

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

AUDIT REPORT

OF

AUDITOR

TIPPECANOE COUNTY, INDIANA

January 1, 2005 to December 31, 2005



**FILED**

08/11/2006



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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Auditor	Robert A. Plantenga	01-01-03 to 12-31-06
President of the Board of County Commissioners	KD Benson	01-01-05 to 12-31-05
	John L. Knochel	01-01-06 to 12-31-06
President of the County Council	Kathy Vernon	01-01-05 to 12-31-05
	David S. Byers	01-01-06 to 12-31-06



**STATE OF INDIANA**  
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TO: THE OFFICIALS OF TIPPECANOE COUNTY

We have audited the records of the Auditor 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 Result and Comment. The financial transactions of this office are reflected in the Annual Report of Tippecanoe County for the year 2005.

STATE BOARD OF ACCOUNTS

April 26, 2006

AUDITOR  
TIPPECANOE COUNTY  
AUDIT RESULT AND COMMENT

PAYROLL

Our testing of the payroll system revealed the following deficiencies:

Payroll time sheets were not signed by department heads for 26 out of 60 employees tested. Of the departments tested the following were not in compliance: Highway, Child Support Enforcement, Sheriff/Jail, Circuit Court, Magistrate/Drug Court, Prosecutor/IV-D, Community Corrections, Tippecanoe Villa, Voter Registration, and Area Planning.

These deficiencies were caused by a failure to follow established internal control procedures over the review of payroll.

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, Chapter 14)

AUDITOR  
TIPPECANOE COUNTY  
EXIT CONFERENCE

The contents of this report were discussed on April 26, 2006, with Robert A. Plantenga, Auditor; and John L. Knochel, President of the Board of County Commissioners. The official response has been made a part of this report and may be found on page 6.



Robert A. Plantenga  
20 North 3<sup>rd</sup> Street  
Lafayette, Indiana 47901-1214

April 27, 2006

State Board of Accounts  
302 West Washington Street, Room E418  
Indianapolis, Indiana 46204-2738

State Board of Accounts:

I would like to respond to the Audit Comments in the 2005 Tippecanoe County Audit concerning the issue of payroll. I do not dispute the fact that the employee timesheets for 26 out of the tested 60 timesheets were not signed by both the employee and the department head.

A year ago when this was brought to my attention, action steps were taken to correct this particular problem. Prior to that time, it was my understanding that the only State approved payroll form to track hours was Form 99A which tracked hours on an annual basis and employee signatures were not required.

Based on the requirements set out by the Board of Accounts, a form was created for departments to use. This form was given to the Commissioners for their inspection and approval. On June 15, 2005, I presented the form to the Department Heads at a Department Head Luncheon. Later that same day, the form was sent to all Department Heads via e-mail, for them to begin using. The County Commissioners approved the form as a County form on November 21, 2005.

Although I understand the current stance of the Board of Accounts, I feel like I took the steps necessary to correct the problem but certain departments failed to follow the guidelines set out. To further correct the problem, I will be requiring that the timesheets, signed by the employee and their supervisor, to be submitted to our office each pay period prior to their paychecks being disbursed. John Knochel, President of the County Commissioners, is supportive of this action.

Sincerely,

Robert A. Plantenga