

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

SUPPLEMENTAL COMPLIANCE REPORT

OF

DELAWARE COUNTY, INDIANA

January 1, 2018 to December 31, 2018



FILED
09/19/2019

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SCHEDULE OF OFFICIALS

| <u>Office</u> | <u>Official</u> | <u>Term</u> |
|---|------------------------------|--|
| County Auditor | Steven Craycraft | 01-01-15 to 12-31-22 |
| County Treasurer | Edward E. Carroll Jr. | 01-01-17 to 12-31-20 |
| Clerk of the Circuit Court | Mike King Rick Spangler | 01-01-15 to 12-31-18 01-01-19 to 12-31-22 |
| County Sheriff | Ray Dudley Tony Skinner | 06-04-15 to 12-31-18 01-01-19 to 12-31-22 |
| County Recorder | Melanie Marshall | 01-01-15 to 12-31-22 |
| President of the Board of County Commissioners | James King Sherry Riggins | 01-01-18 to 12-31-18 01-01-19 to 12-31-19 |
| President of the County Council | Ron Quakenbush | 01-01-18 to 12-31-19 |



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
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TO: THE OFFICIALS OF DELAWARE COUNTY, INDIANA

This report is supplemental to our audit report of Delaware County (County), for the period from January 1, 2018 to December 31, 2018. It has been provided as a separate report so that the reader may easily identify any Audit Results and Comments that pertain to the County. It should be read in conjunction with our Financial Statement Audit Report of the County, which provides our opinion on the County's financial statement. This report may be found at www.in.gov/sboa/.

As authorized under Indiana Code 5-11-1, we performed procedures to determine compliance with applicable Indiana laws and uniform compliance guidelines established by the Indiana State Board of Accounts. The Audit 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.

Any Official Response to the Audit Results and Comments, incorporated within this report, was not verified for accuracy.

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

August 29, 2019

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BOARD OF COUNTY COMMISSIONERS
DELAWARE COUNTY

BOARD OF COUNTY COMMISSIONERS
DELAWARE COUNTY
AUDIT RESULT AND COMMENT

TRAINING AND CERTIFICATION ON INTERNAL CONTROL

A similar comment appeared in prior Report B51522 entitled, *Adoption and Training on Internal Controls*.

The unit failed to properly train all required personnel on internal controls. Personnel requiring training include an officer or employee of a political subdivision whose official duties include receiving, processing, depositing, disbursing or otherwise have access to funds that belong to the federal government, state government, a political subdivision, or another governmental entity.

The County incorrectly certified on the Indiana Gateway for Governmental Units financial reporting system that all personnel were properly trained on the internal controls, when they had not all received training.

Indiana Code 5-11-1-27(g) states:

"After June 30, 2016, the legislative body of a political subdivision shall ensure that:

- (1) the internal control standards and procedures developed under subsection (e) are adopted by the political subdivision; and
- (2) personnel receive training concerning the internal control standards and procedures adopted by the political subdivision."

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](#)."

BOARD OF COUNTY COMMISSIONERS
DELAWARE COUNTY
EXIT CONFERENCE

The contents of this report were discussed on August 29, 2019, with Sherry Riggin, President of the Board of County Commissioners; Ryan Ballard, County Council member; Steven Craycraft, County Auditor; Donna Patterson, Deputy County Auditor; Edward E. Carroll Jr., County Treasurer; and Becki Stuffel, Deputy County Treasurer.

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COUNTY SHERIFF
DELAWARE COUNTY

COUNTY SHERIFF
DELAWARE COUNTY
AUDIT RESULT AND COMMENT

BANK ACCOUNT RECONCILIATIONS AND RETENTION OF RECORDS

The County Sheriff's office does not complete monthly reconcilments of the Inmate Trust funds. The County Sheriff's office did not maintain records during 2018 related to inmate trust, such as outstanding check lists and inmate trust balances.

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."

Indiana Code 5-15-6-3 states:

"No financial records or records relating to financial records shall be destroyed until the earlier of the following actions:

- (1) The audit of the records by the state board of accounts has been completed, report filed, and any exceptions set out in the report satisfied.
- (2) The financial record or records have been copied or reproduced in accordance with a retention schedule or with the written consent of the administration."

COUNTY SHERIFF
DELAWARE COUNTY
EXIT CONFERENCE

The contents of this report were discussed on August 29, 2019, with Sherry Riggin, President of the Board of County Commissioners; Ryan Ballard, County Council member; Steven Craycraft, County Auditor; and Jeff Stanley, Chief Deputy Sheriff.