


The logo of the Indiana State Board of Accounts is circular. It features a central torch with a flame, surrounded by a ring of stars. The words "STATE BOARD OF ACCOUNTS" are written in a semi-circle above the torch, and "INDIANA" is written above the torch. Below the torch, it says "EST. 1909".

Receipting

2023 Annual Treasurers Conference
Indiana State Board of Accounts


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Segregation of Duties



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Segregation of Duties - Statute


IC 36-2-10-10 – Treasurer’s Responsibilities
IC 36-2-9-12 – Auditor’s Responsibilities

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Segregation of Duties

Uniform Internal Control Standards for Indiana Political Subdivisions

“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.”



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Segregation of Duties

Uniform Internal Control Standards for Indiana Political Subdivisions

“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.”



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Accounting Process

Authorization

- Receipting
- Disbursing

Custody

- Cash & Investments

Record Keeping

- Funds Ledger – Official Record

Reconciliation

- Cash Book & Bank Reconciliation



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Responsibilities & Duties



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Treasurer Duties

IC 5-13-9-1(a) states in part: "Each county treasurer... may invest any funds held... in accordance with this chapter. "

Investment officer of the county.

IC 36-2-10-9 states, "The treasurer shall receive money to which the county is entitled and shall disburse it on warrants issued and attested by the county auditor."

Treasurer is the custodian of the money held by the county.

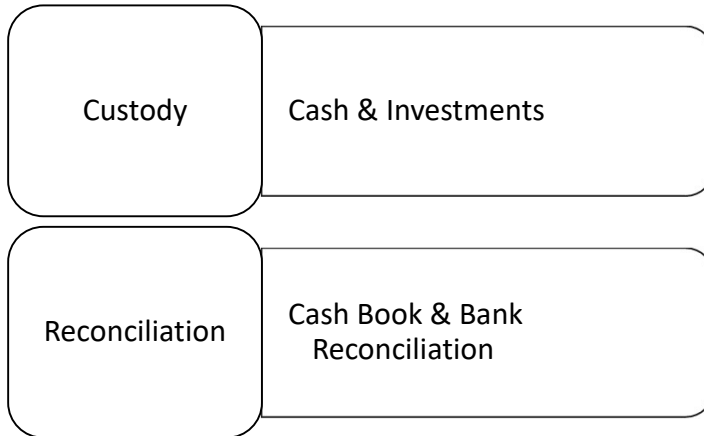
IC 36-2-10-10 states, "The treasurer shall issue a receipt to each person from whom the treasurer receives money."

Money payable to the county must be received and deposited by the Treasurer.



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Accounting Process - Treasurer



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Auditor Duties

IC 36-2-9-12 states: "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:

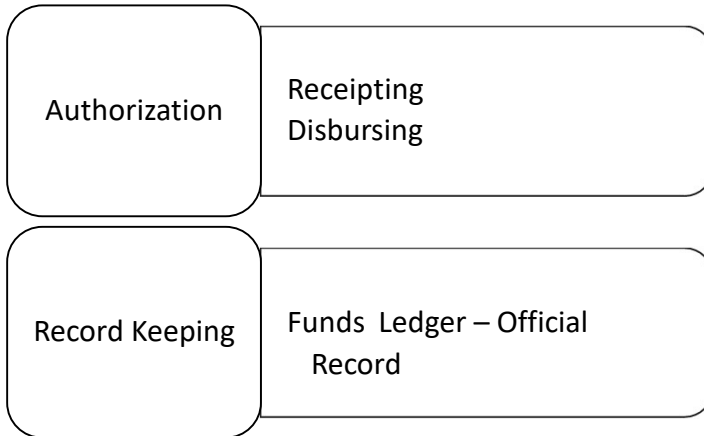
- (1) file the treasurer's receipt;
- (2) charge the treasurer with the amount of the treasurer's receipt; and
- (3) issue the auditor's own receipt to the person presenting the treasurer's receipt."

IC 36-2-9-2(c) states: "The county auditor is the fiscal officer of the county."



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Accounting Process - Auditor



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Receipt Process



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Step #1 - Auditor

- Prepares a document that shows the date, funds credited, amount, person paying and source of payment.
- Application to Pay



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Step #2 - Treasurer

- Take the document obtained from the Auditor to the Treasurer
 - Payee taking a copy of the document prepared by the Auditor
 - Electronic transfer of the information between the 2 offices
- Money is counted and the Treasurer issues a receipt to the person paying.



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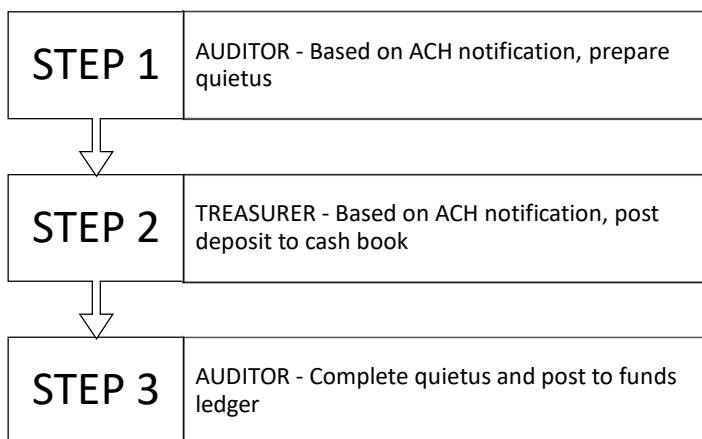
Step #3 - Auditor

- A copy of the Treasurer's receipt is returned to the Auditor by:
 - Taking Treasurer's receipt to the Auditor
 - Electronic transfer of the receipt information between the 2 offices
- A quietus is issued by the Auditor to the person paying.
- Post to the funds ledger



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ACH or Electronic Deposits



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Contact Us

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