

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

SUPPLEMENTAL COMPLIANCE REPORT

OF

RANDOLPH COUNTY, INDIANA

January 1, 2017 to December 31, 2018



FILED
12/05/2019

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
County Auditor	Mary Ann Lenkensdofer	01-01-15 to 12-31-18
	Laura J. Martin	01-01-19 to 12-31-22
County Treasurer	Jane A. Grove	01-01-15 to 12-31-18
	Debbie L. Preston	01-01-19 to 12-31-22
Clerk of the Circuit Court	Laura J. Martin	01-01-17 to 12-31-18
	Melinda Peed	01-01-19 to 12-31-20
County Sheriff	Ken Hendrickson	01-01-15 to 12-31-18
	Art Moystner	01-01-19 to 12-31-22
County Recorder	Debbie L. Preston	01-01-15 to 12-31-18
	Jane A. Grove	01-01-19 to 12-31-22
President of the Board of County Commissioners	Michael Wickersham	01-01-15 to 12-31-19
President of the County Council	Gary Friend	01-01-17 to 12-31-17
	David Lenkensdofer	01-01-18 to 12-31-18
	Gary Friend	01-01-19 to 12-31-19



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF RANDOLPH COUNTY, INDIANA

This report is supplemental to our audit report of Randolph County (County), for the period from January 1, 2017 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 Result and Comment contained herein describes the identified reportable instance 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 Result and Comment, incorporated within this report, was not verified for accuracy.

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

November 7, 2019

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BOARD OF COUNTY COMMISSIONERS
RANDOLPH COUNTY

BOARD OF COUNTY COMMISSIONERS
RANDOLPH COUNTY
AUDIT RESULT AND COMMENT

COMMUNITY CORRECTIONS POLICIES AND COLLECTION OF AMOUNTS DUE

Condition and Context

The Community Corrections Department is responsible for administering the work release, home detention, community transition, and other programs. We performed limited auditing procedures on the Community Corrections Department.

Work Release Program

The contracts signed by each work release program participant and the case manager call for payments for monitoring services and room and board which "must be paid in full before the termination of my work release." The fee is to be the greater of the daily fee, which ranges from \$10 to \$16 per day, depending on type of monitoring equipment used, or 20 percent of gross earnings. The contracts also state "Fees are to be paid on a weekly or biweekly basis, depending on when I am paid."

The deficiencies noted in work release fees charged and collected were as follows:

- A flat fee of \$10 per day was regularly charged, even though 20 percent of gross earnings was the greater amount due. In one case in 2018, the maximum weekly amount due based upon 20 percent of gross earnings was \$361; however, the participant was charged \$70 weekly. The total fees due in 2018 for this participant should have been \$14,248; they were actually charged \$3,640; leaving \$10,608 uncharged. This individual was released from the work release program without paying either the correct fees or the actual fees charged.
- Some individuals' weekly fees were capped by the Director at a set amount, for which, there was no provision in the contracts.
- One person's fee was capped at \$300 weekly, their average wage based on the payroll information available should have been \$452 weekly. Payroll information was unavailable for gross wages paid the last two pay periods of the work release period. This individual was on work release for 39 weeks, if the "capped fee" of \$300 per week had been charged, the total fees due would have been \$11,700. The total fees due based on the average weekly calculated wage of \$452 would have been \$16,810. The actual fee amount collected was \$5,925. This individual was released from the work release program without paying either the correct fees or the actual fees charged.
- We noted participants were not paying at the same time frequency as their payroll, such as weekly or biweekly. One participant was in the program for 273 days in 2018, their payroll was paid weekly, the participant made only five payments in 2018. The individual should have been paying on a weekly basis.

BOARD OF COUNTY COMMISSIONERS
RANDOLPH COUNTY
AUDIT RESULT AND COMMENT
(Continued)

Home Detention Program

The contracts signed by each home detention program participant and the case manager call for payments for monitoring services which "must be paid in full before the termination of my home detention." The fees are \$9, \$12, or \$15 per day for adults, and \$5, \$8, \$11 for juveniles, depending on type of monitoring equipment used.

The following error was identified regarding home detention fees charged:

- Individuals were charged a fee of \$10 per day which is not a fee amount included in the contract.

Community Transition Program

A "Project Income Users Fees Schedule" adopted by the Advisory Board on November 15, 1999, states:

"If an offender has been identified through quantified measures based on federal poverty standards to be unable to pay the full amount of fees for the programs sentenced, the Executive Director shall have the authority to convert the amount of per diem costs to community service."

The following errors in community transition were discovered during the audit:

- Individuals were deemed indigent with no documentation or quantifiable measures retained for audit.
- Such individuals were not required to perform community service.

Criteria

Units have a responsibility to collect amounts owed to the unit pursuant to procedures authorized by law. (Accounting and Uniform Compliance Guidelines Manual for Counties of Indiana, Chapter 1)

Each unit is responsible for complying with the ordinances, resolutions, and policies it adopts. (Accounting and Uniform Compliance Guidelines Manual for Counties of Indiana, Chapter 1)



Randolph County Commissioners

Randolph County Courthouse
100 South Main Street, Room 102
Winchester, Indiana 47394-1898
Phone: (765) 584-6700 Fax: (765) 584-2958

November 15, 2019

Shannon Lopez
State Board of Accounts
302 West Washington Street
Room E418
Indianapolis, IN 46204-2769

Dear Ms. Lopez:

In response to the State Board of Accounts Audit Response and Comment's pertaining to "Community Corrections Policies and Collection of Amounts Due" as shared with several members of Randolph County Government Leadership on Thursday, November 7th, 2019, the County is not in disagreement with the report and will take all appropriate and necessary actions to address the issues presented in the report.

Sincerely,

Michael D. Wickersham
President Randolph County
Board of Commissioners

BOARD OF COUNTY COMMISSIONERS
RANDOLPH COUNTY
EXIT CONFERENCE

The contents of this report were discussed on November 7, 2019, with Laura J. Martin, County Auditor; Michael Wickersham, President of the Board of County Commissioners; Gary Friend, President of the County Council; Tom Chalfant, County Commissioner; David Lenkensdofer, County Council member; R. Max Holaday, County Council member; Angela Lowe, Chief Deputy County Auditor; Art Moystner, County Sheriff; Elizabeth Krieg, Chief Probation Officer; and Meeks Cockerill, County Attorney.