

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

AUDIT REPORT
OF
CLERK OF THE CIRCUIT COURT
VIGO COUNTY, INDIANA
January 1, 2012 to December 31, 2012



FILED
08/23/2013

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COUNTY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Clerk of the Circuit Court	Patricia Mansard David R. Crockett	01-01-09 to 12-31-12 01-01-13 to 12-31-16
President of the County Council	Kathy Miller Bill Thomas	01-01-12 to 12-31-12 01-01-13 to 12-31-13
President of the Board of County Commissioners	Michael Ciolli Judy Anderson	01-01-12 to 12-31-12 01-01-13 to 12-31-13



STATE OF INDIANA

AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF VIGO COUNTY

We have audited the records of the Clerk of the Circuit Court for the period from January 1, 2012 to December 31, 2012, 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 Vigo County for the year 2012.

STATE BOARD OF ACCOUNTS

July 18, 2013

CLERK OF THE CIRCUIT COURT
VIGO COUNTY
AUDIT RESULT AND COMMENT

INTERNAL CONTROLS

Internal controls over the receipting, disbursing, recording, and accounting for the financial activities were insufficient. Management of the Vigo County Title IV-D program has not established an effective internal control system for federal grant reporting. Controls are not in place to ensure that the reports submitted to the State for reimbursement and reporting are correct and reflective of the activity of the program. As a result, errors have not been identified and all necessary corrected reports have not been submitted to the State.

Governmental units should have internal controls in effect which provide reasonable assurance regarding the reliability of financial information and records, effectiveness and efficiency of operations, proper execution of management's objectives, and compliance with laws and regulations. Among other things, segregation of duties, safeguarding controls over cash and all other assets and all forms of information processing are necessary for proper internal control. (Accounting and Uniform Compliance Guidelines Manual for Counties of Indiana, Chapter 1)

CLERK OF THE CIRCUIT COURT
VIGO COUNTY
EXIT CONFERENCE

The contents of this report were discussed on July 23, 2013, with Patricia Mansard, former Clerk of the Circuit Court.

The contents of this report were discussed on July 18, 2013, with David R. Crockett, Clerk of the Circuit Court. The official concurred with our audit finding.