

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

SPECIAL INVESTIGATION REPORT
OF

VIOLATIONS BUREAU
CITY OF LAPORTE
LAPORTE COUNTY, INDIANA

January 1, 2013 to June 30, 2014



FILED
01/30/2015

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CITY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Clerk-Treasurer	Teresa L. Ludlow	01-01-12 to 12-31-15
Mayor	Blair E. Milo	01-01-12 to 12-31-15
President of the Board of Public Works and Safety	Blair E. Milo	01-01-12 to 12-31-15
President Pro Tempore of the Common Council	Steve Luscomb Roger A. Galloway	01-01-13 to 12-31-13 01-01-14 to 12-31-14



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF THE CITY OF LAPORTE, LAPORTE COUNTY

We have reviewed the records of the Violations Bureau for the period from January 1, 2013 to June 30, 2014, and certify that the records and accountability for cash and other assets are satisfactory to the best of our knowledge and belief, except as stated in the Special Investigation Results and Comments.

Paul D. Joyce
Paul D. Joyce, CPA
State Examiner

August 10, 2014

VIOLATIONS BUREAU
CITY OF LAPORTE
SPECIAL INVESTIGATION RESULTS AND COMMENTS

CITATION COLLECTIONS NOT DEPOSITED

The City of LaPorte (City) established an Ordinance Violations Bureau (Violations Bureau), which is a department of the Clerk-Treasurer's Office. Employees of the Violations Bureau are responsible for the collection of fees and fines for local ordinance violations. Citations or tickets are issued by employees of the Violations Bureau as well as City Police Officers for ordinance violations. The citations are prenumbered and preprinted to indicate the fines charged for the violations. The citation also includes additional fees to be collected if a citation is not paid within specified time periods.

The Clerk-Treasurer made comparisons of revenues recorded in 2014 for fines and fees collected by the Violations Bureau to prior years' collections. The comparisons showed a significant decline in revenues between 2012, 2013, and the first half of 2014. The Clerk-Treasurer met with the Police Chief, Assistant Police Chief, and Information Technology Consultant on June 6, 2014, in an attempt to explain the decline in collections. It was at this time Violations Bureau employee Corey King tendered his resignation.

Immediately following the meeting, the Clerk-Treasurer contacted the Indiana State Board of Accounts. On June 23, 2014, the Clerk-Treasurer, Deputy Clerk-Treasurer, and a field examiner from the Indiana State Board of Accounts visited the Violation Bureau Office and found numerous citations and envelopes indicating payments had been made to the Violations Bureau. However, the corresponding cash, checks, and/or money orders were not located in the office and no bank deposit had been made. By period, the citation payments collected but not deposited were as follows:

Period	Collections Not Deposited
March 13, 2013 to March 12, 2014	\$ 640
March 13, 2014 to March 12, 2015	<u>1,140</u>
Total	<u><u>\$ 1,780</u></u>

Tickets, goods for sale, billings, and other collections, are considered accountable items for which a corresponding deposit must be made in the bank accounts of the governmental unit.

The deposit ticket or attached documentation must provide a detailed listing of the deposit, which includes at a minimum, check numbers and corresponding names of the payers. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

Funds misappropriated, diverted or unaccounted for through malfeasance, misfeasance, or nonfeasance in office of any officer or employee may be the personal obligation of the responsible officer or employee. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

We requested that Corey King, former Violations Bureau employee, reimburse the City of LaPorte \$1,780 for citation collections not deposited. (See Summary of Charges, page 16)

VIOLATIONS BUREAU
CITY OF LAPORTE
SPECIAL INVESTIGATION RESULTS AND COMMENTS
(Continued)

PARKING PASS AND CITATION COLLECTIONS RECEIPTED BUT NOT DEPOSITED

Parking Passes

The City allows residents and businesses to purchase monthly parking passes. The employees of the Violations Bureau were also responsible for the collection, receipt, and deposit of revenues related to parking passes. Separate receipt books were used by the Violations Bureau employees to record the collections of the parking pass revenues.

A comparison of receipts issued for parking passes to the corresponding deposits indicated several receipts for parking passes were not deposited as follows:

Period	Parking Pass Receipts Not Deposited
March 13, 2013 to March 12, 2014	\$ 880
March 13, 2014 to June 30, 2014	425
Total	\$ 1,305

Citations

The computer software used by the Violations Bureau to record citations issued also allowed for the users to record payments received on those citations. Each employee of the Violations Bureau was expected to record any and all payments received from citations in the computer software. A payment report can be generated detailing the citation number, payments received, date received, and other pertinent information. A comparison was made of the collections per the payment reports by date to the deposit tickets. Collections recorded in the computer software as cash could not be traced to a corresponding deposit as indicated below:

Period	Citation Receipts Not Deposited
March 13, 2013 to March 12, 2014	\$ 100

Tickets, goods for sale, billings, and other collections, are considered accountable items for which a corresponding deposit must be made in the bank accounts of the governmental unit.

The deposit ticket or attached documentation must provide a detailed listing of the deposit, which includes at a minimum, check numbers and corresponding names of the payers. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

Funds misappropriated, diverted or unaccounted for through malfeasance, misfeasance, or nonfeasance in office of any officer or employee may be the personal obligation of the responsible officer or employee. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

VIOLATIONS BUREAU
CITY OF LAPORTE
SPECIAL INVESTIGATION RESULTS AND COMMENTS
(Continued)

We requested that Corey King, former Violations Bureau employee, reimburse the City of LaPorte \$1,405 for parking pass and citation collections received but not deposited. (See Summary of Charges, page 16)

MISSING CASH CHANGE FUND

Per Resolution 10-2001-B, a cash change fund of \$100 was established for the Violations Bureau. Upon the resignation of Corey King, former Violations Bureau employee, the Cash Change fund was missing and unaccounted for.

We requested that Corey King, former Violations Bureau employee, reimburse the City of LaPorte \$100 for the missing Cash Change fund. (See Summary of Charges, page 16)

ACCOUNTABILITY DIFFERENCES FOR MISSING DOCUMENTS

Missing Citation Numbers

A report entitled "Citation Listing" was provided for review exported as a computerized spreadsheet from the City's citations computer software maintained by the Violations Bureau. The Citation Listing provides a list of all citations entered into the system by the Violations Bureau employees, including citation number, date of issue, violation amount, payment information, balance due, as well as other relevant information.

We sorted the Citation Listing report in numerical sequence by citation number to determine if any citation numbers were not entered into the computer program. Over 24,000 citation numbers were noted as not being entered into the system. The overwhelming majority of these were numbered in sequential order and may represent citations in books which could not be located for audit. Other reasons included difficult to read preprinted citation numbers and voided numbers. A former Violations Bureau employee indicated voided citations were shredded.

By examining the Citation Listing and looking at the date citations number were issued, we could approximate the time period in which the missing citation numbers could have been issued. Many of the missing citation numbers were issued prior to April 2012. Due to the lack of internal controls over citations during this period, we could not determine if these missing numbers had been issued, collected, voided, shredded, or funds diverted for personal use.

However, 871 missing citation numbers were identified as being issued after Corey King, former Violations Bureau employee, began employment in April 2012. The minimum citation violation amount was \$10, which leaves a minimum accountability difference on these missing citations of \$8,710.

Missing Paid Citations

Violations Bureau Clerks maintained the paid tickets with the corresponding "Cash Receipts Register" which was printed by the date corresponding to the deposit ticket date. Only a few of the citations paid in 2013 could be located for audit.

VIOLATIONS BUREAU
CITY OF LAPORTE
SPECIAL INVESTIGATION RESULTS AND COMMENTS
(Continued)

Missing Receipts

Receipts used to record collections for parking passes were two-part (original and duplicate), pre-numbered, and bound in books. In one receipt book, three sequentially issued receipts (numbers 11296-11298, inclusive) were missing. Based upon the perforated pages in the receipt book, the original receipts were torn out and the duplicate copies of the receipts, intended to be retained in the book, were also removed from the binding. Based upon the dates of the surrounding receipts, these three missing receipts would have been issued between March 24, 2014 and March 28, 2014. Each would have been issued for at least \$20, leaving an accountability difference of \$60.

From a second receipt book used for parking passes, both copies of Receipt Number 11141 were missing. Again based upon the perforated pages, the original receipt was torn from the book at the perforations, and the duplicate copies were also removed from the binding. Based upon the dates of the surrounding receipts, this receipt would have been issued on September 3, 2013, for at least \$20.

Tickets, goods for sale, billings, and other collections, are considered accountable items for which a corresponding deposit must be made in the bank accounts of the governmental unit.

The deposit ticket or attached documentation must provide a detailed listing of the deposit, which includes at a minimum, check numbers and corresponding names of the payers. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

Funds misappropriated, diverted or unaccounted for through malfeasance, misfeasance, or nonfeasance in office of any officer or employee may be the personal obligation of the responsible officer or employee. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

We requested that Corey King, former Violations Bureau employee, reimburse the City of LaPorte \$8,710 for missing citations and \$80 for missing parking pass receipts for a total of \$8,790 related to the accountability differences for these missing items. (See Summary of Charges, page 16)

INTERNAL CONTROLS RELATED TO THE VIOLATIONS BUREAU

Citations can be issued by City Police Officers (Police Officers) or by Violations Bureau employees (VB Employees). Citations issued by the Police Officers and VB Employees are two-part prenumbered forms. The original or top copy is given to the patron, while the duplicate copy is retained by the Police Officer or VB Employee who issued the citation. The citations are ordered from a commercial printing company in books of 250.

Parking passes are issued at the Violations Bureau Office. VB Employees are primarily responsible for the issuance of the parking passes; however, occasionally, the Mayor's Secretary would issue parking passes.

Lack of Controls Over Citation Stock

Citations books ordered for the police officers are distinguished from those issued by the Violations Bureau through a preprinted "P" following the preprinted citation number.

VIOLATIONS BUREAU
CITY OF LAPORTE
SPECIAL INVESTIGATION RESULTS AND COMMENTS
(Continued)

An inventory of the prenumbered forms was not maintained. A listing or log of the citation books issued to VB Employees and Police Officers was not maintained. Citation books were not issued in numerical sequence. The VB Employees maintain the stock of citation books used in the Violations Bureau and the Police Department maintains the stock of citation books for their Police Officers.

Governmental units should have internal controls in effect which provide reasonable assurance regarding the reliability of financial information and records, effectiveness and efficiency of operations, proper execution of management's objectives, and compliance with laws and regulations. Among other things, segregation of duties, safeguarding controls over cash and all other assets, and all forms of information processing are necessary for proper internal control.

Controls over the receipting, disbursing, recording, and accounting for the financial activities are necessary to avoid substantial risk of invalid transactions, inaccurate records and financial statements and incorrect decision making. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

Lack of Controls Over Parking Passes

Parking passes issued by the City were not prenumbered and/or dated. An inventory of parking passes was not maintained. As parking passes were issued, the VB Employee issuing the pass simply wrote the expiration date on the parking pass.

Internal controls over vending operations, concessions or other sales should include, at a minimum, a regular reconciliation of the beginning inventory, purchases, distributions, items sold and ending inventory to the amount received. Any discrepancies noted should be immediately documented in writing to proper officials. The reconciliation should provide an accurate accounting. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

Lack of Controls Over Collections of Citations

A violator has the option to pay a citation using cash, check, money order, or credit card. The payment could be made in person at the Violations Bureau Office, by mail, by drop box, or electronically from a home or office computer.

All collections on citations were to be subsequently recorded in the computer software used by the Violations Bureau for tracking the citations. It is from this computer software that a "Cash Receipts Register" report is printed. The Cash Receipts Register can be printed by date or date range. It identifies the citation number, citation type, issue date, amount due, date paid, payment type - i.e., cash, check, money order, credit card, dollar amount, and patron name - if entered into the system.

The computer software also allowed users to print receipts, which could be given to the patrons. However, this feature was not utilized by VB Employees.

The Clerk-Treasurer's Office did not receive any of the Cash Receipts Registers or paid citations to allow for the verification of the amounts being collected to the amounts being deposited. Furthermore, no one in the Clerk-Treasurer's Office had access to the Violations Bureau computer software to monitor or check that all citations were being recorded in the computer software.

VIOLATIONS BUREAU
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SPECIAL INVESTIGATION RESULTS AND COMMENTS
(Continued)

Governmental units should have internal controls in effect which provide reasonable assurance regarding the reliability of financial information and records, effectiveness and efficiency of operations, proper execution of management's objectives, and compliance with laws and regulations. Among other things, segregation of duties, safeguarding controls over cash and all other assets, and all forms of information processing are necessary for proper internal control.

Controls over the receipting, disbursing, recording, and accounting for the financial activities are necessary to avoid substantial risk of invalid transactions, inaccurate records and financial statements and incorrect decision making. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

Lack of Controls Over Parking Pass Collections

Patrons mainly purchase parking passes at City Hall through the Violations Bureau Office. When the VB Employees were not available to issue parking passes, the Mayor's Secretary would enter the Violations Bureau Office and retrieve the receipt book and parking pass so that she could complete the transaction for the patron. After collecting the money and issuing the receipt, she would place the receipt book with the collections on a chair in the Violations Bureau Office so that when the VB Employees returned they could secure the collections and complete the deposit of the funds.

The Mayor's Secretary did not maintain a separate receipt book or accounting of collections she received.

The VB Employees were not required to prepare reports of collections to the Clerk-Treasurer to document the receipt numbers for which collections were being deposited. Receipt numbers were not recorded on the deposit tickets, and no one from the Clerk-Treasurer's Office compared the collections deposited for parking passes to the receipts issued for parking passes.

Governmental units should have internal controls in effect which provide reasonable assurance regarding the reliability of financial information and records, effectiveness and efficiency of operations, proper execution of management's objectives, and compliance with laws and regulations. Among other things, segregation of duties, safeguarding controls over cash and all other assets, and all forms of information processing are necessary for proper internal control.

Controls over the receipting, disbursing, recording, and accounting for the financial activities are necessary to avoid substantial risk of invalid transactions, inaccurate records and financial statements and incorrect decision making. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

Computer Software

Either of the two part-time VB Employees could issue citations, collect payments on the citations issued, record the citations issued, and record collections on those citations in the computer software. The employees were not required to have unique user identification or passwords to restrict access and/or identify the user.

VIOLATIONS BUREAU
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SPECIAL INVESTIGATION RESULTS AND COMMENTS
(Continued)

Effective logical security prohibits unauthorized access and restricts the computerized resources each authorized user may utilize. Access to accounting information and processes must be controlled by operating system software and by the computerized accounting application through user identification codes (user IDs) and passwords. User IDs are unique identifiers assigned to each authorized user, which remain constant for that user. Passwords are confidential keywords associated with the user ID to provide verification of the user's identity. Each user must have a unique user ID and password which must not be shared. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

Lack of Controls Over Reporting Delinquencies and Voiding Transactions

The City has a contract with a collection agency for collection of citations which are approximately more than 60 days in arrears. The employees of the Violations Bureau were responsible for reviewing the Citation Listing report, which documents the citation issuance date and balance due, as well as the status; Paid (meaning the citation had been paid), City (meaning the citation was still outstanding but not in arrears), and Collections (meaning the citation was delinquent and was turned over to the collection agency). This report was prepared and given directly to the collection agency by the VB Employees without any review or oversight by management.

Patrons who were issued citations could appeal to the Board of Works. If the Board of Works ruled in favor of the patron, the citation was marked "Void" by the VB Employee. Generally, the VB Employee would note on the citation that it was voided per "BOW," but some citations were located which were just indicated "Void" without any explanation. Additionally, some tickets were indicated as "Void per the Mayor." VB Employees were not required to get signatures or other documents to attach to the citations to support reason or approval for the voiding of a citation.

Governmental units should have internal controls in effect which provide reasonable assurance regarding the reliability of financial information and records, effectiveness and efficiency of operations, proper execution of management's objectives, and compliance with laws and regulations. Among other things, segregation of duties, safeguarding controls over cash and all other assets, and all forms of information processing are necessary for proper internal control.

Controls over the receipting, disbursing, recording, and accounting for the financial activities are necessary to avoid substantial risk of invalid transactions, inaccurate records and financial statements and incorrect decision making. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

ADDITIONAL AUDIT COSTS

The State of Indiana incurred additional audit costs in the investigation of the citation collections not deposited, parking passes and citation collections receipted but not deposited, missing Cash Change fund, and accountability differences for missing documents.

We requested that Corey King, former Violations Bureau employee, reimburse the State of Indiana \$12,075 for the additional audit costs incurred in the investigation of the citation collections not deposited, parking pass and citation collections receipted but not deposited, missing cash change, and accountability differences for missing documents. (See Summary of Charges, page 16)

Audit costs incurred because of theft and shortage may be the personal obligation of the responsible official or employee.

VIOLATIONS BUREAU
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SPECIAL INVESTIGATION RESULTS AND COMMENTS
(Continued)

Audit costs or other costs incurred because of poor records, nonexistent records or other inadequate bookkeeping practices may be the personal obligation of the responsible official or employee of the governmental unit. (Accounting and Uniform Compliance Guidelines Manual for City and Town Courts, Chapter 4)

INSURANCE OR BOND INFORMATION

The City of LaPorte has a "Special Coverage Policy" with U.S. Specialty Insurance Company which provides Crime Coverage for Theft, Disappearance, and Destruction in the amount of \$10,000 with a \$250 deductible. There is also Public Employee Dishonesty Coverage of \$100,000 with a \$250 deductible. The policies cover 12 month periods from March 12, 2012 through March 12, 2013, March 12, 2013 through March 12, 2014, and March 12, 2014 through March 12, 2015.

VIOLATIONS BUREAU
CITY OF LAPORTE
EXIT CONFERENCE

The contents of this report were discussed on October 30, 2014, with Corey King, former Violations Bureau employee.

The contents of this report were discussed on October 30, 2014, with Joanne K. Layman, Deputy Clerk-Treasurer; Rebecca Meyer McCuaig, City Attorney; Jennifer Laux, Human and Community Relations Director; Teresa L. Ludlow, Clerk-Treasurer; and Blair E. Milo, Mayor.



DEPARTMENT OF LAW

Rebecca Meyer McCuaig
City Attorney

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November 5, 2014

State Board of Accounts
302 W. Washington St.
Room E-418
Indianapolis, IN 46204

RE: Audit of the Violations Bureau

Ladies and Gentlemen:

During the review of the special investigative report of the City of La Porte, La Porte County, Indiana, January 1, 2013 through June 13, 2014, the State Board of Accounts reviewed internal controls related to the Violations Bureau of the City of La Porte. The City of La Porte established a Violations Bureau, the Violations Bureau being a department of the Clerk-Treasurer's Office. Employees of the Violations Bureau are responsible for collection of parking fines, fees and fines of local ordinance violations in addition to issuing parking passes. In response to the internal controls mentioned by the State Board of Accounts, the Clerk-Treasurer's Office has taken several steps in order to support an effective Violations Bureau.

The Violations Bureau at the time of the special investigation had two part-time employees. The Clerk-Treasurer requested the hiring of a full-time employee and a part-time employee and the City Council approved the budget for those positions. The full-time employee will maintain the daily operations of the Violations Bureau.

In order to maintain the citation books for the Violations Bureau as well as the citation books for the Police Department, the citation books will be issued in numeral sequence in addition to a log of citation books issued to employees within the Violations Bureau being maintained. This will help the citation stock be orderly and allow for the Clerk-Treasurer's Office to notice immediately whether there are any discrepancies or missing citation numbers that would call question to the operation of the Violations Bureau.

An inventory of parking passes will be maintained in the Violations Bureau with routine oversight by the Clerk-Treasurer's Office. The Clerk-Treasurer's Office, in addition, is looking at options for adding expiration dates and pass number on the parking passes. This will allow for accurate accounting for the number of passes purchased and distributed each month.

The control over payment of citations was reviewed to determine the way that a violator has the option to pay for citations and tickets and how those items were receipted back to the violator so that they had appropriate receipt of payment. If the violator were to make a payment by dropping it in the drop box located at City Hall, the violator would have an envelope with a perforated flap on the envelope. The envelope is pre-numbered along with the flap in order for the individual to make the payment in the numbered envelope and then tear off the flap in order to keep that as the customer copy for payment. These envelopes will be kept in numerical order and reviewed by the Clerk-Treasurer monthly.

RE: Audit of the Violations Bureau

Previously, if citations were collected at the Violations Bureau office when the office was open, a Violations Bureau employee would make a Xerox copy of the citation, use a paid date stamp to indicate the date the violator paid the citation and write the amount paid. The employee would then provide a Xerox copy to the violator as a receipt and then a copy was retained and filed with the cash receipt register for the date collections. It has been determined that the current software can print a receipt by date or over a user designated date range to identify citation number, citation date, issue date, amount date, date paid and pay type; for example, cash, check, money order, credit card dollar amount and patron name if entered into the user system. The software also allows for the Violations Bureau employees to print receipts directly from the computer as opposed to using the Xerox method. In order to allow for the payments to be recorded and stored the computer system will be used to print the receipts. The Clerk-Treasurer's Office is confident that this will allow for a better method of determining not only the proficiency of the collections of the Violations Bureau but also if there are discrepancies.

Appeals to traffic tickets will be presented by the full-time employee of the Violations Bureau to the Board of Works and Public Safety of the City of La Porte for review. That person will then enter into the computer system as voided any items that were appealed successfully. It has been determined that it is not reasonable for the Mayor's secretary to have any part in handling any receipts or parking passes. The Violations Bureau will be the only employees who will issue any parking pass or maintain records for deposit of funds and will be reviewed by the Clerk-Treasurer. Accounting can be kept of the amount of parking passes and also the amount of payments from the tickets and ordinance violations issued with the establishment of the full-time employee.

Any tickets that are voided or appealed successfully in front of the Board of Works and Public Safety will be discussed by the Violations Bureau full-time employee with the Clerk-Treasurer's Office. The Board of Public Works will use a standard form that will be filled out supporting any successful appeals. There will no longer be any writing directly on the ticket or tickets that indicate in writing a voided procedure that is not documented by the standard form. This will allow for a more formal process and documentation of the direction given by the Board of Works and Safety.

The technology service team for the City of La Porte is pricing potential new computer systems for the Violations Bureau. The Clerk-Treasurer's office also continues to look into programs that may allow for the Violations Department to have handheld monitoring devices or additional computer software in order to assist in accounting in the Violations Bureau. Until the new system is in place, User I.D.'s will be created for the current system. It is necessary for each individual working in the Violations Bureau to have a unique User I.D. so that only that person may use the system at a time.

RE: Audit of the Violations Bureau

The Violations Bureau employees will prepare reports of collections to the Clerk-Treasurer every month in order for the Clerk-Treasurer and the Violations Bureau employees to determine what is necessary for collections. The City has a contract with First Source Collection Agency for collection of citations which are more than sixty (60) days in arrears. The Clerk-Treasurer's Office has established a policy for the amounts collected and the time period in which a balance will be collected. The Violations Bureau employees will send letters along with a printout of the amount of arrears that an individual has on parking tickets or ordinance fees and that notice asks for immediate payment; otherwise the owed amount will be sent to collections. Once that printout is made and the Violations Bureau employee has reviewed, the Violations Bureau will then take to the Clerk-Treasurer's Office in order to monitor collection amounts. This will give an additional internal control for the past due amounts and what amounts are currently in collections.

The Clerk-Treasurer's Office continues to take corrective action in addition to the efforts mentioned here to move forward in a well-organized manner with a Violations Department that is not only supportive of the City of La Porte and its citizens but also has an established reputation for accurate reporting and documentation. The full-time position for the Violations Bureau has been hired. There is a position open for the part-time employee within the Violations Department. Upon hiring, the Human Resource Director for the City of La Porte, along with the Clerk-Treasurer's Office, will go over the necessary information for the part-time and full-time employees within the Violations Bureau and their requirements for reporting to the Clerk-Treasurer's Office. This will allow the Violations Bureau to run in the best manner for the City of La Porte.

This response addresses concerns relating to the internal controls of the Violations Bureau listed by the State Board of Accounts in its special report and would ask that this be attached with the report investigation.

Very truly yours,



Rebecca Meyer McCuaig
City Attorney

RM/cef

VIOLATIONS BUREAU
CITY OF LAPORTE
SUMMARY OF CHARGES

	<u>Charges</u>	<u>Credits</u>	<u>Balance Due</u>
Corey King, former Violations Bureau employee:			
Citation Collections Not Deposited, page 4	\$ 1,780	\$ -	\$ 1,780
Parking Pass and Citation Collections			
Receipted but Not Deposited, pages 5 and 6	1,405	-	1,405
Missing Cash Change Fund, page 6	100	-	100
Accountability Differences for Missing			
Documents, pages 6 and 7	8,790	-	8,790
Additional Audit Costs, pages 10 and 11	<u>12,075</u>	<u>-</u>	<u>12,075</u>
Totals	<u>\$ 24,150</u>	<u>\$ -</u>	<u>\$ 24,150</u>

This report was forwarded to the Office of the Indiana Attorney General and the local prosecuting attorney.

AFFIDAVIT

STATE OF INDIANA)
Porter COUNTY)

We, Michelle M. Janosky and Kristin Campbell, Field Examiners, being duly sworn on our oaths, state that the foregoing report based on the official records of the Violations Bureau, City of LaPorte, LaPorte County, Indiana, for the period from January 1, 2013 to June 30, 2014, is true and correct to the best of our knowledge and belief.

mm
Kristin Campbell
Field Examiners

Subscribed and sworn to before me this 21st day of January, 2015

Judy A. Little
Notary Public

My Commission Expires: June 26 2021

County of Residence: Jasper

