Roles

- Auditor is the fiscal officer of the county
- Treasurer is the investing officer of the county
Statute

IC 36-2-9-12Money paid into treasury; account; receipts
Sec. 12. The auditor shall keep an accurate account current with the county treasurer. Whenever a receipt given by the treasurer for money paid into the county treasury is deposited with the auditor, the auditor shall:
(1) file the treasurer's receipt;
(2) charge the treasurer with the amount of the treasurer's receipt; and
(3) issue the auditor's own receipt to the person presenting the treasurer's receipt.

Statute

IC 36-2-10-15(a)
(a) The treasurer shall maintain:
(1) separate accounts of receipts for and expenditures from each specific county fund or appropriation; and
(2) a general account of all county receipts and expenditures.
Receipting Process

- Auditor posts to the official ledger of the county
- Treasurer collects the money, posts to their ledger and makes the deposit
- Checks and balances should remain in place

Disbursements

- Auditor initiates claim process and posts to the official ledger of the county
- Treasurer verifies enough Cash in bank and posts to their records
- Checks and balances should remain in place
Maintaining Segregation of Duties

- When Auditor posts to the ledger it should not automatically post to the Treasurers side.
- The Auditor should not have access to the bank account
- The Treasurer should not be able to initiate the claims process

Teamwork

- The Treasurer maintains custody of the cash
- The Auditor maintains the funds ledger
- Both Auditor and Treasurer prepare a monthly report and funds ledgers need to be reconciled between the two offices.
Reconciling

- Should be done at least monthly
- Both Auditor and Treasurer should be reconciling
- Reconciliation should be uploaded in Gateway

Reconciling Continued...

- Look for differences within funds:
  - Receipts
  - Disbursements
  - Balances
- Take into consideration:
  - Voided Checks
  - Fund Transfers
Gateway Uploads

- Only the Reconciliation needs to be uploaded
- Either Auditor or Treasurer can upload

Questions????