

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

COMPLIANCE REPORT
OF

CLAY COUNTY SOIL AND WATER
CONSERVATION DISTRICT
CLAY COUNTY, INDIANA

January 1, 2012 to December 31, 2015



FILED
09/12/2017

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
District Coordinator	Jennifer D. Creager	01-01-12 to 12-31-17
President of the Board of Supervisors	Marshall Nuckolls	01-01-12 to 12-31-12
	Tim Stearley	01-01-13 to 12-31-13
	Matt Mace	01-01-14 to 12-31-14
	Tim Stearley	01-01-15 to 12-31-17



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 THE CLAY COUNTY SOIL AND WATER
CONSERVATION DISTRICT, CLAY COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of Clay County Soil and Water Conservation District (District), for the period January 1, 2012 to December 31, 2015, to determine compliance with applicable Indiana laws and uniform compliance guidelines established by the Indiana State Board of Accounts.

The Results and Comments contained herein describe the identified reportable instances of noncompliance found as a result of these procedures. Our tests were not designed to identify all instances of noncompliance; therefore, noncompliance may exist that is unidentified.

The Annual Financial Reports filed by the District can be found on the Gateway website:
<https://gateway.ifionline.org/>.

Paul D. Joyce
Paul D. Joyce, CPA
State Examiner

July 11, 2017

CLAY COUNTY SOIL AND WATER CONSERVATION DISTRICT
RESULTS AND COMMENTS

DEPOSITORY RECONCILIATIONS

As stated in prior Reports B38142 and B40544, depository reconciliations of the fund balances to the bank account balances were conducted; however, the reconciliation contained errors and did not balance.

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."

ANNUAL FINANCIAL REPORT ERRORS

The Annual Financial Reports (AFR) filed for 2012, 2013, 2014, and 2015 did not match the District's ledger as shown in the table below:

Years	Fund	Category	Amount per AFR	Amount per Township Ledger	Difference
2012	General/Operating	Beg Bal	\$ 13,453.55	\$ 24,617.85	\$ (11,164.30)
2012	CD's - CCSWCD Certificate of Deposit	Beg Bal	10,000.00	-	10,000.00
2012	Savings - CCSWCD Savings	Beg Bal	390.11	-	390.11
2012	General/Operating	Ending Bal	14,614.65	21,290.28	(6,675.63)
2012	CD's - CCSWCD Certificate of Deposit	Ending Bal	10,000.00	-	10,000.00
2012	Savings - CCSWCD Savings	Ending Bal	390.51	-	390.51
2012	Savings - CCSWCD Savings	Receipts	0.40	-	0.40
2013	General/Operating	Beg Bal	14,614.65	25,789.95	(11,175.30)
2013	CD's - CCSWCD Certificate of Deposit	Beg Bal	10,000.00	-	10,000.00
2013	Savings - CCSWCD Savings	Beg Bal	390.51	-	390.51
2013	General/Operating	Receipts	43,807.32	48,980.79	(5,173.47)
2013	CD's - CCSWCD Certificate of Deposit	Receipts	5,000.00	-	5,000.00
2013	Savings - CCSWCD Savings	Receipts	10,002.18	-	10,002.18
2013	General/Operating	Disb	37,716.95	52,543.48	(14,826.53)
2013	CD's - CCSWCD Certificate of Deposit	Disb	5,000.00	-	5,000.00
2013	General/Operating	Ending Bal	20,705.02	30,439.78	(9,734.76)
2013	CD's - CCSWCD Certificate of Deposit	Ending Bal	10,000.00	-	10,000.00
2013	Savings - CCSWCD Savings	Ending Bal	10,392.69	-	10,392.69
2014	General/Operating	Beg Bal	20,705.02	21,290.28	(585.26)
2014	CD's - CCSWCD Certificate of Deposit	Beg Bal	10,000.00	-	10,000.00
2014	Savings - CCSWCD Savings	Beg Bal	10,392.69	-	10,392.69
2014	CD's - CCSWCD Certificate of Deposit	Receipts	5,234.75	-	5,234.75

CLAY COUNTY SOIL AND WATER CONSERVATION DISTRICT
RESULTS AND COMMENTS
(Continued)

Years	Fund	Category	Amount per AFR	Amount per Township Ledger	Difference
2014	Savings - CCSWCD Savings	Receipts	4.41	-	4.41
2014	General/Operating	Disb	40,160.64	40,160.84	(0.20)
2014	CD's - CCSWCD Certificate of Deposit	Disb	5,000.00	-	5,000.00
2014	Savings - CCSWCD Savings	Disb	5,000.00	-	5,000.00
2014	General/Operating	Ending Bal	28,244.23	40,821.99	(12,577.76)
2014	CD's - CCSWCD Certificate of Deposit	Ending Bal	10,234.75	-	10,234.75
2014	Savings - CCSWCD Savings	Ending Bal	5,397.10	-	5,397.10
2015	General/Operating	Beg Bal	20,626.60	40,160.64	(19,534.04)
2015	CD's - CCSWCD Certificate of Deposit	Beg Bal	10,234.75	-	10,234.75
2015	Savings - CCSWCD Savings	Beg Bal	5,397.10	-	5,397.10
2015	General/Operating	Receipts	26,522.25	26,500.25	22.00
2015	Savings - CCSWCD Savings	Receipts	3.25	-	3.25
2015	General/Operating	Disb	27,223.86	25,780.90	1,442.96
2015	General/Operating	Ending Bal	19,924.99	40,821.99	(20,897.00)
2015	CD's - CCSWCD Certificate of Deposit	Ending Bal	10,234.75	-	10,234.75
2015	Savings - CCSWCD Savings	Ending Bal	5,400.35	-	5,400.35

Indiana Code 5-11-1-4(a) states:

"The state examiner shall require from every municipality and every state or local governmental unit, entity, or instrumentality financial reports covering the full period of each fiscal year. These reports shall be prepared, verified, and filed with the state examiner not later than sixty (60) days after the close of each fiscal year. The reports must be in the form and content prescribed by the state examiner and filed electronically in the manner prescribed under IC 5-14-3.8-7."

FAILURE TO OBTAIN A SURETY BOND

Officers and employees entrusted with money or property of the District were not provided Surety Bonds for the years 2012, 2013, 2014, and 2015.

Indiana Code 14-32-4-22 states in part:

"The supervisors of a district shall do the following:

- (1) Provide for the execution of surety bonds for all district employees and officers who are entrusted with money or property. . . ."

CLAY COUNTY SOIL AND WATER CONSERVATION DISTRICT
EXIT CONFERENCE

The contents of this report were discussed on July 11, 2017, with Jennifer D. Creager, District Coordinator.