



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
302 WEST WASHINGTON STREET
ROOM E418
INDIANAPOLIS, INDIANA 46204-2765

Telephone: (317) 232-2513
Fax: (317) 232-4711
Web Site: www.in.gov/sboa

MEMORANDUM

TO: All Units
FROM: Paul D. Joyce, CPA, State Examiner
RE: Communications about Alternate Operations due to COVID
DATE: November 18, 2020

Dear Officials:

During this current surge in COVID-19 cases, it may be necessary for your office to consider alternative procedures as you or your staff may be affected by COVID-19. While COVID-19 could technically result in a shutdown of your office, certain essential operations must still take place. You should have developed a plan with procedures to allow you to keep your office's operations ongoing when your office is closed, or your staff reduced due to COVID-19. It is important that you review those plans and update as needed for your current resources and staff.

These plans should include those ongoing processes that involve interaction with the Indiana State Board of Accounts (SBOA) as well as others at the State level.

It is vital that you keep the SBOA informed of your status in order for us to provide you with critical information and work with you if you are scheduled for audit.

If it becomes necessary to shut down your office or severely alter normal operations, please contact us as follows:

Counties

Lori Rogers or Ricci Hofherr
317-232-2512
counties@sboa.in.gov

Cities, Towns, Libraries, and Special Districts

Todd Caldwell or Susan Gordon
317-232-2513
cities.towns@sboa.in.gov
libraries@sboa.in.gov
specialdistricts@sboa.in.gov

Schools and Townships

Chase Lenon or Jonathan Wineinger
317-232-2512
Schools.townships@sboa.in.gov


Please provide the following information as appropriate:

- a. Alternative phone numbers or emails that you may be using
- b. Best way to contact
- c. Name, email address, telephone number, and position for two persons who may fill in for the fiscal officer in order of succession
- d. If restrictions are only to the public but office remains operational
- e. If you are a school and have closed or gone to remote learning, do the administration offices remain open or have administration offices also gone to remote procedures
- f. Alternate hours of operations being implemented
- g. Any information you may have about the duration of the shutdown
- h. Immediate questions or concerns you may have

Please also review SBOA memorandum, Continuity of Essential Operations, dated April 3, 2020, and take the necessary steps to ensure that your essential operations will continue in the event of a shutdown:

https://www.in.gov/sboa/files/Continuity%20of%20Essential%20Operations%2004_03_2020.pdf.

If you have any questions, please do not hesitate to contact us, and please stay safe.


Paul D. Joyce, CPA
State Examiner