

# Accounting Forms & Records

Cities & Towns Manual, Ch. 5 lists the forms and records to use.

Includes descriptions and prescribed methods

42-4

PREScribed CIVIL CITY AND TOWN FORMS

Following is a list of forms prescribed for cities and towns:

General Form No.	GENERAL FORMS	Title
53 (1955)	Bond Register	
56 (Rev. 1947)	Contractor's Combination Bid Bond and Bond for Construction	
56A (1947)	Contractor's Bond for Construction	
56 (Rev. 2009)	Contractor's Bid for Public Works	
56 (Rev. 1956)	Purchase Order	
59 (Rev. 1953)	Payroll Schedule and Voucher	
59A (Rev. 1955)	Employee's Service Record	
59B (Rev. 1953)	Employee's Earnings Record	
59C (1955)	Employee's Weekly (Work Period) Earnings Record	
59B (Rev. 2008)	Public's Claim	
101 (1953)	Mileage Claim	
102 (1959)	Register of Trust Funds	
315 (1937)	General Ledger Sheet	
315A (1953)	Inventory Sheet	
316 (1961)	General Journal	
350 (Rev. 1982)	Register of Investments	
351 (1964)	Register of Insurance	
352 (Rev. 1997)	General Receipt (See City or Town Form #203A or #217)	
353 (1966)	General Claim (See Town Form #219)	
354 (1965)	Denial Funds (See City or Town Form #201 or #26)	
355 (Rev. 1970)	General Check - Schedule of Payments	
356 (1967)	General Check (See Town Form #213)	
357 (1967)	General Payroll Check (See City Form #205A-PR)	
358 (1967)	Ledger of Receipts, Disbursements and Balances (See City and Town Form #203)	
359 (1967)	Ledger of Appropriations, Encumbrances, Disbursements and Balances (See City and Town Form #203)	
360 (Rev. 1975)	Monthly Financial, Depository Statement and Cash Reconciliation (See City and Town Form #206)	
361 (Rev. 1975)	Treasurer's Cash Balance of Cash, Depositories and Investments (See City and Town Form #212)	
370 (1997)	Receipt Register	

\* These forms are prescribed for use, if needed, by any organization unit of the city or town, such as Cemetery Board.

Explanation of use of these general forms can be found in Section B, Page 43-1.

These general forms are the same in design as those previously prescribed for similar use by the city or town Clerk-Treasurer and explained in Section C of this chapter, Page 44-1.

\*\* These forms are illustrated in Section E of this chapter.

# Accounting Forms & Records

Most Common City/Town:

- Ledger of Receipts, Disbursements, and Balances
- Accounts Payable Voucher (claim)
- Receipt
- Warrants / Checks
- Payroll Schedule and Voucher
- Employee's Earnings Records
- Employee's Service Records
- Purchase Order
- Mileage Claim

## Accounting Forms & Records

Most Common Utility:

- Various Utility Cash Journal
- Accounts Payable Vouchers (claims)
- Guarantee Deposit Receipts (meter deposits)
- Guarantee Deposit Ledger (meter deposits)

Also specific forms for :

- City/Town courts
- Barrett Law (for those with Barrett Law)

•

•

## Utility Accounting Requirements

IC 8-1.5-3-4 requires the board over a water, gas, or electric utility to deposit all money collected with the municipality's fiscal officer & make monthly reports to the fiscal officer of the receipts & disbursements of money belonging to each utility

This section (as well as language in IC 36-9-23 for wastewater utilities) does not appear to require a clerk-treasurer to perform any duties other than

- Maintain a bank account for each utility
- Sign utility checks
- Invest utility funds

•

•

## Utility Accounting Requirements

### **Audit Position:**

The board over the utilities would decide which person would be responsible for utility billing and collection.

- Could be Clerk-Treasurer
- Could be someone else

If you are in charge of billing and collection:

- More records to maintain
- Monthly billing & collections
- Shut-off
- Liens

## Utility Accounting Shut-offs/Write offs

### **Discontinuing Utility Service (shut-offs):**

- Must have a written policy
- Governed by:
  - IC 8-1.5-3-4
  - IC 36-9-23-6
  - IC 36-9-25-11.5
- All relative to nonpayment of wastewater services
- We are not aware of any statutory process for shutting off water service for nonpayment of the water service.
- Separate statutes for delinquent wastewater/sewer service.

## Utility Accounting Shut-offs/Write offs

### **Discontinuing Utility Service (shut-offs) continued:**

A 2012 Court case established that a customer facing discontinuation of water service:

- *Must be adequately notified; and*
- *Must be given opportunity to be heard before discontinuation*

Melanie J. Wayt and Walter Wayt, Plaintiffs, v. TOWN OF CROTEHRSVILLE, CROTHERSVILLE UTILITIES

- ✓ Heard and decided in US District Court for Southern District of Indiana, New Albany Division.
- ✓ Has the effect of law in all counties within this court's jurisdiction.

## Utility Accounting Shut-offs/Write offs

### **Discontinuing Utility Service (shut-offs) continued:**

We have advised:

- Printing a shut-off date on bill is not sufficient notice
- Separate disconnect notices be sent for shut off of each utility service
- Separate notice communicate:
  - Disconnection is pending due to nonpayment
  - Customer has a right to hearing before utility governing body

## Utility Accounting Shut-offs/Write offs

### Procedures for Wastewater Delinquent Accounts:

- Governed by IC 36-9-23-31 through IC 36-9-23-33
- A "lien" is placed on the property.
- Lien is recorded with the county for collection with the next May installment of property taxes.
- The governing body may write off a fee or penalty less that \$40 [IC 36-9-23-33(m)]

## Budget Transfers

### TRANSFERS BETWEEN DEPARTMENTS

When proposing transfers from one department or office to another, in addition to an ordinance of the town council or common council authorizing such transfer, advertising to the taxpayers is required. Passage of the ordinance would take place at an open, public meeting.

## Budget Transfers

### **TRANSFERS BETWEEN APPROPRIATIONS - WITHIN SAME DEPARTMENT:**

Pursuant to IC 6-1.1-18-6, all cities and towns using departmental budgets may, by ordinance or resolution, transfer appropriations from one major budget classification to another within a department or office at any regular public meeting without prior notice and without approval from the DLGF, provided such transfer does not necessitate expenditure of more money than the total amount set out in the budget.

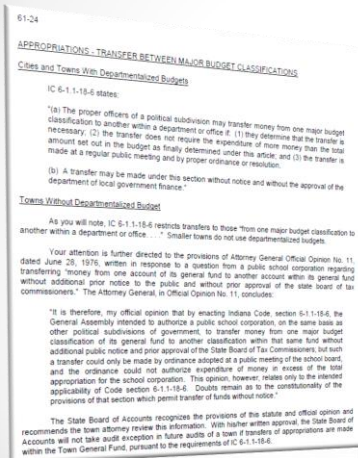
## Budget Transfers

### **TRANSFERS BETWEEN APPROPRIATIONS - NOT DEPARTMENTALIZED:**

In those towns where the general fund budget is not departmentalized, attention is directed to the provisions of Attorney General's Official Opinion No. 11, dated June 28, 1976.

The SBOA recommends the town attorney review IC 6-1.1-18-6 and Official Opinion No. 11, dated June 28, 1976. With the attorney's written approval, the State Board of Accounts will *not take audit exception* in future audits of a town if transfers of appropriations are made within the town general fund pursuant to the requirements of IC 6-1.1-18-6.

## Budget Transfers



**Budget Transfers – discussed in further detail:**

**Cities & Towns Manual  
Chapter 7, p. 61-24**

## Temporary Loans



**Cities - Temporary Loans**

**IC 36-1-4-9**

**IC 36-4-6-20**

**Towns - Temporary Loans**

**IC 36-1-4-9**

**IC 36-5-2-12**

## Temporary Loans

In general,

- Statutes grant authority for cities and towns to borrow money
- Not more than 5 years
- In anticipation of revenues to be levied & collected during the term of the loan
- Authorized by ordinance

Also, IC 36-1-8-4 authorizes cities/towns to make temporary transfers to depleted funds

**See also Cities & Towns Manual, Ch. 7, p. 61-16**

## Grant Accounting

- Grant agreement provisions are important and generally indicate how a grant is to be accounted for.
- Generally, we recommend federal and state grants be accounted for in a separate fund.
- Some grants require money be in a separate bank account. If no specific requirement for this in the grant agreement, grant funds can be deposited into your regular city/town bank account.



## Grant Accounting

### 3 Basic types of Grants

- **Advance Grants**
- **Reimbursement Grants**
- **Matching Grants**



## Grant Accounting

### **Advance Grant:**

Grant proceeds are “advanced” directly by federal or state grantor agency to a city or town prior to any disbursements being made.

- Placed and accounted for in separate fund.
- If all federal – no appropriation necessary to spend
- If both federal and state money advanced, an appropriation for the combined amount ***is*** necessary.

## Grant Accounting

### **Reimbursement Grant:**

Where a federal or state grant provides for reimbursement after payment by the city/town of expenses.

- Not required to be placed and accounted for in separate fund unless the terms of the grant require it.
- Entire amount of federal or state reimbursement may be appropriated by council without using additional appropriation procedures – if funds are designated as “reimbursement” [IC 6-1.1-18-7.5]

## Grant Accounting

### **Reimbursement Grant (continued):**

If accounted for in separate fund and ledger shows negative cash balance, we normally won't take exception to the negative cash balance.

- **Documentation must exist to show city/town is actively pursuing reimbursement.**
- **If not pursuing reimbursement, will take exception.**

## Grant Accounting

### Matching Grant:

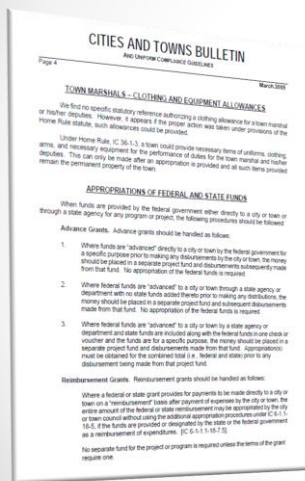
When a federal grant or program requires expenditures or “matching” funds to be provided from city or town funds.

- An appropriation must be obtained for the amount of such expenditures or local matching funds.
- Individual program requirements and terms of the grantor agency should dictate from what fund the appropriation should be obtained.

## Grant Accounting

### *Summary:*

- **Terms of grant agreement should be adhered to**
- **Necessity for appropriations depends on type of grant and source of funds**
- **Further discussion in Cities & Towns Bulletin, March 2009, p.4**



# Reconciliations



smallbusiness.chron.com

Prescribed by State Board of Accounts City or Town Form No. 206 (Rev. 1975)  
General Form No. 360 (Rev. 1975)

**CLERK-TREASURER'S, CITY CONTROLLER'S AND CITY TREASURER'S MONTHLY FINANCIAL STATEMENT**

City or Town of Keevee Month of June 2015

FUNDS	TOTAL JAN. 1 BALANCE AND RECEIPTS TO DATE 1	RECEIPTS FOR MONTH 2	TOTAL BALANCE AND RECEIPTS 3	DISBURSED TO DATE 4	DISBURSED FOR MONTH 5	TOTAL DISBURSEMENTS 6	TREASURER'S ENDING BALANCE 7	CONTROLLER'S ENDING BALANCE 8
General	3 6 51 4 9 80	1 0 0 0 0 00	3 7 5 1 4 9 80	2 5 4 2 8 4 78	2 8 5 3 4 2 22	2 8 5 3 4 2 22	3 6 5 1 4 9 58	
Motor Vehicle Highway	1 1 7 9 2 6 76	1 1 4 8 4 80	1 2 9 3 6 1 26	7 3 8 0 1 37	3 0 1 1 8 40	9 4 0 1 0 77	3 6 5 1 4 9 58	
Park	1 7 8 3 5 45	1 4 1 1 6 60	1 9 2 5 1 05	1 4 7 8 6 90	2 3 8 7 30	1 7 1 5 4 40	2 0 9 6 6 65	
Parking Meter	2 7 0 6 9 90	3 2 3 3 40	3 0 3 0 3 30	1 9 1 0 8 84	3 1 5 0 1 7	2 2 2 9 6 01	8 0 0 7 2 9	
Fireman's Pension	4 4 7 2 3 40	2 3 2 5 00	1 7 0 4 4 40	1 1 5 4 9 25	8 9 3 0 00	1 2 4 3 8 00	4 6 0 5 2 8	
Police Pension	6 1 0 0 1 36	1 1 5 1 1 2	8 6 5 2 90	6 7 3 4 8 6	1 3 4 0 0 00	6 4 7 4 4 66	1 5 7 7 8 4	
Water Operating	3 1 3 3 0 02	1 6 4 3 7 65	5 4 7 6 7 67	4 0 2 5 3 40	1 1 3 7 7 86	5 1 6 3 1 26	3 1 3 6 4 1	
Water Depreciation	3 0 6 8 3 50	7 7 1 8 7	3 1 4 5 5 37	2 5 0 0 0 00	2 5 0 0 0 00	2 5 0 0 0 00	6 4 5 6 3 7	
Water - Bond and Interest	4 7 7 3 3 37	6 6 0 0 0 00	4 7 2 7 3 37	9 5 6 5 0 00	4 0 0 0 0 00	1 3 6 6 6 00	3 3 7 5 6 3 7	
Water - Meter Deposit	9 4 1 3 0 00	2 4 5 0 0 00	9 6 6 3 0 00	8 6 6 0 0 00	1 7 9 0 0 00	7 3 6 0 0 00	8 9 2 5 0 00	
Cash Change Funds	2 0 0 0 0 00		2 0 0 0 0 00				2 0 0 0 0 00	
<b>TOTALS - CASH FUNDS</b>	<b>6 7 6 9 0 6 55</b>	<b>5 1 5 8 4 3 4</b>	<b>7 2 8 4 9 0 90</b>	<b>4 5 5 7 4 0 17</b>	<b>7 2 0 4 9 0 5</b>	<b>5 2 7 7 8 9 22</b>	<b>2 0 0 7 0 1 70</b>	
ADJUSTMENTS (explain fully)								
BALANCE (Col. 7 must agree with Col. 8)								2 0 0 7 0 1 70
<b>INVESTMENTS BY FUNDS</b>	<b>Total Jan. 1 Balance and Purchases To Date</b>	<b>Investments Purchased For Month</b>	<b>Total Balance and Investments Purchased</b>	<b>Investments Cashied To Date</b>	<b>Investments Cashied For Month</b>	<b>Total Investments Cashied</b>	<b>Treasurer's Balance of Investments</b>	<b>Controller's Balance of Investments</b>
Police Pension	1 0 0 0 0 00	1 0 0 0 0 00	1 0 0 0 0 00				1 0 0 0 0 00	
Water Bond and Interest	2 0 0 0 0 00		2 0 0 0 0 00				4 0 0 0 0 00	1 6 0 0 0 00
<b>Total of Investments by Funds</b>	<b>2 0 0 0 0 00</b>		<b>2 0 0 0 0 00</b>			<b>4 0 0 0 0 00</b>	<b>1 7 0 0 0 00</b>	
<b>Totals - All Funds (Col. 7 must agree with Col. 8)</b>								
	<b>6 9 6 9 0 6 55</b>	<b>5 2 5 8 4 3 4</b>	<b>7 4 9 4 9 0 90</b>	<b>4 6 5 7 4 0 17</b>	<b>7 2 0 4 9 0 5</b>	<b>5 2 7 7 8 9 22</b>	<b>2 1 7 7 0 1 70</b>	

CLERK-TREASURER'S OR CITY TREASURER'S DEPOSITORY STATEMENT AND CASH RECONCILEMENT

City or Town Kewee MONTH ENDING June, 2 0 X X

NAMES OF DEPOSITORIES AND DEPOSITORY ACCOUNTS	DEPOSITORY BALANCE END OF MONTH							OUTSTANDING WARRANTS							NET DEPOSITORY BALANCE							
	9							10							11							
Kewee National Bank and Trust:																						
General Account	1	5	5	1	3	2	02	2	5	0	4	5	63	1	3	0	0	8	6	43		
Firemen's Pension		4	6	0	9	28								4	6	0	9	28				
Police Pension		1	5	7	7	84								1	5	7	7	84				
Kewee State Bank:																						
Water Utility Account		5	3	8	4	8	91		1	6	2	0	76		5	2	2	2	8	15		
TOTALS		2	1	5	1	6	8	09		2	6	6	6	39		1	8	8	5	0	1	70
INVESTMENTS MADE FROM DEPOSITORY BALANCES																						
ADD: Cash in Office																1	2	0	0	0	00	
ADJUSTMENTS (explain fully)																	2	0	0	0	00	
TOTAL CASH BALANCE, Plus Depository Balances Invested																2	0	0	7	0	1	70
INVESTMENTS FROM FUND LEDGER FUNDS (As Shown in Register of Investments)																						
Total of Investments - All Funds (As Shown in Col. 7, opposite page)																	1	7	0	0	0	00
TOTAL CASH BALANCE AND INVESTMENTS																2	1	7	7	0	1	70

SAMPLE



**Contact Information:**

Indiana State Board of Accounts  
302 W. Washington St., Rm E418  
Indianapolis, IN 46204

(317) 232-2513

**Director of Audit Services:**

**Todd Caldwell**  
tcaldwell@sboa.in.gov

**Susan Gordon, CPA**  
sgordon@sboa.in.gov