

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

AUDIT REPORT
OF
COUNTY TREASURER
DELAWARE COUNTY, INDIANA
January 1, 2009 to December 31, 2009



FILED
08/18/2010

TABLE OF CONTENTS

| <u>Description</u> | <u>Page</u> |
|---|-------------|
| County Officials | 2 |
| Transmittal Letter | 3 |
| Audit Results and Comments: | |
| Timely Recordkeeping | 4 |
| Condition of Records – Tax System | 4-5 |
| Exit Conference..... | 6 |

COUNTY OFFICIALS

| <u>Office</u> | <u>Official</u> | <u>Term</u> |
|---|----------------------|----------------------|
| Treasurer | John Dorer | 01-01-09 to 12-31-12 |
| President of the County Council | Christopher Matchett | 01-01-09 to 12-31-10 |
| President of the Board of County Commissioners | Todd Donati | 01-01-09 to 12-31-10 |



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 DELAWARE COUNTY

We have audited the records of the County Treasurer 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 Delaware County for the year 2009.

STATE BOARD OF ACCOUNTS

June 16, 2010

COUNTY TREASURER
DELAWARE COUNTY
AUDIT RESULTS AND COMMENTS

TIMELY RECORDKEEPING

Interest received by the unit for August 2009 until December 2009 was not posted to the records until February 2010.

All documents and entries to records should be done in a timely manner to ensure that accurate financial information is available to allow the governmental unit to make informed management decisions and to help ensure compliance with IC 5-15-1-1 et seq., commonly referred to as the Public Records Law. (Accounting and Uniform Compliance Guidelines Manual for County Treasurers of Indiana, Chapter 10)

CONDITION OF RECORDS – TAX SYSTEM

The following deficiencies relating to the tax collection system were present during our period of audit:

- (1) Due to an error in the computer system, parcels that owed delinquent personal property tax were not billed for their 2008 pay 2009 property taxes.
- (2) Tax duplicates prepared by the system did not agree to the abstract or the apportionment sheets.
- (3) Apportionment sheets generated by the system were incorrect.
- (4) Reports generated by the system contained numerous errors delaying the settlement of the Fall 2009 collections until April 22, 2010.
- (5) Some corrections were made to the reports by the software company with no explanations given to the County.

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 Treasurers, Chapter 10)

COUNTY TREASURER
DELAWARE COUNTY
AUDIT RESULTS AND COMMENTS
(Continued)

IC 6-1.1-27-1 states:

"Sec. 1. (a) On or before June 20th and December 20th of each year, the county auditor and the county treasurer shall meet in the office of the county auditor. Before each semi-annual meeting, the county auditor shall complete an audit of the county treasurer's monthly reports required under IC 36-2-10-16. In addition, the county auditor shall:

- (1) prepare a certificate of settlement on the form prescribed by the state board of accounts; and
- (2) deliver the certificate of settlement to the county treasurer at least two (2) days before each semi-annual meeting

(b) If any county treasurer or auditor refuses, neglects, or fails to distribute tax money due to a tax unit on or before the fifty-first day immediately following each property tax due date under IC 6-1.1-22-9 or IC 6-1.1-37-10, whichever applies, the county treasurer and auditor shall pay to the taxing unit from the county general fund interest on the taxing unit's undistributed tax money if the county treasurer and auditor invest undistributed tax money in an interest bearing investment. The amount of interest to be paid equals the taxing unit's proportionate share of the actual amount of interest which is received from investments of the undistributed tax money from the fifty-second day immediately following the property tax due date under IC 6-1.1-22-9 or IC 6-1.1-37-10, whichever applies, to the date that the tax money is distributed."

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 Treasurers of Indiana, Chapter 10)

The computerized accounting system must incorporate features that assure all information is reported accurately and completely. (Accounting and Uniform Compliance Guidelines Manual for Treasurers of Indiana, Chapter 11)

COUNTY TREASURER
DELAWARE COUNTY
EXIT CONFERENCE

The contents of this report were discussed on June 16, 2010, with John Dorer, Treasurer. The official concurred with our audit findings.