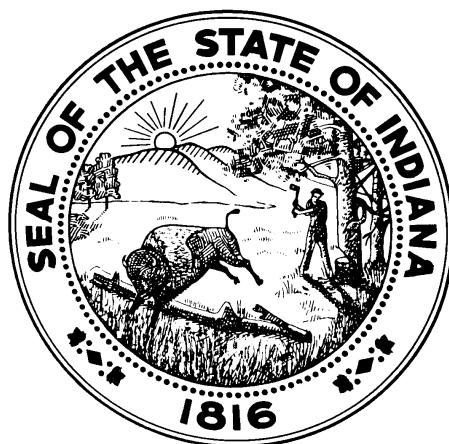


STATE BOARD OF ACCOUNTS
302 West Washington Street
Room E418
INDIANAPOLIS, INDIANA 46204-2769

AUDIT REPORT
OF
PLAINFIELD TOWN COURT
HENDRICKS COUNTY, INDIANA
January 1, 2007 to December 31, 2007



FILED
09/30/2008

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OFFICIALS

Office

Official

Term

Judge

James D. Spencer

01-01-07 to 12-31-11

President of the
Town Council

Robin Brandgard

01-01-07 to 12-31-08



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
302 WEST WASHINGTON STREET
ROOM E418
INDIANAPOLIS, INDIANA 46204-2769

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

TO: THE OFFICIALS OF TOWN COURT, TOWN OF PLAINFIELD, HENDRICKS COUNTY

We have audited the records of the Plainfield Town Court for the period from January 1, 2007 to December 31, 2007, 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 the Town of Plainfield for the year 2007.

STATE BOARD OF ACCOUNTS

August 27, 2008

PLAINFIELD TOWN COURT
HENDRICKS COUNTY
AUDIT RESULTS AND COMMENTS

BANK ACCOUNT RECONCILIATIONS

Depository reconciliations of the fund balances to the bank account balances were incorrect. The general bank account was long by \$585 and the cash bond account was short by \$2,081. These variances have not been identified by the Court. As of June 30, 2008, the general bank account was long by \$484.88 and the cash bond account was long by \$38.78.

Indiana Code 5-13-6-1(e) states in part: "All local investment officers shall reconcile at least monthly the balance of public funds, as disclosed by the records of the local officers, with the balance statements provided by the respective depositories."

DEPOSITS

Of the receipts selected for testing, four were deposited later than the next business day.

Indiana Code 5-13-6-1(d) states: "A city (other than a consolidated city) or a town shall deposit funds not later than the next business day following the receipt of the funds in depositories (1) selected by the city or town as provided in an ordinance adopted by the city or the town; and (2) approved as depositories of state funds."

TRUST FUNDS

Some funds held in trust for cash bonds were held for over five years.

All items that can be legally disbursed should be paid immediately to the person or persons entitled thereto. All fees and funds five or more years old, including old outstanding checks, should be scheduled on forms provided by the Attorney General and paid over to the Attorney General as required by IC 32-34-1-20(c)(7). Items should not be allowed to accumulate beyond the five year anniversary date.

PLAINFIELD TOWN COURT
HENDRICKS COUNTY
AUDIT RESULTS AND COMMENTS
(Continued)

OLD OUTSTANDING CHECKS

Our review of the bank reconcilements as of December 31, 2007, revealed checks outstanding in excess of two years. Checks outstanding were originally issued as long ago as November 17, 1999.

Indiana Code 5-11-10.5-2 states in part: "All warrants or checks drawn upon public funds of a political subdivision that are outstanding and unpaid for a period of two (2) or more years as of the last day of December of each year are void."

Indiana Code 5-11-10.5-3 states in part: "Not later than March 1 of each year, the treasurer of each political subdivision shall prepare or cause to be prepared a list in triplicate of all warrants or checks that have been outstanding for a period of two (2) or more years as of December 31 of the preceding year. The original copy of each list shall be filed with the board of finance of the political subdivision or the fiscal body of a city or town. The duplicate copy shall be transmitted to the disbursing officer of the political subdivision. The triplicate copy of each list shall be filed in the office of the treasurer of the political subdivision. If the treasurer serves also as the disbursing officer of the political subdivision, only two (2) copies of each list need be prepared or caused to be prepared by the treasurer."

Indiana Code 5-11-10.5-5 states:

"(a) Upon the preparation and transmission of the copies of the list of the outstanding warrants or checks, the treasurer of the political subdivision shall enter the amounts so listed as a receipt into the fund or funds from which they were originally drawn and shall also remove the warrants or checks from the record of outstanding warrants or checks.

(b) If the disbursing officer does not serve also as treasurer of the political subdivision, the disbursing officer shall also enter the amounts so listed as a receipt into the fund or funds from which the warrants or checks were originally drawn. If the fund from which the warrant or check was originally drawn is not in existence, or cannot be ascertained, the amount of the outstanding warrant or check shall be receipted into the general fund of the political subdivision."

PLAINFIELD TOWN COURT
HENDRICKS COUNTY
EXIT CONFERENCE

The contents of this report were discussed on August 27, 2008, with James D. Spencer, Judge; and Lana Pedigo, Clerk. The official response has been made a part of this report and may be found on pages 7 and 8.

TOWN COURT TOWN OF PLAINFIELD

PHONE 838-3710 * 1075 W. MAIN STREET * PLAINFIELD, IN 46168

JUDGE

JAMES D. SPENCER
COURT ADMINISTRATOR
LANA PEDIGO

29 August 2008

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

Re: OFFICIAL RESPONSE – 2007 State Board of Accounts Audit Report

Dear Sir/Madam:

Pursuant to the Exit Conference Report, a copy of which is attached, received from Beth Kelley, State Board of Accounts Field Examiner, at the exit conference on August 27, 2008, this letter is being submitted to file an official response to the audit results and comments set forth in the Plainfield Town Court Audit Results and Comments, a copy of which is also attached. The specific audit results and comments and our responses are set forth below.

BANK ACCOUNT RECONCILIATIONS – Town Court

Depository reconciliations of the fund balances to the bank account balances were incorrect. The general bank account was long by \$585 and the cash bond account was short by \$2,081. These variances have not been identified by the court. As of June 30, 2008 the general bank account was long by \$484.88 and the cash bond account was long by \$38.78.

TOWN COURT RESPONSE – As discussed with Ms. Kelley at the exit conference on August 27, 2008, the bank reconciliations have for several prior years revealed long variances. However, this is the first year that an examiner from the State Board of Accounts has noted this item as audit comment. Ms. Kelley has been and will be working over the next few months with our Court Administrator to research and bring our bank reconciliations to a zero balance.

DEPOSITS

Of the receipts selected for testing, four were deposited later than the next business day.

TOWN COURT RESPONSE – As discussed with Ms. Kelley, at the exit conference on August 27, 2008, all deposits are taken to the bank the next business day. However, there are occasions when the deposit is not at the bank prior to their cutoff time. The deposits are deposited into the bank on the court's next business day prior to 5 p.m., however, the bank's business day cuts off

at 2 p.m. The receipt may be dated two days out due to the bank's cutoff time, but the deposit was actually made the next business day. Due to being short staffed or due to a large volume of business that day, getting to the bank prior to 2 p.m. is sometimes a challenging task. Court staff will continue to make concerted efforts to deposit the Court receipts the next business day.

TRUST FUNDS

Some funds held in trust for cash bonds were held over five years.

TOWN COURT RESPONSE - As discussed with Ms. Kelley, at the exit conference on August 27, 2008, it was our understanding that funds held in trust for cash bonds were to be held for seven years prior to being sent to the Attorney General's office. We were unaware that the law had changed to five years and we will now begin researching these bonds and forward the necessary amounts to the Attorney General's office after the five year holding period.

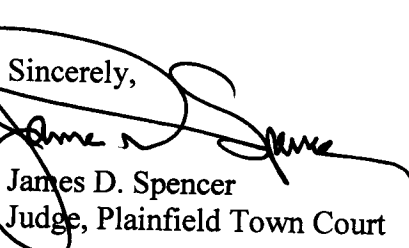
OLD OUTSTANDING CHECKS

Our review of the bank reconcilements as of December 31, 2007 revealed checks outstanding in excess of two years. Checks outstanding were originally issued as long ago as November 17, 1999

TOWN COURT RESPONSE - As discussed with Ms. Kelley, at the exit conference on August 27, 2008, we were unaware of the two year holding period. The Court staff has begun researching these outstanding checks and will be making the appropriate corrections to our accounting system to reflect that any outstanding checks will be cancelled or voided after two years.

Please include our responses in the final 2008 audit report for the Plainfield Town Court. If you have further questions or comments, please contact me at the address or phone number listed above.

Sincerely,



James D. Spencer
Judge, Plainfield Town Court