

STATE BOARD OF ACCOUNTS

**Working
Together**

2024 Newly Elected Training

1



PAUL D. JOYCE, CPA STATE EXAMINER

Indiana's State Examiner and the agency head for the State Board of Accounts, Paul Joyce coordinates and manages the post-audits and examinations of over 4,000 state and local governmental entities in Indiana.

2



Segregation of Duties

“The fundamental premise of segregation of duties is that an individual or small group of individuals should not be in a position to initiate, approve, undertake, and review the same action. Separating the ability to record, authorize, and approve the transactions along with the handling of the related asset reduces the risk of error or fraudulent actions.”

- Uniform Internal Control Standards for Indiana Political Subdivisions

NEO - December 2024

3



Segregation of Duties

“There is an expectation of segregation of duties. If compensating controls are necessary, documentation should exist to identify the areas where segregation of duties is not feasible or practical and the compensating controls implemented to mitigate the risk.”

- Uniform Internal Control Standards for Indiana Political Subdivisions

NEO - December 2024

4

Accounting Process

- Authorization
 - Receipting
 - Disbursing
- Custody
 - Cash & Investments
- Record Keeping
 - Funds Ledger – Official Record
- Reconciliation
 - Cash Book & Bank Reconciliation



NEO - December 2024

Council Duties

Authorization

- Annual Budget
- Tax Rate

Ordinances

- Compensation
- Fix number of employees



NEO - December 2024

IC 36-2-5-3

Compensation of Officers & Employees

- Fix the number of officers, deputies, and other employees;
- Describe and classify positions and services;
- Adopt schedules of compensation; and
- Hire or contract with persons to assist in the development of schedules of compensation.

NEO - December 2024



Auditor Duties

Authorization

- Receipting
- Disbursing

Record Keeping

- Posting records

NEO - December 2024



IC 36-2-9-12

Receipting

- The Auditor shall keep an accurate account current with the county treasurer.
- The Auditor shall post the record and issue the quietus



NEO - December 2024

IC 36-2-9-15

Disbursing

- The Auditor shall examine and settle all accounts and demands.
- The Auditor shall issue warrants.



NEO - December 2024


Treasurer Duties

Custody

- Bank Accounts
- Investments

Reconciliation

- Bank to Ledger




NEO - December 2024

11

IC 36-2-10-9

Receipts & Disbursements

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



NEO - December 2024

12

IC 36-2-10-11

Disbursements

- If there is sufficient money in the county treasury for the payments of warrants of the county auditor, the treasurer shall pay each warrant when it is presented.

NEO - December 2024



13

Receipting

- STEP 1 AUDITOR
 - Prepares document that shows the date, funds credited, amount, person paying and source of payment
- STEP 2 TREASURER
 - Take the document prepared by the auditor
 - Count and receipt collections for deposit
- STEP 3 AUDITOR
 - Retain copy of treasurer's receipt
 - Issue final quietus to payer
 - Post to the funds ledger

NEO - December 2024



14

ACH or Electronic Deposits

STEP 1 AUDITOR

- Based on ACH notification, prepare quietus

STEP 2 TREASURER

- Based on ACH notification, post deposit to cash book

STEP 3 AUDITOR

- Complete quietus and post to funds ledger

NEO - December 2024



Disbursing

STEP 1 COUNCIL - Sets budget and appropriations

STEP 2 AUDITOR - Audits claim/ invoices

STEP 3 GOVERNING BOARD - Approves claim

STEP 4 AUDITOR - Prepares warrant

STEP 5 TREASURER - Determines Treasury has sufficient balance to pay and authorizes payment (check or electronic payment)

STEP 6 AUDITOR - Post Disbursement to fund

NEO - December 2024



IC 36-2-10-15

Separate Accounts

- The treasurer shall maintain separate accounts of receipts and expenditures from each specific county fund
 - TREASURER'S FUND LEDGER

- The treasurer shall maintain a general account of county receipts and disbursements.
 - CASH BOOK



NEO - December 2024

MONTHLY FINANCIAL STATEMENT Pleasant County Treasurer

Form 61

Balance and Receipts To Date	Receipts For Month	Total Balance and Receipts	Funds	Disbursed To Date	Disbursed for Month	Total Disbursed	Balances
12,452,724.27	4,150,908.09	16,603,632.36	GENERAL	11,363,042.23	4,275,125.80	15,638,168.03	965,464.33
8,607.00	2,869.00	11,476.00	ACCIDENT REPORT	7,951.72	3,408.74	11,360.46	115.54
3,672,179.82	1,224,059.94	4,896,239.76	AFFORDABLE HOUSING	3,332,749.78	1,214,390.51	4,547,140.29	349,099.47
8,232,027.00	2,744,009.00	10,976,036.00	ANIMAL CONTROL	8,231,999.70	2,744,009.00	10,976,008.70	27.30
2,406,738.09	802,246.03	3,208,984.12	AVIATION	2,351,368.81	718,988.77	3,070,357.58	138,626.54
220.11	73.37	293.48	LIT - ECONOMIC DEVELOPMENT (EDIT)	(373,084.78)	12,653.36	(360,431.42)	360,724.90
5,064.06	1,688.02	6,752.08	LIT - SPECIAL PURPOSE	5,064.06	1,688.02	6,752.08	-
8,848.44	2,949.48	11,797.92	CITY AND TOWN COURT COSTS	(5,747.22)	12,895.63	7,000.00	4,797.92
64,186.05	21,395.35	85,581.40	CLERK'S RECORDS PERPETUATION	38,701.98	29,804.40	68,506.38	17,075.02
97,869.20	25,623.12	123,492.32	COMMUNITY CORRECTIONS	18,129.78	36,548.97	54,678.75	68,813.57
768.96	256.32	1,025.28	COMMUNITY TRANSITION PROGRAM	221.50	341.12	562.62	462.66
-	-	-	CONGRESSIONAL SCHOOL INTEREST	(9,121.69)	-	(9,121.69)	9,121.69
6,420.00	2,140.00	8,560.00	CONGRESSIONAL SCHOOL PRINCIPAL	(21,434.41)	-	(21,434.41)	29,994.41
1,063,616.88	354,538.96	1,418,155.84	CONTROLLED SUBSTANCE EXCISE TAX	1,036,852.25	347,666.55	1,384,518.80	33,637.04
462,670.68	154,223.56	616,894.24	CONVENTION, VISITOR AND TOURISM PROMOTION	349,774.33	181,091.40	530,865.73	86,028.51
31,090.77	10,363.59	41,454.36	SALES DISCLOSURE-COUNTY SHARE	4,326.14	5,000.00	9,326.14	32,128.22

NEO - December 2024



Changes to the Fund's Ledger

Receipts / Quietus

- Each office should have a copy

Warrants

- Each office has the checks and/or check register

Other Changes

- Correction of Errors
- Voids of either quietus or warrant/check
- Transfer of funds

NEO - December 2024



Property Tax and Other Taxes

- Property taxes and Settlement
- Excise Taxes and Settlement
- Sewer Liens and other special assessments

NEO - December 2024

Excise Tax



Treasurer – Cashbook Postings

- The Treasurer's Cash Book posting is the date of the treasurer's receipt
- The excise tax receipt is posted to the Excise line of the Other Sources Section of the Cash Book

Auditor – Ledger Postings

- A separate ledger or subsidiary ledger for each taxing district
- A control or summary ledger containing the sum of all the separate taxing district ledgers
 - The posting date is the transaction date
 - The BMV report date and deposit date is 14 days after the transaction date

NEO - December 2024

21

Other Considerations

Work together to provide accurate accounting for the county

- Respect
- Cooperation
- Communication



NEO - December 2024

22

THANK YOU

Government Technical Assistance &
Compliance (GTAC) Directors

Ricci Hofherr, CPA Staci Byrns, CFE

counties@sboa.in.gov

(317)232-2512

www.sboa.in.gov



Paul D. Joyce, CPA
State Examiner
