

STATE BOARD OF ACCOUNTS
302 West Washington Street
Room E418
INDIANAPOLIS, INDIANA 46204-2765

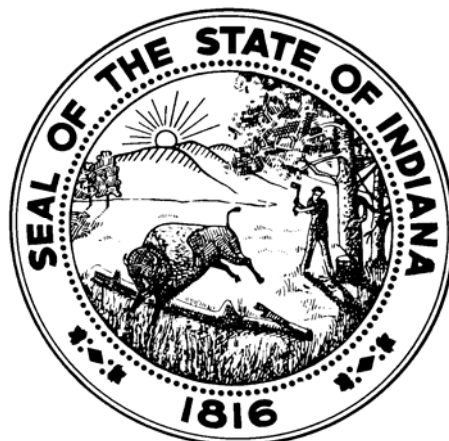
AUDIT REPORT

OF

COUNTY HOME

PUTNAM COUNTY, INDIANA

January 1, 2005 to December 31, 2005



FILED

08/10/2006

TABLE OF CONTENTS

<u>Description</u>	<u>Page</u>
County Officials	2
Transmittal Letter	3
Audit Results and Comments:	
Residents' Trust.....	4
Condition of Records	4
Exit Conference.....	5

COUNTY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Matron	Shirley Van Hook	01-01-05 to 12-31-06
President of the County Council	Mitchell Proctor	01-01-05 to 12-31-06
President of the Board of County Commissioners	Gene R. Beck Dennis O'Hair	01-01-05 to 12-31-05 01-01-06 to 12-31-06



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
302 WEST WASHINGTON STREET
ROOM E418
INDIANAPOLIS, INDIANA 46204-2765

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

TO: THE OFFICIALS OF PUTNAM COUNTY

We have audited the records of the County Home for the period from January 1, 2005 to December 31, 2005, 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 Audit Results and Comments. The financial transactions of this office are reflected in the Annual Report of Putnam County for the year 2005.

STATE BOARD OF ACCOUNTS

June 1, 2006

COUNTY HOME
PUTNAM COUNTY
AUDIT RESULTS AND COMMENTS

RESIDENTS' TRUST

Trust accounts for individual residents are maintained in a Ledger of Receipts, Disbursements, and Balances. The ledger does not reconcile with the bank as of December 31, 2005. The bank balances and cash on hand are higher than the year-end balances in the trust ledger.

At all times, the manual and computerized records, subsidiary ledgers, control ledger, and reconciled bank balance should agree. If the reconciled bank balance is less than the subsidiary or control ledgers, then the responsible official or employee may be held personally responsible for the amount needed to balance the fund. (Accounting and Uniform Compliance Guidelines Manual for Counties of Indiana, Chapter 1)

CONDITION OF RECORDS

The following deficiencies relating to the recordkeeping, which were cited in the prior audit report, were again present during our period of audit:

- (1) There were petty cash disbursements described in the petty cash book as "cash" which did not have supporting documentation to show that they were given to a particular resident at his or her request.

Supporting documentation such as receipts, canceled checks, tickets, invoices, bills, contracts, and other public records must be available for audit to provide supporting information for the validity and account of monies disbursed. Payments without supporting documentation may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for Counties of Indiana, Chapter 1)

- (2) Receipts were dated only with the month and year of collection. Field Examiners were therefore unable to determine if the County Home deposited receipts timely.

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 Counties of Indiana, Chapter 1)

COUNTY HOME
PUTNAM COUNTY
EXIT CONFERENCE

The contents of this report were discussed on June 1, 2006, with Shirley Van Hook, Matron.