

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

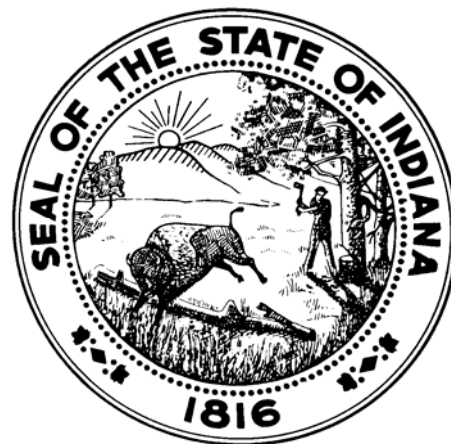
AUDIT REPORT

OF

COUNTY PLAN COMMISSION

PORTER COUNTY, INDIANA

January 1, 2006 to December 31, 2006



**FILED**

11/30/2007



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COUNTY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Executive Director	Robert W. Thompson, Jr.	01-01-06 to 12-31-07
President of the Plan Commission	Kevin Breitzke	01-01-06 to 12-31-07
President of the County Council	Daniel Whitten	01-01-06 to 12-31-07
President of the Board of County Commissioners	Robert Harper	01-01-06 to 12-31-07



**STATE OF INDIANA**  
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STATE BOARD OF ACCOUNTS  
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TO: THE OFFICIALS OF PORTER COUNTY

We have audited the records of the County Plan Commission for the period from January 1, 2006 to December 31, 2006, 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 Porter County for the year 2006.

STATE BOARD OF ACCOUNTS

September 4, 2007

COUNTY PLAN COMMISSION  
PORTER COUNTY  
AUDIT RESULTS AND COMMENTS

UNTIMELY DEPOSITS

In 86% of receipt ranges tested, deposits were made up to 35 days after the receipt was written. This can result in inaccurate financial data or increase the risk of errors and theft.

Indiana Code 5-13-6-1(c) states in part: ". . . all local officers . . . who collect public funds of their respective political subdivisions shall deposit funds not later than the business day following the receipt of funds on business days of the depository in the depository or depositories selected by the . . . local boards of finance . . ."

REPORT OF COLLECTIONS

Beginning in September of 2006, monthly fees collected were not reported or remitted to the County Auditor. The collections were deposited to a separate bank account and were not remitted to the County Auditor monthly but on an as needed basis when the Plan Commission fund balance was low. As a result, the Plan Commission's bank account at December 31, 2006, had a balance of \$293,826.45. The current balance as of July 31, 2007, had accumulated to \$753,724.24.

Indiana Code 36-2-8-3 states: "A county officer and his deputies and other employees are entitled to payment only after the officer has reported all fees collected by his office and paid them into the county treasury."

CONTRACTOR LICENSES

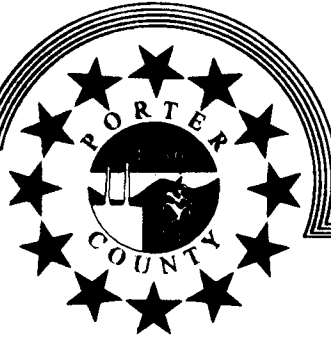
Contractors are required to complete an application and to provide proof of insurance when applying for a contractor license. The application and proof of insurance were disposed of for 2006 when the contractors came in to renew their applications for 2007.

The governing board is charged with the duty to preserve, keep, maintain, or file all the official records of the political subdivision pursuant to IC 5-15-1-1. The final decision as to the destruction or disposition of such records rests with the local public records commission. A local public records commission is established in each county pursuant to IC 5-15-6-1. (Accounting and Uniform Compliance Guidelines Manual for Counties of Indiana, Chapter 3)

Indiana Code 5-15-6-3(f) concerning destruction of public records, states in part: "Original records may be disposed of only with the approval of the commission according to guidelines established by the commission."

COUNTY PLAN COMMISSION  
PORTER COUNTY  
EXIT CONFERENCE

The contents of this report were discussed on September 19, 2007, with Robert W. Thompson, Jr., Executive Director; Kevin Breitzke, President of the Plan Commission; and Patricia S. Gibson, First Deputy. The official response has been made a part of this report and may be found on pages 6 and 7.



Plan Commission

(219) 465-3540

OFFICIAL RESPONSE

October 2, 2007

State Board of Accounts  
302 West Washington Street  
Room E 418  
Indianapolis, IN 46204-2765

To whom it may concern;

This is in response to the *Audit Results and Comments* and the Report for Collections section. The comments referred to are attached to this letter for reference.

The Porter County Council and the Board of County Commissioners established a separate fund for the Porter County Plan Commission called "The Building, Planning and Zoning Fund." The goal of the council and commissioners was to make the plan commission become a self-sufficient department funded on the fees collected. Numerous times at the council meeting members would remind the plan commission that if the fees were not coming in and funding is short we were to layoff employees or shut the office down entirely. None of the fees collected were directed to the county general fund.

Fees were deposited monthly in the Treasurers Office but that was ended after speaking with the State Board of Accounts concerning setting up an interest bearing account for the plan commission. Previously any interest earned would be directed back to the county general fund and not to the plan commission's account established. The separate account was established after speaking with the local State Board of Accounts Office, so all interest and fees can be accounted for. The separate account in the Treasurer's Office is still functioning and will receive deposits from the interest bearing account of the plan commission. Deposits to the Treasurer's account will start this year or at the first of 2008.

The plan commission disagrees with the statement made in the audit in that all fees collected were not reported on. Payments will go to the Treasurer's Office as stated in IC 36-2-8-3 so payments entitled by employees are made. The Porter County Council and Board of County Commissioners specifically instructed the plan commission to be run as a business would be. At this time we are following the direction given to us by the elected officials in Porter County. If you should have any questions please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert W. Thompson, Jr.", written in a cursive style.

Robert W. Thompson, Jr., AICP  
Executive Director/County Planner

Cc: file