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

AUDIT REPORT

OF

COUNTY RECORDER

HANCOCK COUNTY, INDIANA

January 1, 2011 to December 31, 2011

FILED
09/04/2012

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COUNTY OFFICIALS

Office	Official	Term
Recorder	Debra Carnes	01-01-11 to 12-31-14
President of the County Council	William Bolander	01-01-11 to 12-31-12
President of the Board of County Commissioners	Brad Armstrong	01-01-11 to 12-31-11
	Tom Stevens	01-01-12 to 12-31-12

STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF HANCOCK COUNTY

We have audited the records of the Hancock County Recorder for the period from January 1, 2011 to December 31, 2011, 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 Result and Comment. The financial transactions of this office are reflected in the Annual Report of Hancock County for the year 2011.

STATE BOARD OF ACCOUNTS

August 07, 2012

COUNTY RECORDER
HANCOCK COUNTY
AUDIT RESULT AND COMMENT

BANK ACCOUNT RECONCILIATIONS

Bank reconcilements for the calendar year 2011 were not done timely. All the bank reconcilements for the calendar year 2011 were completed in May 2012. Additionally, the cash reconcilement at December 31, 2011, revealed cash long of $91. Currently, reconcilements are timely. The June 2012 reconcilement was completed on July 6th, 2012.

Indiana Code 5-13-6-1(e) states: "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."

COUNTY RECORDER
HANCOCK COUNTY
EXIT CONFERENCE

The contents of this report were discussed on August 7, 2012, with Debra Carnes, Hancock County Clerk. The Official Response has been made a part of the report and can be found on page 6.

2011 Audit

In regard to the Hancock County Recorder Audit results and comments I would like to state that, once I was aware of the last step in my process of reconcilement, I did complete the 2011 year to SBOA specifications. Following is the process that was followed by the Recorders Office:

> On a daily basis all Money is reconciled to my office's Daily Pre-Posting Report by reviewing and approving that all the checks and cash are correct. At this point I reconcile the Daily Cash Book Report with the Daily Pre-Posting Report, Daily deposit and all money directly deposited by Doxpop, Simplifie and IRS. At the end of the month I reconcile that all daily deposits match the end of month Fee and Cash Book and the Report of Collections. I then review the end of month bank statement and write a check to the Treasurer that matches my Report of Collections. I was unaware that I needed to document the money in transit at the end of the month because it was reconciled on the following month's reports. Money in transit occurs from an end of the month Direct Deposit. I have added the last part of the reconcilement and will continue to follow this process.

Debra A. Carnes
Hancock County Recorder