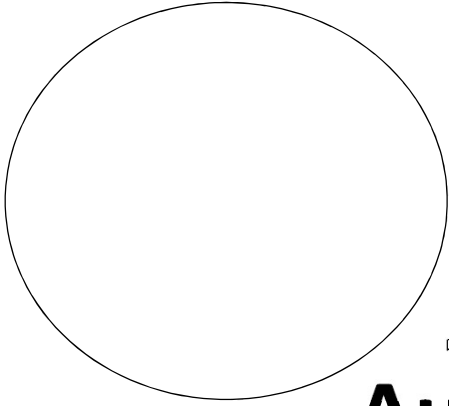




Indiana State Board of Accounts



RECONCILING

Auditor and Treasurer

Segregation of Duties

IC 36-2-10-9

The treasurer shall receive money to which the county is entitled and shall disburse it on warrants issued and attested by the county auditor.

IC 36-2-9-12 Money 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.



Indiana State Board of Accounts

Treasurer

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.

IC 36-2-10-18 Semiannual settlement with county auditor

Sec. 18. The treasurer shall make a semiannual settlement with the county auditor under IC 6-1.1-27.

IC 36-2-10-11 Payment of warrants; want of funds; legal interest; redemption notice

Sec. 11. (a) If there is sufficient money in the county treasury for the payment of warrants of the county auditor, the treasurer shall pay each warrant of the auditor when it is presented.



Indiana State Board of Accounts

Treasurer

IC 36-2-10-16(a) Monthly financial report

(a) Before the sixteenth day of each month, the treasurer shall prepare a report showing, as of the close of business on the last day of the preceding month, the following items:

- (1) The total amount of taxes collected and not included in the last semiannual settlement of taxes, and the amount of taxes omitted from any preceding semiannual settlements, except for taxes advanced to the state or a municipal corporation in the county and for which an advance settlement has been made.
- (2) The total amount of distributions under IC 6-5.5 that are not included in the last semiannual settlement of taxes, and the amount of those taxes omitted from any preceding semiannual settlements.
- (3) The totals of money received from all other sources and not receipted into the ledger fund accounts of the county at the end of the month.
- (4) The total of the balances in all ledger fund accounts.
- (5) The total amount of cash in each depository at the close of business on the last day of the month.
- (6) The total of county warrants issued against each depository that are outstanding and unpaid at the end of the month.
- (7) The record balance of money in each depository at the end of the month.
- (8) The cash in the office at the close of the last day of the month.
- (9) Other items for which the treasurer is entitled to credit.



Indiana State Board of Accounts

Auditor

IC 36-2-9-11 Treasurer's report; filing

Sec. 11. The auditor shall file the original of the county treasurer's monthly report under IC 36-2-10-16 with the records of the county board of finance, present one (1) copy to the county executive at its next regular meeting, and immediately transmit one (1) copy to the state board of accounts.

IC 36-2-9-16 Claim; judgment or order issued by a court; warrant

Sec. 16. Whenever:

- (1) a judgment or order is issued by a court in a case in which the county was a party and was served with process for the payment of a claim;
 - (2) a certified copy of the judgment or order is filed with the auditor; and
 - (3) the claim is allowed by the county executive;
- the auditor shall issue the auditor's warrant for the claim.



Indiana State Board of Accounts

Auditor

IC 36-2-9-15 Settlement of accounts and demands

Sec. 15. (a) The auditor shall examine and settle all accounts and demands that are chargeable against the county and are not otherwise provided for by statute.

(b) The auditor shall issue warrants on the county treasury for:

- (1) sums of money settled and allowed by the auditor;
- (2) sums of money settled and allowed by another official; or
- (3) settlements and allowances fixed by statute;

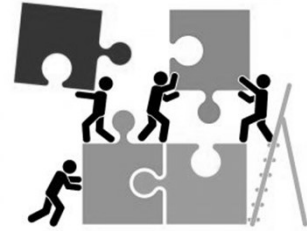
and shall make them payable to the person entitled to payment. The warrants shall be numbered progressively, and the auditor shall record the number, date, amount, payee, and purpose of issue of each warrant at the time it is issued.



Indiana State Board of Accounts

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.



Indiana State Board of Accounts

Let's do an exercise!



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