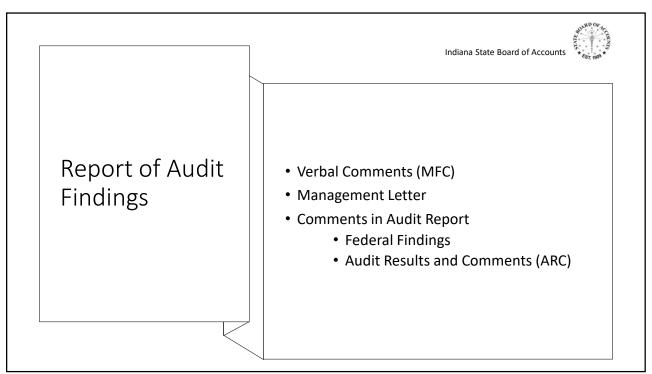


Audit Findings
Deficiency in Internal Controls
Non-Compliance
Statute
Uniform Compliance Guidelines
Local policy
Grant Requirements



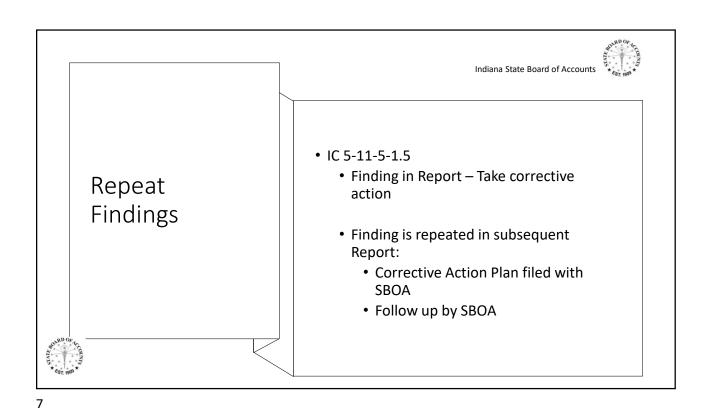
What to expect during an audit?

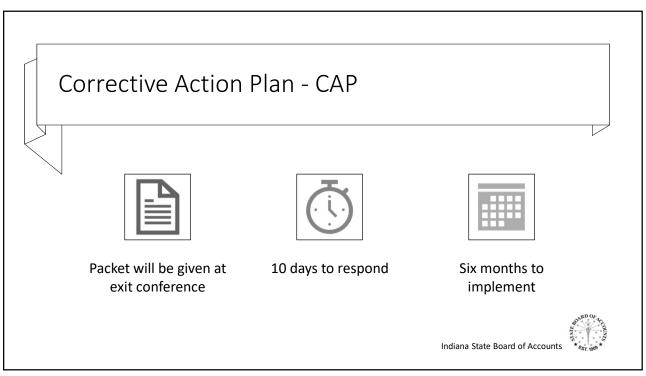
On-site & Remote Audit Work

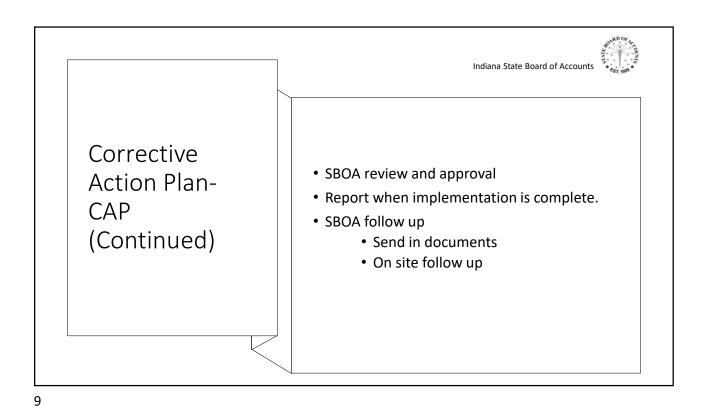
Request of Documentation

Follow up on prior period comments

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Corrective Action
Plan — CAP
(Continued)

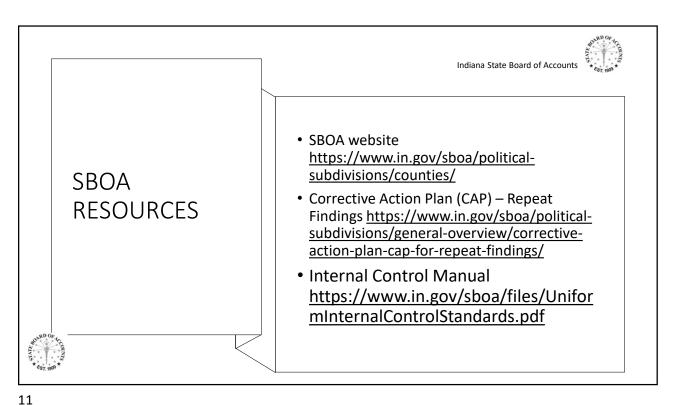
Contact's Email Address:

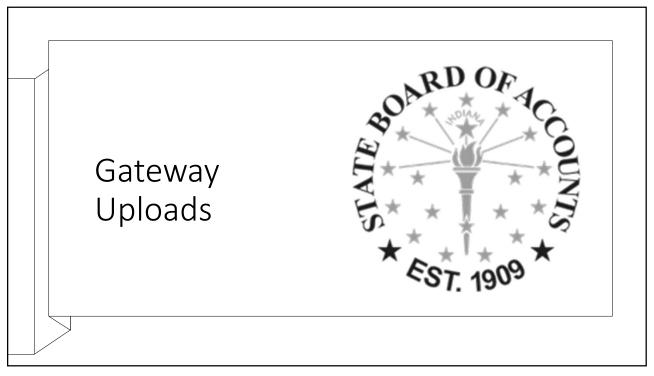
Views of Responsible Official:

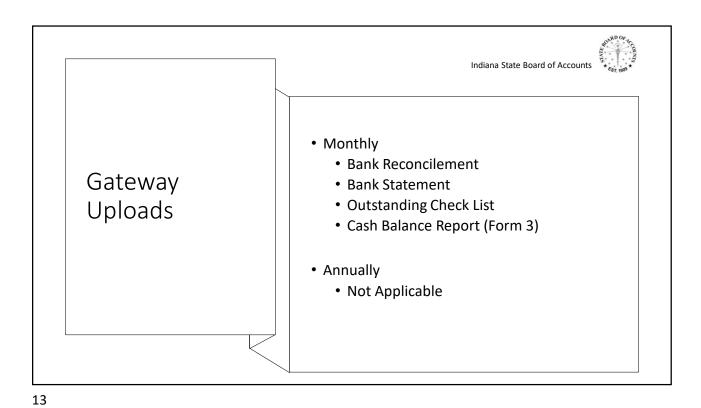
Description of Corrective Action
Plan:

Anticipated Completion Date:

If applicable: Document reason issue will NOT be corrected within 6 months:







Bank Reconcilement

- A bank reconcilement is a document that shows how you balanced the bank statement balance to your ledger balance.
- It should show the bank balance, plus deposits in transit, minus outstanding checks, plus/minus other reconciling items, and equal your ledger balance.

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Bank Statement

- A bank statement is the document you receive from your bank each month showing the beginning balance, each deposit, each check cleared, other activity, and ending balance.
- You should include all pages, including pages that show copies of cancelled checks.



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Outstanding Check List

- The outstanding check list is the list of checks that have been written but have not yet cleared the bank account.
- The total should agree with the amount on the bank reconciliation.



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Cash Balance Report - Form 3

The cash balance report is the Cash and Fee Book (Form 3), which is the daily record of the collections by the Recorders office and the disbursements to the County Treasury.



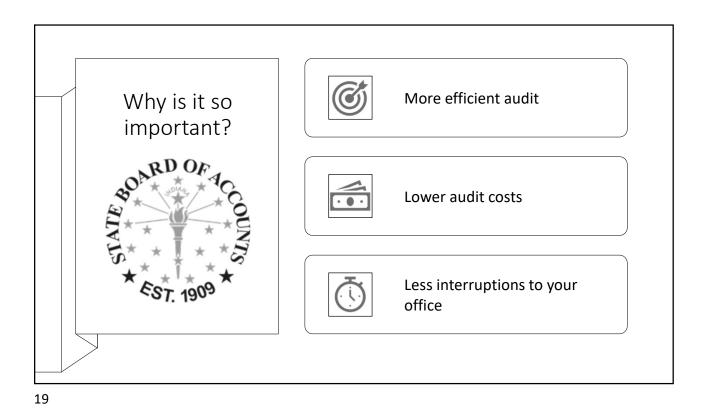
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Due Dates

- · January monthly files March 15th
- February monthly files April 15th
- March monthly files May 15th
- April monthly files June 15th
- May monthly files July 15th
- June monthly files August 15th
- July monthly files September 15th
- August monthly files October 15th
- September monthly files November 15th
- October monthly files December 15th
- November monthly files January 15th
- · December monthly files February 15th



Government Technical Assistance & Compliance (GTAC) Directors:

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Email: counties@sboa.in.gov

Contact Us



