



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

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**TO:** All City and Town Clerk-Treasurers, City Clerks and City Controllers  
**DATE:** April 19, 2018  
**SUBJECT:** Annual Training School

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Pursuant to the provisions of Indiana Code 5-11-14, the Indiana State Board of Accounts will conduct a two-day training school on Tuesday and Wednesday, June 12 and 13, 2018, for all City and Town Clerk-Treasurers, City Clerks, and City Controllers at the **Century Center, 120 S. Dr. Martin Luther King Jr. Blvd, South Bend, IN**. Registration will be available each day of the school in the Registration Area. Each day of the school will start promptly at 9:00 A.M., E.D.T.

The training offered at this school is a joint effort of the Indiana State Board of Accounts with the Indiana League of Municipal Clerks and Treasurers (ILMCT). This year's June School is part of the ILMCT's Annual Conference which will be held during the week of June 10 through June 14, 2018. The ILMCT has made arrangements for lunch and break refreshments for each day of the meeting. Questions related to registration should be directed to ILMCT, 125 W Market Street, Suite 240, Indianapolis, IN 46204 and/or contact Natalie Hurt with Accelerate Indiana Municipalities (AIM) at 317 237-6200, Ext. 233. A registration form is on both the ILMCT and AIM websites. Please use the form on the website for making registration arrangements. Hotel reservations should be made directly with each participating hotel:

Doubletree by Hilton (Host Hotel)	1-866-893-5713	Group Code ILC
Courtyard by Marriott South Bend Downtown	1-888-236-2427	Group Code ILMCT

The deadline for hotel reservations is May 17, 2018.

The discussions at the school will include: the duties and responsibilities of your office; special investigations by the State Board of Accounts; issues related to the Indiana Department of Local Government Finance, Office of the Public Access Counselor, and Indiana Archives and Records Administration; and newly enacted legislation and requirements.

We are enclosing a tentative agenda for the meeting. A question box will be provided on both days of the school for deposit of your written questions. In addition, the Indiana State Board of Accounts' Resource Table will be available to assist you with your accounting and compliance questions during the meeting. The Resource Table is made up of experienced Field Examiners and Coordinators who are available to meet with you one-on-one to answer questions and/or address accounting issues.

As provided in Indiana Code 5-11-14-1, "the elected official, at the direction of the State Examiner, may require the attendance of:

1. each of his appointed and acting chief deputies or chief assistants: and
2. if the number of deputies or assistants employed:
  - A. does not exceed three (3), one (1) of his appointed and acting deputies or assistants; or
  - B. exceeds three (3), two (2) of his duly appointed acting deputies and assistants."

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Each official, deputy, or assistant attending the conference shall be allowed mileage at a rate per mile set by your city or town council for each mile necessarily traveled in going to and returning from the school. Only one (1) mileage shall be allowed to the official, deputy, or assistant furnishing the conveyance, although they may be transporting more than one (1) person. Each official, deputy or assistant will also be allowed lodging expense for the nights preceding the meeting dates, not to exceed the single room rate each night.

Reimbursement for meals purchased while attending the school in an amount determined by the city or town council is also authorized.

The Indiana State Board of Accounts will certify attendance for the school to each official, deputy, or assistant attending. All payments of lodging, mileage, and meals purchased shall be made by the proper disbursing officer in the manner provided by law on a duly verified claim or voucher to which shall be attached the Certificate of the Indiana State Board of Accounts. All payments shall be made from the general fund from any money not otherwise appropriated and without any previous appropriation being made therefore.

It is agreeable for other persons (not mentioned in the statute) from your office or other city or town officials to attend the school. However, such other persons must have prior approval from your city or town's governing body and any expenditures must be reimbursed from funds appropriated for this purpose.

You are cordially requested to attend the school which has been called in an effort to assist you in properly discharging the duties and responsibilities of your office.

Sincerely,



Paul D. Joyce, CPA  
State Examiner

TEC/SWG