

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

AUDIT REPORT

OF

COUNTY COMMISSIONERS

GRANT COUNTY, INDIANA

January 1, 2009 to December 31, 2009



**FILED**  
07/29/2010



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COUNTY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
President of the Board of County Commissioners	Mark E. Bardsley	01-01-09 to 12-31-10
President of the County Council	James E. McWhirt	01-01-09 to 12-31-10



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TO: THE OFFICIALS OF GRANT COUNTY

We have audited the records of the County Commissioners for the period from January 1, 2009 to December 31, 2009, 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 Grant County for the year 2009.

STATE BOARD OF ACCOUNTS

June 2, 2010

COUNTY COMMISSIONERS  
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AUDIT RESULTS AND COMMENTS

PENALTIES, INTEREST, AND OTHER CHARGES

In some cases amounts payable to vendors and other suppliers of goods and services were not being paid in a timely manner.

A late payment charge of \$979.90 was paid to Regions Bank on a commercial loan during 2009. A late payment charge of \$642.29 was paid to AT&T Capital Services on a lease during 2009.

Officials and employees have the duty to pay claims and remit taxes in a timely fashion. Failure to pay claims or remit taxes in a timely manner could be an indicator of serious financial problems which should be investigated by the governmental unit.

Additionally, officials and employees have a responsibility to perform duties in a manner which would not result in any unreasonable fees being assessed against the governmental unit.

Any penalties, interest or other charges paid by the governmental unit may be the personal obligation of the responsible official or employee.

(Accounting and Uniform Compliance Guidelines Manual for Counties of Indiana, Chapter 1)

QUESTIONABLE DISBURSEMENTS FROM THE E911 FEE FUND

The County has established a separate fund to account for the financial activity of E911 fees. Indiana Code 36-8-16 and 36-8-16.5 establish guidelines for the expenditure of these fees. During our audit of these fees, we found questionable expenditures as summarized in the following category.

Indiana Office of Technology \$7,955

A similar comment appeared in prior Report B35077.

IC 36-8-16-14(a) states in part:

"The emergency telephone system fees shall be used only to pay for:

- (1) . . . the lease, purchase, or maintenance of enhanced emergency telephone equipment, including necessary computer hardware, software, and data base provisioning;
- (2) the rates associated with the service suppliers' enhanced emergency telephone system network services;
- (3) the personnel expenses of the emergency telephone system;
- (4) the lease, purchase, construction, or maintenance of voice and data communications equipment, communications infrastructure, or other information technology necessary to provide emergency response services under authority of the unit imposing the fee; and

COUNTY COMMISSIONERS  
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AUDIT RESULTS AND COMMENTS  
(Continued)

- (5) an emergency telephone notification system under IC 36-8-21.

The legislative body of the unit may appropriate money in the fund only for such expenditure."

IC 36-8-16.5-41(a) states:

"A PSAP shall use its distribution made under section 39 of this chapter for the lease, purchase, or maintenance of wireless enhanced emergency telephone equipment, including:

- (1) necessary computer hardware, software, and data base equipment;
- (2) personnel expense and training;
- (3) the provision of wireless enhanced emergency service; or
- (4) educating consumers about the operations, limitations, role, and responsible use of enhanced 911 service."

#### APPROVAL OF CLAIMS

The Board of County Commissioners' office completes and submits claims for the E911 Fee Fund expenditures. Some E911 claims submitted were certified as of a date prior to the invoice date.

IC 5-11-10-2(a) states:

"Claims against a political subdivision of the state must be approved by the officer or person receiving the goods or services, be audited for correctness and approved by the disbursing officer of the political subdivision, and, where applicable, be allowed by the governing body having jurisdiction over allowance of such claims before they are paid. If the claim is against a governmental entity (as defined in section 1.6 of this chapter), the claim must be certified by the fiscal officer."

#### ORDINANCES AND RESOLUTIONS

On October 29, 2008, the County Commissioners passed resolution 7-2008, a policy on cell phone usage. Item 5 of this resolution states: "Any overage in usage due to personal minutes shall be the responsibility of the employee who was issued the cell phone." Item 7 of this resolution states: "Each department that issues cell phones shall be responsible for keeping a monthly log which includes telephone number, name of individual using the phone corresponding to the number, cost for that phone and any overages and their associated costs."

Records presented for audit to document that the requirements contained in items 5 and 7 of this resolution were being fulfilled were incomplete. A similar comment appeared in prior Report B35077.

Each governmental unit is responsible for complying with the ordinances, resolutions, and policies it adopts. (Accounting and Uniform Compliance Guidelines Manual for Counties of Indiana, Chapter 1)

COUNTY COMMISSIONERS  
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AUDIT RESULTS AND COMMENTS  
(Continued)

COMMISSIONERS' TAX CERTIFICATE SALE - OFFICIAL RECEIPTS/TIMELY DEPOSIT

On June 10, 2009, the County Commissioners held a tax certificate sale. Official receipts were not issued to purchasers of property sold. Collections were not remitted to the County Auditor until July 14, 2009.

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)

IC 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. . . ."

COUNTY COMMISSIONERS  
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EXIT CONFERENCE

The contents of this report were discussed on June 2, 2010, with James E. McWhirt, President of the County Council.