

2016-06 (06.22)

ORDINANCE NO. _____ 2016 _____

AN ORDINANCE REQUIRING THE REPORTING OF THE LOSS
OF CASH OR PROPERTY AND ESTABLISHING
THE AMOUNT OF LOSS TO BE CONSIDERED MATERIAL

WHEREAS, Henry County has previously adopted and approved the Uniform Internal Control Standards for Indiana Political Subdivisions; and,

WHEREAS, it is necessary to determine the materiality threshold for purposes of invoking the reporting requirement set forth herein; and,

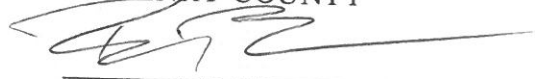
WHEREAS, this ordinance is intended to comply with the Indiana Code 5-11-1-27 and State Examiner Directive 2015-16.

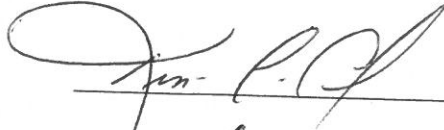
NOW THEREFORE, BE IT ORDAINED that:

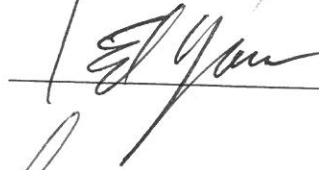
1. Each office holder and department head and each employee that has received the training required by I.C. 5-11-1-27 shall immediately report to the Auditor of Henry County all erroneous or irregular material variances, losses, shortages, or thefts of government funds or property. For the purpose of this ordinance, the value of One Hundred Dollars (\$100.00) or more shall be considered material.
2. Upon receiving such report, the Auditor of Henry County shall immediately report the same to the State Board of Accounts and enter the receipt of such report into a permanent log. Additionally, the Auditor shall investigate the report, maintain a record of the evidence obtained in such investigation and work with the reporting office holder, department head or employee to establish procedures to avoid any future losses. To the extent necessary and appropriate, the Auditor shall disclose her investigation materials to the Henry County Prosecutor and such other law enforcement authorities as may require such materials.
3. Upon receiving written recommendations from the State Board of Accounts addressing the method of correcting the condition which caused the loss and the necessary internal control policies and procedures that must be modified to prevent a recurrence of the condition, the Auditor shall cause such recommendations to be implemented promptly.
4. A public officer who has actual knowledge or reasonable cause to believe that there has been a misappropriation of public funds or assets, including information obtained as a result of a police report; an internal audit finding; or another source indicating that a misappropriation has occurred, shall immediately send written notice of the misappropriation to the State Board of Accounts and the Prosecuting Attorney of Henry County.
5. The County Auditor shall investigate all erroneous or irregular variances, losses, shortages or thefts regardless of whether they meet the materiality threshold established by this ordinance. Upon conclusion of each such investigation, the Auditor shall cooperate with the appropriate office holder or department head to cause policies and procedures to be adopted which will prevent any future such losses.

Adopted by the Board of Commissioners of Henry County, Indiana this 27th day of June, 2016.

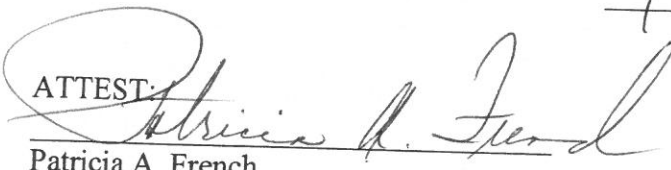
BOARD OF COMMISSIONERS
OF HENRY COUNTY







ATTEST:



Patricia A. French,
Henry County Auditor