

Capital assets

The County did not maintain adequate detailed capital asset records; however, they reported \$71,885,939 as capital assets at December 31, 2023. Therefore, we were unable to determine the accuracy of the information. The financial reporting framework utilized by the County includes the option to present a Schedule of Capital Assets as Other Information in the Financial Statement Audit Report of the County. The County has elected not to present this schedule.

Investment Fund Statement

The County had investments at December 31, 2023, in the amount of \$3,000,000 but did not report it in the investment fund statement.

COUNTY AUDITOR
GREENE COUNTY
AUDIT RESULTS AND COMMENTS
(Continued)

Criteria

Indiana Code 5-11-1-4(a) states:

"The state examiner shall require from every audited entity financial reports covering the full period of each fiscal year. These reports shall be prepared, verified, and filed with the state examiner as set forth in the uniform compliance guidelines. The reports must be in the form and content prescribed by the state examiner and filed electronically in the manner prescribed under [IC 5-14-3.8-7](#)."

ANNUAL UPLOADS

Condition and Context

Internal controls were not in place to ensure compliance with State Examiner Directive 2018-1 as amended. The County Auditor did not upload the following annual files:

- Annual Payroll History Report without social security numbers.
- Accounts Payable/Accounts Receivable Schedule support.
- Personnel Policy.

Criteria

All counties, cities, towns, townships, libraries, schools and special districts will use the Engagement Uploads to upload files containing financial and governmental unit information on Gateway to allow the SBOA to conduct audit planning and audit processes prior to on-site work at a unit. This remote process will provide for more efficient data processing and save audit costs for our clients. (Amended State Examiner Directive 2018-1, Updated October 30, 2023, and effective with uploads due February 15, 2024)

Units are required to comply with all grant agreements, rules, regulations, bulletins, directives, letters, letter rulings, court decisions and filing requirements concerning reports and other procedural matters of federal and state agencies. Units must file accurate reports required by federal and state agencies. Noncompliance may require corrective action. (Accounting and Uniform Compliance Guidelines Manual for County Auditors of Indiana, Chapter 1)

CAPITAL ASSETS

The same comment also appeared in prior Report 000000197S.

Condition and Context

Internal controls were not in place to ensure that the County maintained capital asset records. The County maintained a detailed listing of capital assets; however, some of the departments had not been updated for 2023. The County Auditor provided some additional asset listings, but those did not contain any historical cost information.

COUNTY AUDITOR
GREENE COUNTY
AUDIT RESULTS AND COMMENTS
(Continued)

Criteria

Every unit must have a capital assets policy that details the threshold at which an item is considered a capital asset. Every unit must have a complete detail listing of all capital assets owned which reflects their acquisition value. Capital Asset Ledger (Form 369) has been prescribed for this purpose. A complete physical inventory must be taken at least every two years, unless more stringent requirements exist, to verify account balances carried in the accounting records. (Accounting and Uniform Compliance Guidelines Manual for County Auditors of Indiana, Chapter 1)

AUDITOR RECORDS DO NOT RECONCILE WITH TREASURER RECORDS

Condition and Context

Internal controls were not in place to ensure the County Auditor's and County Treasurer's records reconciled. The Monthly Financial Statement, Form No. 61, a permanent record prepared from the County Treasurer's and County Auditor's fund ledgers at the close of each month, was prepared monthly. The County Auditor's and County Treasurer's fund balances agreed each month on the Harris system's Monthly Comparison Report of the fund accounts. However, the County Treasurer did not use this balance to reconcile to the bank account balance. In preparing the monthly bank reconciliations, the County Treasurer used the fund balance total in the County Treasurer's Cash Book (Cash Book). The Cash Book balance did not agree with the Monthly Comparison Report for any month during the audit period.

- The Form 61 for the December 31, 2023 balance did not contain the following funds, which resulted in an understatement of \$42,535:
 - o Overweight Vehicle Fines
 - o Coroners Training & Con't Education
 - o Interstate Compact - State Share
 - o Community Crossings Grant
 - o LIT 2018-01 Public Safety
 - o LIT 2018-01 Econ Development
 - o Community Corrections 2023
 - o Transition Fund 2023
- The monthly Form 61 beginning cash balances did not agree with prior month ending cash balances for the following months: June, July, August, September, October, and December.

Criteria

At the close of each calendar month a Monthly Financial Statement, County Form No. 61, shall be prepared, showing the financial transactions for the month and year to date, for each fund and in total.

The county treasurer is also required to independently prepare a Monthly Financial Statement on the same form and the two statements must be reconciled. If any differences exist between the records of the auditor and the treasurer, they must be identified and immediate steps taken to bring the records of the two offices into agreement.

The statements are prescribed to be placed in a post-binder and shall be carefully preserved as a permanent record. (Accounting and Uniform Compliance Guidelines Manual for County Auditors of Indiana, Chapter 7)

COUNTY AUDITOR
GREENE COUNTY
AUDIT RESULTS AND COMMENTS
(Continued)

REDEVELOPMENT AUTHORITY BOND PAYMENTS

The same comment also appeared in prior Reports B59812 and 000000197S.

Condition and Context

The County entered into a lease with the Greene County Redevelopment Authority (Authority). Lease payments made by the County were paid directly to the bank, rather than the Authority. The County should disburse the lease payments to the Authority. The Authority should pay the bond payments to the bank.

Criteria

Each unit is responsible for complying with any requirements of trust agreements or endowments received which are not contrary to state law. (Accounting and Uniform Compliance Guidelines Manual for County Auditors of Indiana, Chapter 1)

COUNTY AUDITOR
GREENE COUNTY
EXIT CONFERENCE

The contents of this report were discussed on December 16, 2024, with Heather Perry, County Auditor; Nathan L. Abrams, President of the Board of County Commissioners; Kelly Zimmerly, President of the County Council; Brent A. Murray, Vice President of the County Council; Edward L. Michael, Vice President of the Board of County Commissioners; and Marvin Abshire, County Attorney.



COUNTY TREASURER
GREENE COUNTY

COUNTY TREASURER
GREENE COUNTY
AUDIT RESULTS AND COMMENTS

INTERNAL CONTROLS OVER COMPLIANCE

Condition and Context

Internal controls were not in place to ensure that the County complied with laws, regulations, and uniform compliance guidelines. Internal control deficiencies resulted in noncompliance over the following areas and are detailed further in the comments below:

- Bank Account Reconciliations
- Treasurer Records Do Not Reconcile with Auditor Records
- Monthly and Annual Uploads

Criteria

The Indiana State Board of Accounts (SBOA) is required under Indiana Code 5-11-1-27(e) to define the acceptable minimum level of internal control standards. To provide clarifying guidance, the State Examiner compiled the standards contained in the manual, *Uniform Internal Control Standards for Indiana Political Subdivisions*. All political subdivisions subject to audit by SBOA are expected to adhere to these standards. The standards include adequate control activities. According to this manual:

"Control activities are the actions and tools established through policies and procedures that help to detect, prevent, or reduce the identified risks that interfere with the achievement of objectives. Detection activities are designed to identify unfavorable events in a timely manner whereas prevention activities are designed to deter the occurrence of an unfavorable event. Examples of these activities include reconciliations, authorizations, approval processes, performance reviews, and verification processes.

An integral part of the control activity component is segregation of duties. . . .

There is an expectation of segregation of duties. If compensating controls are necessary, documentation should exist to identify both the areas where segregation of duties are not feasible or practical and the compensating controls implemented to mitigate the risk. . . ."

BANK ACCOUNT RECONCILIATIONS

Condition and Context

A similar comment also appeared in the prior Reports B57388, entitled *BANK ACCOUNT RECONCILIATIONS*; B59812, entitled *INTERNAL CONTROL OVER BANK ACCOUNT RECONCILIATIONS*; in Management Letters addressed to the County Treasurer, County Council, and the Board of County Commissioners for the audit period ending December 31, 2018 and 2019; and 000000197S, entitled *INTERNAL CONTROL OVER BANK ACCOUNT RECONCILIATIONS*.

Condition and Context

The County Treasurer had implemented internal controls over cash and investments; however, the internal controls were not consistently applied during the audit period. Monthly bank reconciliations were performed; however, the internal controls failed to prevent, or detect and correct, errors in cash and investments.

COUNTY TREASURER
GREENE COUNTY
AUDIT RESULTS AND COMMENTS
(Continued)

The County Treasurer's bank reconciliations presented for audit contained the following errors:

- The December 31, 2023 outstanding check list presented for audit erroneously included two checks totaling \$214,775 that cleared the bank in 2023.
- Deposits in transit included five items totaling \$638,172 in error.
- Unposted bank interest in the amount of \$149,803 was posted to the County Treasurer's Cash Book in December but was not posted to the general ledger until 2024.
- Disbursements in the amount of \$731,944 were posted to the County Treasurer's Cash Book in December but was not posted to the general ledger until 2024.
- Transfer on the County Treasurer's Cash Book of \$87,119 from other taxes to the County Auditor County Ledger line in Cash Book was made in error. The net effect is zero on the total Cash Book but affects the County portion versus after settlement portion on the Cash Book.
- The Treasurer's Cash Book is \$495,421 less than the fund ledger.
- The December 31, 2023 ledger balance is overstated by \$444,838 when compared to the adjusted bank balance.
- Monthly reconciliations were prepared for each individual bank account, but a combined reconciliation of all bank accounts to fund balance was not performed.

Criteria

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 must agree. If the reconciled bank balance is less than the subsidiary or control ledgers, the amount needed to balance may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for County Treasurers of Indiana, Chapter 1)

All documents and entries to records must be made in a timely manner to ensure that accurate financial information is available to allow the unit to make informed management decisions and to help ensure compliance with IC 5-15-1-1. (Accounting and Uniform Compliance Guidelines Manual for County Treasurers of Indiana, Chapter 1)

All financial transactions pertaining to the unit must be recorded in the records of the unit at the time of the transaction. (Accounting and Uniform Compliance Guidelines Manual for County Treasurers of Indiana, Chapter 1)

TREASURER RECORDS DO NOT RECONCILE WITH AUDITOR RECORDS

Condition and Context

Internal controls were not in place to ensure the County Auditor's and County Treasurer's records reconciled. The Monthly Financial Statement, Form No. 61, a permanent record prepared from the County Treasurer's and County Auditor's fund ledgers at the close of each month, was prepared monthly. The County Auditor's and County Treasurer's fund balances agreed each month on the Harris system's Monthly Comparison Report of the fund accounts. However, the County Treasurer did not use this balance to reconcile to the bank account balance. In preparing the monthly bank reconciliations, the County Treasurer used the fund balance total in the County Treasurer's Cash Book (Cash Book). The Cash Book balance did not agree with the Monthly Comparison Report for any month during the audit period.

COUNTY TREASURER
GREENE COUNTY
AUDIT RESULTS AND COMMENTS
(Continued)

- The Form 61 for the December 31, 2023 balance did not contain the following funds, which resulted in an understated of \$42,535:
 - o Overweight Vehicle Fines
 - o Coroners Training & Con't Educatio
 - o Interstate Compact - State Share
 - o Community Crossings Grant
 - o LIT 2018-01 Public Safety
 - o LIT 2018-01 Econ Development
 - o Community Corrections 2023
 - o Transition Fund 2023

- The monthly Form 61 beginning cash balances did not agree with prior month ending cash balances for the following months: June, July, August, September, October, and December.

Criteria

The Monthly Financial Statement, Form 61, is a permanent record prepared from the treasurer's funds ledger at the close of each month. It is prepared after all postings to the ledger have been completed for the month and reflects the total receipts and disbursements and the balance for each fund for the month and for the year to date. The statement must agree with a similar statement kept by the county auditor, giving consideration to any adjustments required to reconcile the ledgers of the two offices. (Accounting and Uniform Compliance Guidelines Manual for County Treasurers of Indiana, Chapter 5)

MONTHLY AND ANNUAL UPLOADS

Condition and Context

Internal controls were not in place to ensure compliance with State Examiner Directive 2018-1 as amended. The County Treasurer did not upload monthly files for June through December and none of the annual files were uploaded for 2023.

The following files and governmental unit information are required to be uploaded monthly:

- Cash Balance Report (Cash Book)
- Bank Reconcilements, Bank Statements, and Outstanding Check Lists
- Documentation of Reconciliation of Form 61 between Auditor and Treasurer

The following files and governmental unit information are required to be uploaded annually:

- Year-end Investment Statements and Register of Investments, General Form 350

Criteria

All counties, cities, towns, townships, libraries, schools and special districts will use the Engagement Uploads to upload files containing financial and governmental unit information on Gateway to allow the SBOA to conduct audit planning and audit processes prior to on-site work at a unit. This remote process will provide for more efficient data processing and save audit costs for our clients. (Amended State Examiner Directive 2018-1, Updated October 30, 2023, and effective with uploads due February 15, 2024)

COUNTY TREASURER
GREENE COUNTY
AUDIT RESULTS AND COMMENTS
(Continued)

Units are required to comply with all grant agreements, rules, regulations, bulletins, directives, letters, letter rulings, court decisions and filing requirements concerning reports and other procedural matters of federal and state agencies. Units must file accurate reports required by federal and state agencies. Noncompliance may require corrective action. (Accounting and Uniform Compliance Guidelines Manual for County Treasurers of Indiana, Chapter 1)

COUNTY TREASURER
GREENE COUNTY
EXIT CONFERENCE

The contents of this report were discussed on December 16, 2024, with Samantha Mahan, County Treasurer; Nathan L. Abrams, President of the Board of County Commissioners; Kelly Zimmerly, President of the County Council; Brent A. Murray Vice, President of the County Council; Edward L. Michael, Vice President of the Board of County Commissioners; and Marvin Abshire, County Attorney.

CLERK OF THE CIRCUIT COURT
GREENE COUNTY

CLERK OF THE CIRCUIT COURT
GREENE COUNTY
AUDIT RESULTS AND COMMENTS

INTERNAL CONTROLS OVER COMPLIANCE

Condition and Context

Internal controls were not in place to ensure that the County complied with laws, regulations, and uniform compliance guidelines. Internal control deficiencies resulted in noncompliance over the following areas and are detailed further in the comments below:

- Bank Account Reconciliations
- Condition of Records
- Monthly and Annual Uploads

Criteria

The Indiana State Board of Accounts (SBOA) is required under Indiana Code 5-11-1-27(e) to define the acceptable minimum level of internal control standards. To provide clarifying guidance, the State Examiner compiled the standards contained in the manual, *Uniform Internal Control Standards for Indiana Political Subdivisions*. All political subdivisions subject to audit by SBOA are expected to adhere to these standards. The standards include adequate control activities. According to this manual:

"Control activities are the actions and tools established through policies and procedures that help to detect, prevent, or reduce the identified risks that interfere with the achievement of objectives. Detection activities are designed to identify unfavorable events in a timely manner whereas prevention activities are designed to deter the occurrence of an unfavorable event. Examples of these activities include reconciliations, authorizations, approval processes, performance reviews, and verification processes.

An integral part of the control activity component is segregation of duties. . . .

There is an expectation of segregation of duties. If compensating controls are necessary, documentation should exist to identify both the areas where segregation of duties are not feasible or practical and the compensating controls implemented to mitigate the risk. . . ."

BANK ACCOUNT RECONCILIATIONS

A similar comment also appeared in the prior Reports B59812, entitled *BANK ACCOUNT RECONCILIATIONS*; and 000000197S, entitled *INTERNAL CONTROL OVER BANK ACCOUNT RECONCILIATIONS*.

Condition and Context

The Clerk of the Circuit Court (Clerk) had not established internal controls to ensure monthly bank reconciliations were prepared. Bank reconciliations were not performed for any month in 2023 for the trust account. The last reconciliation performed was October 2021.

At December 31, 2023, the Daily Cash Balance Report had a cash balance of \$407,184 and bank balance was \$648,068, resulting in a variance of \$240,884.

Criteria

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."

CLERK OF THE CIRCUIT COURT
GREENE COUNTY
AUDIT RESULTS AND COMMENTS
(Continued)

CONDITION OF RECORDS

The same comment also appeared in prior Reports B44610, B47757, B48155, B51413, B51415, B53189, B55143, B57388, B59812, and 000000197S.

Condition and Context

Internal controls were not in place to ensure proper financial records were maintained. Financial records presented for audit for the Clerk of the Circuit Court's (Clerk) funds were incomplete and not reflective of the activity of the Clerk's funds. The records presented include a printout from an old MHI software system with a detail of accounts payable that did not agree to the amount being used as the cash fund balance. This is an old software system that cannot be converted to the new Odyssey system and contains many posting errors made over a long period of time. The last activity in this account was in 2018. As of December 31, 2023, the detail to the control ledger was \$59,356 short.

Criteria

Indiana Code 5-13-6-1(e) states: "All local investments 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 must agree. If the reconciled bank balance is less than the subsidiary or control ledgers, the amount needed to balance may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for Clerks of the Circuit Courts of Indiana, Chapter 1)

MONTHLY AND ANNUAL UPLOADS

The same comment also appeared in prior Reports B59812 and 000000197S.

Condition and Context

Internal controls were not in place to ensure compliance with State Examiner Directive 2018-1 as amended. The Clerk of the Circuit Court did not upload any of the required monthly and annual files for 2023.

The following files and governmental unit information are required to be uploaded monthly:

- Cash Balance Report (Cash Book)
- Bank Reconciliations, Bank Statements, and Outstanding Check Lists

The following file is required to be uploaded annually:

- Court Trust Fund Subsidiary Detail as of December 31

CLERK OF THE CIRCUIT COURT
GREENE COUNTY
AUDIT RESULTS AND COMMENTS
(Continued)

Criteria

All counties, cities, towns, townships, libraries, schools and special districts will use the Engagement Uploads to upload files containing financial and governmental unit information on Gateway to allow the SBOA to conduct audit planning and audit processes prior to on-site work at a unit. This remote process will provide for more efficient data processing and save audit costs for our clients. (Amended State Examiner Directive 2018-1, Updated October 30, 2023, and effective with uploads due February 15, 2024)

Units are required to comply with all grant agreements, rules, regulations, bulletins, directives, letters, letter rulings, court decisions and filing requirements concerning reports and other procedural matters of federal and state agencies. Units must file accurate reports required by federal and state agencies. Noncompliance may require corrective action. (Accounting and Uniform Compliance Guidelines Manual for Clerks of the Circuit Courts of Indiana, Chapter 1)

CLERK OF THE CIRCUIT COURT
GREENE COUNTY
EXIT CONFERENCE

The contents of this report were discussed on December 16, 2024, with Jamie Thompson, Clerk of the Circuit Court; Nathan L. Abrams, President of the Board of County Commissioners; Kelly Zimmerly, President of the County Council; and Brent A. Murray, Vice President of the County Council.



COUNTY SHERIFF
GREENE COUNTY

COUNTY SHERIFF
GREENE COUNTY
AUDIT RESULT AND COMMENT

SEMIANNUAL COPY OF LEDGER NOT PRESENTED TO COUNTY COUNCIL

Condition and Context

Internal controls were not in place to ensure that the ledger was submitted to the County Council. The semiannual copy of detailed receipts and disbursements was not presented to the County Council on July 1 and December 31, as required by Indiana Code 36-8-10-21(e). The County Sheriff provided a copy of the ledger to the County Auditor, but it was not presented to the County Council.

Criteria

The Indiana State Board of Accounts (SBOA) is required under Indiana Code 5-11-1-27(e) to define the acceptable minimum level of internal control standards. To provide clarifying guidance, the State Examiner compiled the standards contained in the manual, *Uniform Internal Control Standards for Indiana Political Subdivisions*. All political subdivisions subject to audit by SBOA are expected to adhere to these standards. The standards include adequate control activities. According to this manual:

"Control activities are the actions and tools established through policies and procedures that help to detect, prevent, or reduce the identified risks that interfere with the achievement of objectives. Detection activities are designed to identify unfavorable events in a timely manner whereas prevention activities are designed to deter the occurrence of an unfavorable event. Examples of these activities include reconciliations, authorizations, approval processes, performance reviews, and verification processes.

An integral part of the control activity component is segregation of duties. . . .

There is an expectation of segregation of duties. If compensating controls are necessary, documentation should exist to identify both the areas where segregation of duties are not feasible or practical and the compensating controls implemented to mitigate the risk. . . ."

Indiana Code 36-8-10-21(e) states:

"The sheriff shall maintain a record of the fund's receipts and disbursements. The state board of accounts shall prescribe the form for this record. The sheriff shall semiannually provide a copy of this record of receipts and disbursements to the county fiscal body. The semiannual reports are due on July 1 and December 31 of each year."

Officials and employees are required to use prescribed and approved forms in the manner prescribed. (Accounting and Uniform Compliance Guidelines Manual for Counties of Indiana, Chapter 1)

COUNTY SHERIFF
GREENE COUNTY
EXIT CONFERENCE

The contents of this report were discussed on December 16, 2024, with George Dallaire, County Sheriff; Nathan L. Abrams, President of the Board of County Commissioners; Kelly Zimmerly, President of the County Council; and Brent A. Murray, Vice President of the County Council.