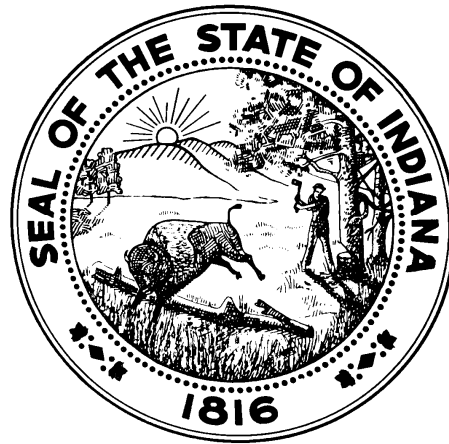


**STATE BOARD OF ACCOUNTS**  
**302 West Washington Street**  
**Room E418**  
**INDIANAPOLIS, INDIANA 46204-2769**

AUDIT REPORT  
OF  
COUNTY ANIMAL SHELTER  
JEFFERSON COUNTY, INDIANA  
January 1, 2006 to December 31, 2006



**FILED**  
12/17/2007



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COUNTY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Madison-Jefferson County Humane Society President	Warren Auxier	01-01-06 to 08-31-07
Animal Shelter Manager	Jamie Prosser Jenny Slover	09-01-07 to 09-09-07 09-10-07 to 12-31-07
President of the County Council	Michael Frazier Julie Berry	01-01-06 to 12-31-06 01-01-07 to 12-31-07
President of the Board of County Commissioners	David J. Craig	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 JEFFERSON COUNTY

We have audited the records of the County Animal Shelter 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 Result and Comment. The financial transactions of this office are reflected in the Annual Report of Jefferson County for the year 2006.

STATE BOARD OF ACCOUNTS

November 5, 2007

COUNTY ANIMAL SHELTER  
JEFFERSON COUNTY  
AUDIT RESULT AND COMMENT

ACCOUNTING FOR ANIAMAL SHELTER COLLECTIONS

The Madison-Jefferson County Humane Society was responsible for collecting fees charged at the Animal Shelter during the year 2006. We found the following regarding the accountability of fees collected:

1. No written agreement was present for audit outlining the Humane Society's responsibility regarding the accounting for fees collected. For example, there were 12 instances of collections in excess of \$100 being held in excess of thirty (30) days before being remitted to the County Treasurer.

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 Counties of Indiana Chapter 1)

2. There were eight months of receipts written for fees collected that were not presented for audit.

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."

Supporting documentation such as receipts, canceled checks, invoices, bills, contracts, and other public records must be available for audit to provide supporting information for the validity and accountability 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)

3. We identified 21 receipts totaling \$630 that were not remitted to the County Treasurer. The Report of Collections submitted by the Humane Society indicated that cash refunds of adoption fees were being made from collections.

Disbursements, other than properly authorized petty cash disbursements, shall be by check or warrant, not by cash or other methods unless specifically authorized by statute, federal or state rule. (Accounting and Uniform Compliance Guidelines Manual for Counties of Indiana Chapter 1)

We recommended the County compare all available receipts written by the Humane Society to amounts remitted to County Treasurer and to review any refund documentation to determine that all collections were properly accounted for.

Governmental units have a responsibility to collect amounts owed to the governmental unit pursuant to procedures authorized by statute. (Accounting and Uniform Compliance Guidelines Manual for Counties of Indiana Chapter 1)

4. Our comparison of fees charged to the approved fee schedule showed incorrect fees were charged 22% of the time.

Fees should only be collected as specifically authorized by statute or properly authorized resolutions or ordinances, as applicable, which are not contrary to statutory or Constitutional provisions. (Accounting and Uniform Compliance Guidelines Manual for Counties of Indiana, Chapter 1)

COUNTY ANIMAL SHELTER  
JEFFERSON COUNTY  
EXIT CONFERENCE

The contents of this report were discussed on November 5, 2007, with Julie Berry, President of the Board of County Commissioners; David J. Craig, President of the County Council; Sandra J. Shelton, Auditor; and Jenny Slover, Animal Shelter Manager. The official response has been made a part of this report and may be found on pages 6 through 11.

The contents of this report were discussed on November 5, 2007, via telephone, with Warren Auxier, Madison-Jefferson County Humane Society President.

# ALCORN GOERING & SAGE, LLP

Merrit K. Alcorn\*  
Wilmer E. Goering, II  
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R. Patrick Magrath

PLEASE REPLY TO:

One West Sixth Street  
Madison, IN 47250

November 6, 2007

\*Also Admitted in Kentucky

Indiana State Board of Accounts  
302 W. Washington Street  
Room E 418  
Indianapolis, Indiana 46204-2765

RE: 2006 Audit, Jefferson County with Respect to Animal Shelter Collections

To Whom It May Concern:

The County had in effect at all relevant times written procedures for the collection and application of funds at the Animal Shelter. A copy of those procedures that the Commissioners adopted is attached. All the deficiencies listed in the Audit Report occurred during the time the Jefferson County Humane Society was the operator of the Animal Shelter. Jefferson County has requested a full accounting from the Humane Society, with respect to the funds received, and has received no cooperation from the Humane Society.

It is our belief that the written policies adopted by the Commissioners satisfy your issue number 1. With respect to issue number 2, all records that were not presented for audit would be in the possession of the Humane Society and failure of the Humane Society to remit funds to the County would be a failure by the Humane Society. Charging incorrect fees and making cash disbursements would, again, be based upon the actions by the Jefferson Humane Society and volunteers under the supervision of the Humane Society and not those of Jefferson County.

Very truly yours,

ALCORN GOERING & SAGE, LLP

  
Wilmer E. Goering, II

WEG/cdc  
enclosures

Madison Office: One West Sixth Street, Madison, IN 47250  
Columbus Office: 5442 25<sup>th</sup> Street, Suite B, Columbus, IN 47203

Office (812) 273-5230 Fax (812) 273-6844  
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**RULES FOR OPERATION OF  
THE JEFFERSON COUNTY ANIMAL SHELTER**

The operation of the JEFFERSON COUNTY ANIMAL SHELTER is under the authority and control of the JEFFERSON COUNTY BOARD OF COMMISSIONERS. These policies for operation of the Animal Shelter are established by the County Commissioners to insure the proper operation of the Animal Shelter. The paid staff for the Animal Shelter consists of the Jefferson County animal control officer, the City of Madison animal control officer, and the Animal Shelter maintenance technician. The following rules will be observed at all times with respect to operation of the Animal Shelter:

1. Animals are accepted at the Jefferson County Animal Shelter only from residents of Jefferson County. No animals from outside of Jefferson County are to be accepted at any time.
2. Animals are available for adoption on a first come first serve basis without discrimination. Animals cannot be "held" for anyone. Animals are eligible for adoption after an animal has been at the Animal Shelter three (3) days.
- 3 Volunteers for Jefferson County on behalf of the Jefferson County Animal Shelter are used to assist in adoption of animals from the Animal Shelter. All volunteers must be approved by the Jefferson County Board of Commissioners and are thereafter placed on the County's insurance coverage for worker compensation injuries. Volunteers are under the control and supervision of the animal control officers. Children under sixteen (16) years of age are not

eligible to be volunteers, and volunteers may not bring children to the Animal Shelter.

4. Adoption and reclaiming fees are as follows:
  - a) Dogs and puppies - Fifteen Dollars (\$15.00);
  - b) If a dog is already spayed or neutered - Five Dollars (\$5.00);
  - c) Cats and kittens - Ten Dollars (\$10.00);
  - e) If a cat is already spayed or neutered - Three Dollars (\$3.00).
5. Animals to be reclaimed by the owner are charged the regular fees for the first time the animal is picked up and placed in the Animal Shelter, but subsequent times the animal is in the Animal Shelter the fee will be Twenty-Five Dollars (\$25.00). Animals reclaimed by the owner are charged the regular adoption fee for the first time the animal is picked up.
6. A card with special instructions about adoption is to be placed on the cage of each animal. Volunteers shall observe the special instructions of the animal control officers. A cage with a red card on it indicates an owner must see an animal control officer before the animal can be released.
7. If any person wants to pay boarding fees for an animal to extend the time that an animal is kept at the Animal Shelter, and provided space is available, an animal may be retained at the Animal Shelter at a rate of Three Dollars (\$3.00) per day. Otherwise, animals shall be kept five (5) days after their arrival at the Animal Shelter. Thereafter, animals shall be destroyed. If an animal is sick,

suffering, dangerous, or in any other circumstances deemed necessary by the animal control officers/<sup>or animal</sup> then the animal may be destroyed prior to expiration of the five (5) days.

8. No animal shall leave the Animal Shelter until an adoption/claim form is properly filled out and all applicable fees are paid.
9. In addition to the adoption or reclaiming fees, a quarantine fee of Three Dollars (\$3.00) per day will be charged before an animal is removed from the Animal Shelter if it has been quarantined.
10. Donations received at the Animal Shelter shall be exclusively for the Jefferson County Animal Shelter fund. All donations must be receipted and logged into the donation book. All donations received at the Animal Shelter shall be made out to the Jefferson County Animal Shelter fund and deposited into that account.
11. Checks for adoption shall be made payable to the Jefferson County Treasurer.
12. Each animal received at the Animal Shelter shall be logged in upon receipt. The person logging the animal in shall place his or her initials on the animal log as well as the date and time. The person receiving the animal shall also complete a card on receipt of each animal.
13. An employee or volunteer arranging for adoption of an animal shall complete an adoption form and collect applicable fees.
14. No information should be released concerning who has brought an animal to

the Animal Shelter or who has adopted an animal out of the Animal Shelter.  
All information of this type is confidential.

15. A person who has adopted a dog receives a doggy bag. A person who has adopted a cat receives a cat bag. The items in these bags are provided to assist the new animal owner.
16. If a person who has adopted an animal from the Animal Shelter returns that animal, then a return form must be completely filled out, but no refund is given.
17. If an animal dies within five (5) days after adoption, then the person who adopted the animal can receive a refund of the adoption fee or use that credit to adopt another animal. Adoption credit forms can only be completed by an animal control officer.
18. Volunteers should familiarize themselves with all the forms used for receiving, adopting, reclaiming, and returning animals.
19. Hours for adoption at the Animal Shelter as set by the Jefferson County Board of Commissioners are as follows:  
**Daily: 1:00 p.m. to 4:00 p.m. EXCEPT Thursday.**
20. The capacity of the Animal Shelter and the arrangement or placement of animals in the Animal Shelter and the exercise of animals at the Animal Shelter shall all be under the jurisdiction and control of the animal control officers and the maintenance technician.

21. Any person who violates the rules of operation of the Animal Shelter will no longer be permitted to volunteer.

Questions or comments about the proper operation of the Animal Shelter should be directed to the Jefferson County Board of Commissioners. These rules were adopted by the Jefferson County Board of County Commissioners the 24th day of March, 1995.

**JEFFERSON COUNTY BOARD  
OF COMMISSIONERS**

Jefferson County Courthouse  
Room 103  
Madison, Indiana 47250  
(812) 265-8944