

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

COMPLIANCE REPORT  
OF

HANCOCK COUNTY SOLID WASTE  
MANAGEMENT DISTRICT  
HANCOCK COUNTY, INDIANA

January 1, 2015 to December 31, 2018



**FILED**  
12/06/2019



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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Roy Ballard	01-01-15 to 09-30-19
	Dede C. Allender (interim)	10-01-19 to 12-31-19
Controller	Robin D. Lowder	01-01-15 to 12-31-18
	Debra A. Carnes	01-01-19 to 12-31-19
President of the District Board	Tom Stevens	01-01-15 to 12-31-15
	Brad Armstrong	01-01-16 to 12-31-18
	John Jessup	01-01-19 to 12-31-19



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF THE HANCOCK COUNTY SOLID WASTE  
MANAGEMENT DISTRICT, HANCOCK COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of the Hancock County Solid Waste Management District (District), Hancock County, for the period of January 1, 2015 to December 31, 2018, 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 non-compliance 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 Schedule of Cash and Investment Balances - Regulatory Basis, as listed in the Table of Contents, is presented as other information. It has not been subjected to any auditing procedures and, accordingly, we do not express an opinion or provide any assurance on it.

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

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

November 4, 2019

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#### OTHER INFORMATION - UNAUDITED

The District's Annual Financial Reports information can be found on the Indiana Gateway for Government Units (Gateway) website: <https://gateway.ifionline.org/>. The schedule presented herein is presented as other information and is derived from the District's Annual Financial Reports information and has not been subjected to any audit procedures. No adjustments have been made to the information as reported in Gateway and, as such, balances may differ.

HANCOCK COUNTY SOLID WASTE MANAGEMENT DISTRICT  
 STATEMENT OF CASH AND INVESTMENT  
 BALANCES - REGULATORY BASIS  
 For the Year Ended December 31, 2018

Fund	Cash and Investments 12-31-18
Solid Waste Management Fund	\$ 139
Solid Waste Agency Event Fund	21,790
County General	<u>-</u>
Total	<u>\$ 21,929</u>

HANCOCK COUNTY SOLID WASTE MANAGEMENT DISTRICT  
RESULTS AND COMMENTS

**LACK OF SEPARATE ACCOUNTING**

A similar comment appeared in prior reports, most recently, Report B45500.

*Condition and Context*

Hancock County, through Resolution No. 2002-3-1, designated itself as a separate county solid waste management district on March 4, 2002. An interlocal agreement between the District and Hancock County for fiscal services was in existence during the engagement period; however, the financial activity of the District was not maintained separate and distinct from the records of the County. Additionally, a separate bank reconciliation was not performed for the District.

*Criteria*

Indiana Code 5-11-1-2 states in part:

"The state board of accounts shall formulate, prescribe, and install a system of accounting and reporting in conformity with this chapter, which must comply with the following:

- (1) Be uniform for every public office and every public account of the same class and contain written standards that an entity that is subject to audit must observe.
- (2) Exhibit true accounts and detailed statements of funds collected, received, obligated, and expended for or on account of the public for any and every purpose whatever, and by all public officers, employees, or other individuals. . . ."

**TRAINING ON INTERNAL CONTROL STANDARDS**

*Condition and Context*

District employees whose official duties included receiving, processing, depositing, disbursing, or otherwise having access to funds that belonged to the District, did not receive the required internal control training.

HANCOCK COUNTY SOLID WASTE MANAGEMENT DISTRICT  
RESULTS AND COMMENTS  
(Continued)

*Criteria*

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

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

- (2) personnel receive training concerning the internal control standards and procedures adopted by the political subdivision."

***CERTIFICATION ON INTERNAL CONTROL STANDARDS***

*Condition and Context*

The District incorrectly certified in Gateway that all personnel defined by Indiana Code 5-11-1-27(c) had received training on internal control standards adopted by the District; however, the appropriate personnel had not received the training on internal control standards.

*Criteria*

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](#)."

HANCOCK COUNTY SOLID WASTE MANAGEMENT DISTRICT  
EXIT CONFERENCE

The contents of this report were discussed on November 4, 2019, with Dede C. Allender, Director; Debra A. Carnes, Controller; and John Jessup, President of the District Board.