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

AUDIT REPORT

OF

COUNTY SHERIFF

MONROE COUNTY, INDIANA

January 1, 2010 to December 31, 2010

FILED

08/29/2011

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COUNTY OFFICIALS

Office	Official	Term
Sheriff	James L. Kennedy	01-01-07 to 12-31-14
President of the County Council	Geoff McKim	01-01-10 to 12-31-10
	Julie Thomas	01-01-11 to 12-31-11
President of the Board of County Commissioners	Patrick Stoffers	01-01-10 to 12-31-11

STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF MONROE COUNTY

We have audited the records of the County Sheriff for the period from January 1, 2010 to December 31, 2010, 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 Monroe County for the year 2010.

STATE BOARD OF ACCOUNTS

August 1, 2011

COUNTY SHERIFF
MONROE COUNTY
AUDIT RESULTS AND COMMENTS

CASH NECESSARY TO BALANCE, BANK RECONCILIATIONS

Depository reconciliations of the fund balances to the bank account balances were incorrect for the Sheriff's Training Fund, Sheriff's Tax Warrant Fund, Sheriff's Bonds and Sheriff's Inmate Trust Fund. The Sheriff's Department has a net total cash short of $897.41 at December 31, 2010.

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."

We requested the Sheriff's Department provide adequate documentation to support adjustments to the record balance which would reconcile the bank balances the fund balances or reimbursement will be requested pursuant to the following uniform compliance guideline.

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 of Indiana, Chapter 1)

RECONCILIATION OF SUBSIDIARY LEDGERS

The Sheriff's Department, Inmate Trust #3 account had different ending balances in the subsidiary records provided and the control account. The County Annual Report presented for audit for the period from January 1, 2010 to December 31, 2010, contains the beginning balance, receipts, disbursements and ending balance, which was $11,784.61, for this fund. The Sheriff's Office provided a Resident Balance report dated December 31, 2010, with an ending balance of $10,315.25, making the control ledger short by $1,469.36. Neither total agreed with control and no reconciling items were provided for review.

At all times, the manual and 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)

FUND LEDGER BALANCE

The investment account of $8,000 has not been included in the Commissary ledger balance for reporting or reconciling. The Sheriff was instructed to include the $8,000 as part of the total Commissary fund balance.

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."

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)

UNCLAIMED PROPERTY

The Sheriff's Department, Inmate Trust #2 Account has $23,196.67 in the balance at December 31, 2010. This entire amount is outstanding checks that date from 2004 to 2008. All this money has been disbursed to the inmates upon their release. The account is closed and only had one transaction in the amount of $ .51 cents during the audit period.

Indiana Code 32-34-1-20(c) states in part:

> "Property that is held, issued, or owed in the ordinary course of a holder's business is presumed abandoned if the owner or apparent owner has not communicated in writing with the holder concerning the property or has not otherwise given an indication of interest in the property during the following times: . . .
>
> (7) For property held by a state or other government, governmental subdivision or agency, or public corporation or other public authority, one (1) year after the property becomes distributable."

Indiana Code 32-34-1-26(a) states: "A holder of property that is presumed abandoned and that is subject to custody as unclaimed property under this chapter shall report in writing to the attorney general concerning the property. Items of value of less than fifty dollars ($50) may be reported by the holder in the aggregate."

Indiana Code 32-34-1-27(a) states: "Except as provided in subsections (b) (c), on the data a report is filed under section 26 of this chapter, the holder shall pay or deliver to the attorney general the property that is described in the report as unclaimed."

COUNTY SHERIFF
MONROE COUNTY
EXIT CONFERENCE

The contents of this report were discussed on August 1, 2011, with Patrick Stoffers, President of the Board of County Commissioners; Julie Thomas, President of the County Council; Marty Hawk, County Council member; Kevin W. Dogan, District County Administrator; Michael Flory, Council Attorney; Scott McGloughlan, Training Fund Bookkeeper; Teresa Martin, Tax Warrant Bookkeeper; Angie Dennison, Inmate Trust Bookkeeper; and Karen Bridges, Commissary and Cash Bond Bookkeeper.