

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

SUPPLEMENTAL COMPLIANCE REPORT

OF

HOWARD COUNTY, INDIANA

January 1, 2021 to December 31, 2021



FILED
09/13/2022

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
County Auditor	Jessica Secrease	01-01-21 to 12-31-22
County Treasurer	Christie Branch	01-01-21 to 12-31-22
Clerk of the Circuit Court	Debbie Stewart	01-01-21 to 12-31-22
County Sheriff	Jerry Asher	01-01-21 to 12-31-22
County Recorder	Jennifer Jack	01-01-21 to 12-31-22
President of the Board of County Commissioners	Paul Wyman	01-01-21 to 12-31-22
President of the County Council	Jamie Bolser (Vacant)	01-01-21 to 07-26-22 07-27-22 to 08-10-22



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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

This report is supplemental to our audit report of Howard County (County), for the period from January 1, 2021 to December 31, 2021. 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 opinions 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.

Beth Kelley, CPA, CFE
Deputy State Examiner

August 10, 2022

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BOARD OF COUNTY COMMISSIONERS
HOWARD COUNTY

BOARD OF COUNTY COMMISSIONERS
HOWARD COUNTY
AUDIT RESULT AND COMMENT

BUILDING APPRAISAL

Condition and Context

The Board of County Commissioners did not obtain appraisals for the purchase of a building for \$201,631. The purchase was made on September 29, 2021.

Criteria

Indiana Code 36-1-10.5-5 states:

"A purchasing agent shall purchase land or a structure only after compliance with the following procedures:

- (1) The fiscal body of the political subdivision shall pass a resolution to the effect that it is interested in making a purchase of specified land or a structure.
- (2) The purchasing agent shall appoint two (2) appraisers to appraise the fair market value of the land or structure. The appraisers must be professionally engaged in making appraisals or be trained as an appraiser and licensed as a broker under [IC 25-34.1](#).
- (3) The appraisers shall return their separate appraisals to the purchasing agent within thirty (30) days after the date of their appointment. The purchasing agent shall keep the appraisals on file in the purchasing agent's office for five (5) years after they are given to the purchasing agent.
- (4) The purchasing agent shall give a copy of both appraisals to the fiscal body."

Indiana Code 36-1-10.5-6 states: "A purchasing agent may not purchase any land or structure for a price greater than the average of the two (2) appraisals received under section 5 of this chapter."

BOARD OF COUNTY COMMISSIONERS
HOWARD COUNTY
EXIT CONFERENCE

The contents of this report were discussed on August 10, 2022, with Jessica Secrease, County Auditor; Paul Wyman, President of the Board of County Commissioners; Martha Lake, County Council member; Alan Wilson, County Attorney; and Gabrielle Heckert, Chief Deputy County Auditor.

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COUNTY AUDITOR
HOWARD COUNTY

COUNTY AUDITOR
HOWARD COUNTY
AUDIT RESULTS AND COMMENTS

MOTOR VEHICLE HIGHWAY (MVH) - RESTRICTED FUND DISBURSEMENTS

Condition and Context

The County disbursed \$25,423 for expenses such as fuel, vehicle repairs, and maintenance from the MVH Restricted fund. These disbursements were made for activities not related to the construction, reconstruction, and preservation of the County's highways.

Criteria

Indiana Code 8-14-1-4(b) states: "For funds distributed to a county from the motor vehicle highway account, the county shall use at least fifty percent (50%) of the money for the construction, reconstruction, and preservation of the county's highways."

AMERICAN RESCUE PLAN ACT (ARPA) TRANSFERS

Condition and Context

The County established the ARP Grant fund to account for the receipts and disbursements related to funds received through the American Rescue Plan Act (ARPA). On July 23, 2021, the County transferred \$25,000 from the ARP Grant fund to the 14.228 NCIR Dev Block Grant fund.

Criteria

Amended State Examiner Directive 2021-1 regarding the Accounting for American Rescue Plan Act (ARPA) states in part:

". . . To ensure accountability and transparency of the use of these funds, all disbursements must be made from the ARP grant fund; money from the ARP fund may not be transferred to another fund of the county, city, or town."

COUNTY AUDITOR
HOWARD COUNTY
EXIT CONFERENCE

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