

# Preparing to Leave Office

2022 Annual Treasurers Conference



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## Transition



- ❖ What would have made your first few months easier?
- ❖ Work with your successor.
- ❖ Leave the office, as you have served, providing the best service you can to the citizens of your county.

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## Records and Office

- ❖ You will be turning over the Treasurer's Office and records to your successor
- ❖ As part of the transition, you will need to coordinate that transfer:
  - Keys to the office
  - Keys to any secured storage such as a safe or locked cabinet.



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## Cash Funds

- ❖ IC 36-1-8-2(c) Cash Change Fund reimbursement
  - "The fiscal body shall require the entire cash change fund to be returned to the appropriate fund whenever there is a change in the custodian of the fund or if the fund is no longer required."
- ❖ If you choose to transfer custody of the cash change fund to the new Treasurer, get an acknowledgement of the amount of the cash fund and keep a copy.

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## Capital Assets and Equipment

- ❖ Make sure you have an updated inventory of any equipment or assets in your office.
  - Servers
  - Desktops or laptops
  - Scanners
- ❖ Get an acknowledgement of the transfer of the assets to the new Treasurer.



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## Bank Accounts

- ❖ Transition from your signature to the new Treasurer's signature
- ❖ Provide information on all bank accounts, including investments
- ❖ Make sure the banks are reconciled through December, if possible, but at least through November.
- ❖ Provide location of all bank reconciliements and supporting documents.
- ❖ Contract information for credit card payments

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## User ID's and Passwords

- ❖ Contact information for IT Department
- ❖ County Website access and information
- ❖ Provide a list of contacts for getting user ID's and passwords established for:
  - Emails
  - Financial software
  - Online Banking
  - Gateway for Upload



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## Internal Controls

- ❖ Written internal controls - provide to your successor
- ❖ If you are working on a Corrective Action Plan, provide that information and the status on that plan.
- ❖ Job descriptions for employees in the office

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## Resources

- ❖ Indiana Treasurers Association
  - Directory
  - Website
- ❖ Association of Indiana Counties
  - Website
  - Contact information
- ❖ Indiana Code
- ❖ Indiana Archives and Record Management
- ❖ Department of Local Government Finance



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## Resources *Continued...*

- ❖ State Board of Accounts
  - ❖ Website
    - ❖ Treasurers' page
  - ❖ Accounting and Uniform Compliance Manual and Bulletins
  - ❖ Contact information
- ❖ Indiana Gateway for Government
  - ❖ Website - [gateway.ifonline.org](http://gateway.ifonline.org)
  - ❖ Help Desk - [gateway@sboa.in.gov](mailto:gateway@sboa.in.gov)



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## Contact Us

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