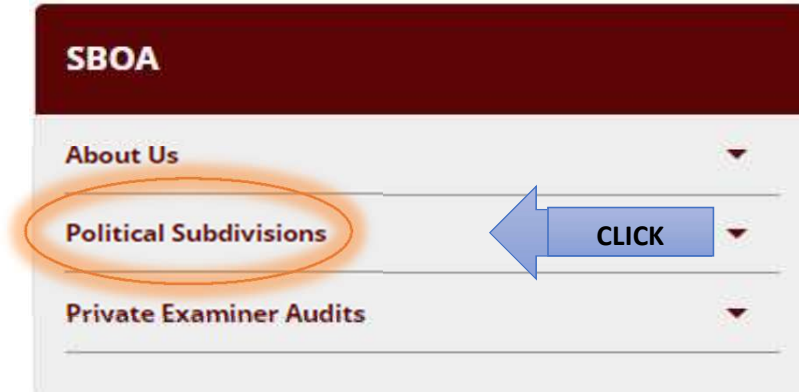


SBOA Website Walkthrough

State Board of Accounts website

<https://www.in.gov/sboa/>

Step 1:



Step 2:



Step 3: County Offices

If you would like information for a specific County Office, please click below:



County Treasurer	County Auditor	County Recorder
Clerk of the Circuit Court	Public Drainage Funds	County Sheriff

Step 4: Scroll Down and Select the Information Needed:

Contact Information

Hot Topics - New information everyone is talking about

Overview - Primary duty of the office

Corrective Action Plan (CAP) - Repeat Findings

Internal Controls Standards -

- Standards
- Internal Control Policy and Required Certifications
- Training
- Other Information

Uniform Compliance Guidelines

- Manuals
 - Internal Control Manual
 - Information Technology Manual
 - County Treasurers Manual
- Bulletins

Presentations and Training Materials -

- Agendas and presentations from previous meetings

Resources - Link to websites

Indiana Codes -

- General Statutes; Other Miscellaneous (Specific to your office)

Comments Regarding SBOA Staff

Responsibilities under IC 5-11-1-27

- (Reporting all material variances, Etc..)

SBOA Recorders Manual & Bulletin Walkthrough

Follow the SBOA Website Walkthrough to Step 4 and Click on the grey arrow next to manuals under Uniform Compliance Guidelines, this will show what manuals are available.

Uniform Compliance Guidelines

Manuals ▾

Internal Control Manual

[Uniform Internal Control Standards for Indiana Political Subdivisions](#)

Information Technology Manual

[Accounting and Uniform Compliance Guidelines Manual for Indiana Political Subdivisions - Information Technology](#)

County Treasurers Manual

You can view the manual online by clicking on one of the Chapters below:

- [Table of Contents \(2017\)](#)
- [Chapter 1 - Prescribed Forms, Taxes, General Information, Local Policies, and Deposits and Investments \(2017\)](#)
- [Chapter 2 - Calendar of Duties \(2002\)](#)
- [Chapter 3 - Organization of Office \(2002\)](#)
- [Chapter 4 - Office Salaries and Expenses \(2002\)](#)
- [Chapter 5 - Forms and Records \(2002\)](#)
- [Chapter 6 - Funds and Accounts \(2002\)](#)
- [Chapter 7 - Taxation \(2002\)](#)
- [Chapter 8 - Tax Sale \(2002\)](#)
- [Chapter 9 - Levy and Sale - Personal Property \(2002\)](#)
- [Chapter 10 - Miscellaneous \(2002\)](#)
- [Index \(2002\)](#)

You can download all the manual chapters to your PC by [clicking here](#). After downloading and installing, the chapters will be located in the directory C:\SBOA\MANUAL\COUNTY TREASURERS.

The Manual is available to view online or to be downloaded to your computer where an Adobe search option would be available.

Online View

The table of contents, individual chapters, and the index are presented separately under County Treasurers Manual.

- Using the Index is a good way to start, clicking the Index (2017) link will open a PDF online.
- Search the PDF Index for the topic of interest
- The page number next to the topic is represented by the Chapter Number - page Number.
Example: Reporting Tax Collections are found in Chapter 7, Page 8.
- Go back to the website and click on the Chapter needed
- The Chapter will appear in a PDF
- Scroll or page down to the desired page.

Downloading the Manual

Under the Links for the Table of Contents, Chapters and Index there is a link to download the manual to your computer.

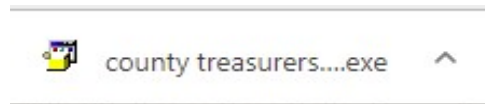
County Treasurers Manual

You can view the manual online by clicking on one of the Chapters below:

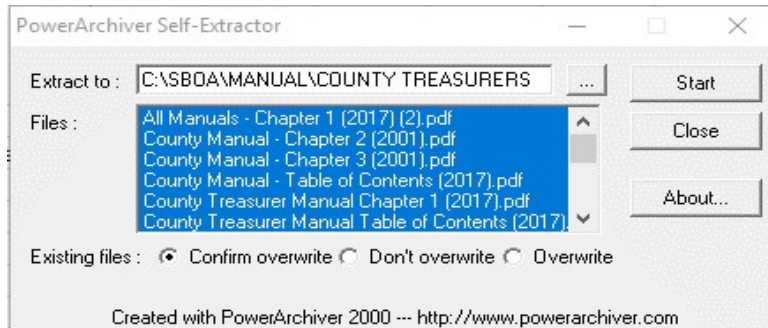
- [Table of Contents \(2017\)](#)
- [Chapter 1 - Prescribed Forms, Taxes, General Information, Local Policies, and Deposits and Investments \(2017\)](#)
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- [Chapter 8 - Tax Sale \(2002\)](#)
- [Chapter 9 - Levy and Sale - Personal Property \(2002\)](#)
- [Chapter 10 - Miscellaneous \(2002\)](#)
- [Index \(2002\)](#)

You can download all the manual chapters to your PC by [clicking here](#). After downloading and installing, the chapters will be located in the directory C:\SBOA\MANUAL\COUNTY TREASURERS.

- a. Click the link - this should download an executable file at the bottom of the screen

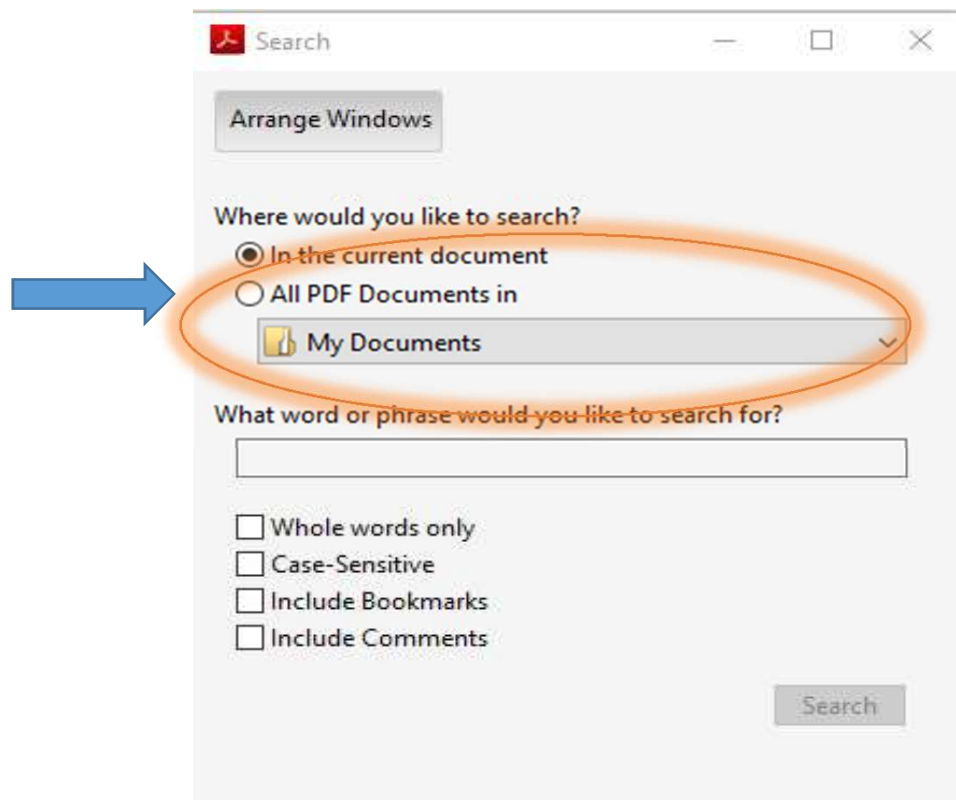


- b. Click on the executable file to bring up the PowerArchiver Self-Extractor:



- c. Click Start - This will download the manual to the directory:
C:\SBOA\MANUAL\COUNTY TREASURERS
- d. Click ok when the files have been extracted
- e. Find the Manual in the above directory.
- f. Open any of the PDF files

- g. Click Edit in the top menu bar and scroll down to select Advanced Search
- h. It will bring up a search screen, select All PDF Documents in. Click on the drop down box with My Documents.



- i. Select Browse for Location... in the drop down menu
- j. Find C:\SBOA\MANUAL\COUNTY TREASURERS, Click ok
- h. Enter the topic you are looking for in the box and click search
This will search all chapters of the manual at once and bring up all references.

SBOA Bulletins

The bulletins are set up exactly the same way as the manuals with a couple of exceptions:

1. The page numbers in the index reference the volume number and then the page
2. Downloading the bulletins to you computer will save them in the directory:
C:\SBOA\BULLETIN\COUNTY