B53441

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

SUPPLEMENTAL COMPLIANCE REPORT

OF

WABASH COUNTY, INDIANA

January 1, 2018 to December 31, 2018

FILED
09/26/2019

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SCHEDULE OF OFFICIALS

Office	Official	Term
County Auditor	Marcie Shepherd	01-01-17 to 12-31-20
County Treasurer	LuAnn K. Layman	01-01-17 to 12-31-20
Clerk of the Circuit Court	Elaine J. Martin	01-01-15 to 12-31-18
	Lori J. Draper	01-01-19 to 12-31-22
County Sheriff	Robert E. Land	01-01-15 to 12-31-18
	Ryan Baker	01-01-19 to 12-31-22
County Recorder	Lori J. Draper	01-01-15 to 12-31-18
	Eric Rish	01-01-19 to 12-31-22
President of the Board of County Commissioners	Brian K. Haupert	01-01-18 to 12-31-18
	Barry J. Eppley	01-01-19 to 12-31-19
President of the County Council	Jeff Dawes	01-01-18 to 01-22-18
	Randy Curless	01-23-18 to 12-31-18
	Kyle Bowman	01-01-19 to 12-31-19

STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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

This report is supplemental to our audit report of Wabash 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

September 12, 2019

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COUNTY AUDITOR
WABASH COUNTY

COUNTY AUDITOR
WABASH COUNTY
AUDIT RESULT AND COMMENT

PRESCRIBED FORM

A similar comment appeared in the four previous reports, B47280, B47526, B53427, and B53430.

The County did not use the prescribed form 127-CE, Certificate of Error, nor have they requested approval for an alternative form in lieu of the prescribed form. The Indiana State Board of Accounts was responsible for prescribing and approving accounting forms and records for all governmental units.

Officials and employees are required to use State Board of Accounts prescribed or approved forms in the manner prescribed. (Accounting and Uniform Compliance Guidelines Manual for County Auditors of Indiana, Chapter 1)

COUNTY AUDITOR
WABASH COUNTY
EXIT CONFERENCE

The contents of this report were discussed on September 12, 2019, with Marcie Shepherd, County Auditor; Shelly M. Baucco, Chief Deputy County Auditor; Barry J. Eppley, President of the Board of County Commissioners; Brian K. Haupert, County Commissioner; and Kyle Bowman, President of the County Council.

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COUNTY SHERIFF
WABASH COUNTY

COUNTY SHERIFF
WABASH COUNTY
AUDIT RESULT AND COMMENT

CONDITION OF RECORDS - SHERIFF INMATE TRUST

A similar comment appeared in the four previous reports, B47280, B47526, B53427, and B53430.

Condition and Context

The following items were noted during the audit of the Sheriff Inmate Trust:

1. Depository reconciliations of the fund balances to the bank account balances were conducted; however, the reconciliations were incomplete. The adjusted book balance exceeded the adjusted bank balance by $1,808 at December 31, 2018.

2. Inmates receive funds into their accounts via a kiosk in the County Sheriff's Department lobby. A security money processing company removes the cash from the kiosk. At no time does the County Sheriff receive any type of receipt or detail of these transactions.

3. Exiting inmates are given debit cards for their remaining balance. The debit cards are handled through a third-party card processing company. Funds are withdrawn by the card processing company from the Inmate Trust bank account without documentation.

4. The balance in the debit card processing account is not identifiable, nor does it agree with the amount reported on the Balance Sheet report at the end of each month.

Criteria

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."

At all times, the manual and/or computerized records, subsidiary ledgers, control ledger, and reconciled bank balance must agree. If the reconciled bank balance is less than the subsidiary or control ledgers, the amount needed to balance may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for Counties of Indiana, Chapter 1)

Supporting documentation such as receipts, canceled checks, tickets, invoices, bills, contracts, and other public records must be available for examination to provide supporting information for the validity and accountability of monies disbursed. Payments without supporting documentation may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for Counties of Indiana, Chapter 1)

Wabash County Sheriff's Department

Sheriff Ryan Baker

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September 23, 2019

State Board of Accounts
302 West Washington Street
Room E 418
Indianapolis, IN 46204-2765

OFFICIAL RESPONSE

Report Period: 1/1/2016 to 12/31/2018

Title of Result & Comment: Condition of Records – Inmate Trust

Contact Person Responsible for Corrective Action – Sheriff Ryan Baker

We agree with the repeat finding identified.

This was a similar comment that appeared in the prior two audit reports. These reports were issued under the last administration (Sheriff and Commissary Clerk). The current Administrative Assistant who is now performing the commissary duties, was unaware of these exact issues from the previous audit when she took over these duties.

Immediately, the Sheriff contacted our commissary supplier to try and resolve these issues. The Administrative Assistant reached out to the debit card release company and was able to gain access to their online site which will grant her access to see the daily transactions of debit and credits live and in a timely fashion. The site doesn't show which inmate the debit cards and deposits are for but the Administrative Assistant is currently working with someone with our commissary software company to help reconcile these cards and the bank balance. They have assured us many Indiana jails use these same debit card releases. The inmate trust fund debit cards will be reconciled and balanced monthly.

Our commissary supplier immediately granted us access to an online site, which we are now able to verify what is deposited into the lobby kiosk every day and identify which inmate the money belongs. So point #2 of this issue has been resolved as of 9/13/19.

The anticipated completion date of this result is January 1, 2020.

Sheriff Ryan Baker

COUNTY SHERIFF
WABASH COUNTY
EXIT CONFERENCE

The contents of this report were discussed on September 12, 2019, with Ryan Baker, County Sheriff; Robert E. Land, former County Sheriff; and Connie Rich, Administrative Assistant.