

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

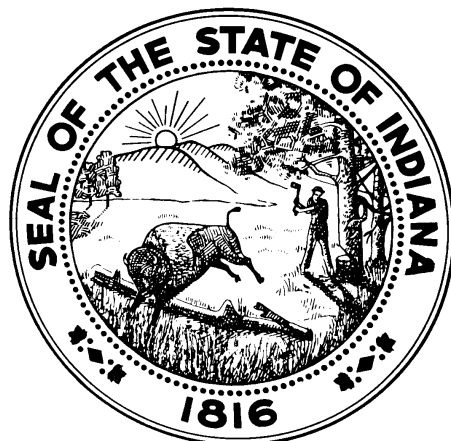
AUDIT REPORT

OF

COMMUNITY CORRECTIONS - JUVENILE ALTERNATIVES

TIPPECANOE COUNTY, INDIANA

January 1, 2007 to February 7, 2008



FILED

07/16/2008

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COUNTY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Community Corrections Director	Patrick Scowden	01-01-07 to 12-31-08
President of the County Council	Jeff Kemper Thomas P. Murtaugh	01-01-07 to 12-31-07 01-01-08 to 12-31-08
President of the Board of County Commissioners	KD Benson Ruth E. Shedd	01-01-07 to 12-31-07 01-01-08 to 12-31-08



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF TIPPECANOE COUNTY

We have audited the records of the Community Corrections - Juvenile Alternatives for the period from January 1, 2007 to February 7, 2008, 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 Tippecanoe County for the year 2007.

STATE BOARD OF ACCOUNTS

May 14, 2008

COMMUNITY CORRECTIONS - JUVENILE ALTERNATIVES
TIPPECANOE COUNTY
AUDIT RESULTS AND COMMENTS

CASH NECESSARY TO BALANCE

On February 6, 2008, a deposit was prepared for collections of February 2, 2008 through February 5, 2008, for remittance to the County Auditor. The amount on hand for remittance was short when compared to the records for the collections of this time period. On February 7, 2008, Jackie Doty, Bookkeeper, responded to the difference and indicated there was an error in one of the receipts written. She then voided that receipt, issued a new receipt for the lesser amount, and adjusted the juvenile's account. The JAG Director followed up with the client of this case and discovered the original receipt was the correct amount of the collection and no adjustments should have been made.

The deposit remitted to the County Auditor's office on February 8, 2008, for collections of February 2, 2008 through February 5, 2008, was short by \$370.

Mrs. Doty admitted to a Tippecanoe County Sheriff's detective that she had taken the \$370 and remitted that amount in cash to him on February 7, 2008. (See Summary, page 6)

At all times, the manual and/or 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, Chapter 1)

INTERNAL CONTROLS

Controls for receipts generated by the Community Corrections - Juvenile Alternatives are insufficient as follows:

- (1) In December 2007, the Community Corrections - Juvenile Alternative made eleven deposits to the County Auditor's Office. Ten of those deposits included money that was not deposited in compliance with Indiana Code requiring funds be deposited no later than the following business day. Further review of all 2007 remittances to the County Auditor indicated that public funds were routinely not deposited timely.
- (2) Management does not directly authorize corrections to posted transactions or adjustments to accounts. Corrections to posted transactions and adjustments to accounts should only occur following proper authorization from management.

Governmental units should have internal controls in effect which provide reasonable assurance regarding the reliability of financial information and records, effectiveness and efficiency of operations, proper execution of management's objectives, and compliance with laws and regulations. Among other things, segregation of duties, safeguarding controls over cash and all other assets and all forms of information processing are necessary for proper internal control. (Accounting and Uniform Compliance Guidelines Manual for Counties, Chapter 1)

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. . . ."

COMMUNITY CORRECTIONS - JUVENILE ALTERNATIVES
TIPPECANOE COUNTY
EXIT CONFERENCE

The contents of this report were discussed on May 14, 2008, with Patrick Scowden, Community Corrections Director; Darlene S. McCray, Community Correction's Office Manager; Jennifer Weston, County Auditor; Ruth E. Shedd, President of the Board of County Commissioners; and Kevin L. Underwood, County Council member. The officials concurred with our audit findings.

COMMUNITY CORRECTIONS - JUVENILE ALTERNATIVES
TIPPECANOE COUNTY
SUMMARY

	Charges	Credits	Balance Due
Jackie Doty, Bookkeeper:			
Cash Necessary to Balance, page 4	\$ 370	\$	\$
Property and Evidence Voucher 28688 - February 7, 2008		370	-
 Totals	\$ 370	\$ 370	\$ -