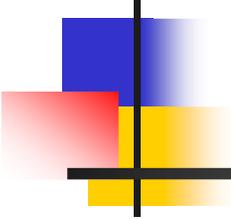


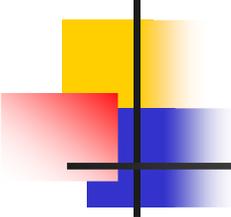
State Board of Accounts Bookkeeping Workshop 2009



Charlie Pride
Todd Austin

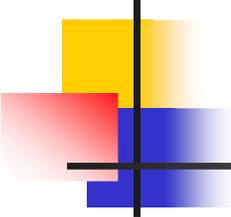
cpride@sboa.in.gov
taustin@sboa.in.gov

www.in.gov/sboa
317/232-2521



Excess Welfare Distributions

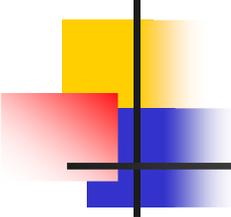
- Lake and St. Joseph Counties
- HEA 1001(ss) 2009
- Requires separate fund entitled the “Excess Welfare Distribution Fund”
 - May only be used for public safety purposes
 - Requires appropriation before spending



Accounting Manual

Chapter 9 Page 14

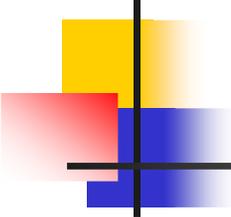
- Board of Finance
 - IC 5-13-7-6 requires each local board of finance to meet annually after the first Monday and on or before the last day in January.
 - Receive and review the annual investment report and review the overall investment policy of the library



Deposit and Investment of Funds

Chapter 9 Accounting Manual

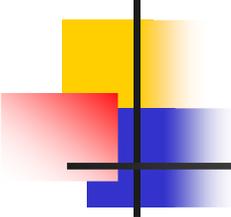
- Approved Depositories
<http://www.in.gov/tos/deposit/files/ALLDEP.pdf>
- FDIC up to \$250,000
- PDIF Coverage in excess of \$250,000
 - Public Deposit Insurance Fund (PDIF) created to protect the public funds of the state and its political subdivisions deposited in approved financial institutions.



Deposit and Investment of Funds

Chapter 9 Accounting Manual

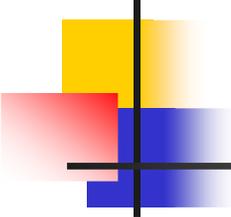
- Safety-Liquidity-Yield
 - Principal is safe
- Certificates of Deposit
 - Obtain Quotes
 - Highest Rate of Interest
- Money Market Mutual Funds
 - 50% limitation
- Repurchase Agreements
- Trust Indiana
 - Kelly Mitchell 1-888-860-6242



Grant Accounting

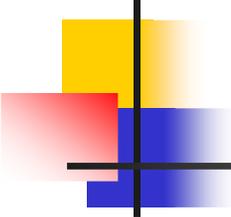
Chapter 2 Accounting Manual Page 19

- Advance Grants
- Reimbursement Grants
- State Technology Grant Fund
 - Reimbursement of non-eRate portion of Internet connectivity



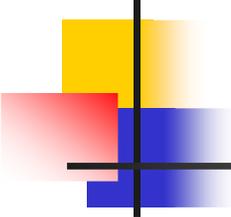
Capital Asset Records

- Form 369 Capital Asset Ledger
- Recording additions and deletions
- Accounting for books



Surplus Bond Proceeds

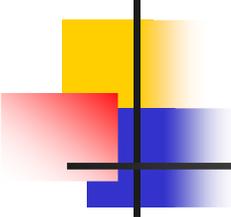
- IC 5 -1-13-2
- May be used for the following purposes:
 - (1) To maintain a debt service reserve fund for the bonds to which the surplus bond proceeds or investment earnings are attributable, at the level required under the terms of the bonds, if the local issuing body adopts an ordinance, resolution, or order authorizing that use of the proceeds or earnings.
 - (2) To pay the principal or interest, or both, on any other bonds of the local issuing body, if the local issuing body adopts an ordinance, a resolution, or an order authorizing the use of the surplus proceeds to pay principal or interest on the bonds.
 - (3) To reduce the rate or amount of ad valorem property taxes, special benefit taxes on property, or tax increment revenues imposed by or allocated to the local issuing body.



Conflict of Interest

Chapter 7 Accounting Manual

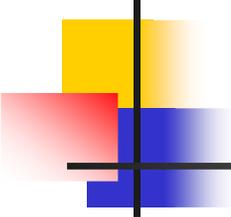
- IC 35-44-1
- Pecuniary Interest in Contracts
- Conflict of Interest Disclosure Statement



Loans

Accounting Manual Chapter 2 Page 20

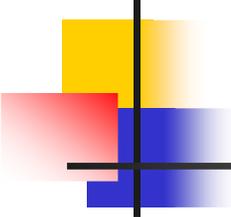
- Interfund Loans
 - Extensions, resolution required IC 36-1-8-4
 - Mail to DLGF and SBOA in January
- Other temporary loans IC 36-12-3-10
 - Estimate date when you are going to repay, extend up to six (6) months into 2009
- Tax Anticipation Warrants
 - Page 2-20 through Page 2-22 Public Notice
- Indiana Bond Bank Loans
 - Dan Huge (317) 233-0888
 - Ron Mangus (317) 233-0091



Advance Tax Draws

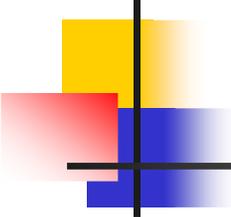
Accounting Manual Chapter 2 Page 7

- IC 5-13-6-3b
 - Authorized by formal board resolution
 - Request made in writing to the County Treasurer
 - In some counties, customary to also send the request to County Auditor
 - Advance within 30 days 95%



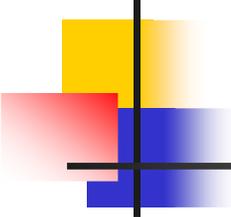
Minimum Wage

- \$7.25 per hour effective July 24, 2009
- Exemption for seasonal help



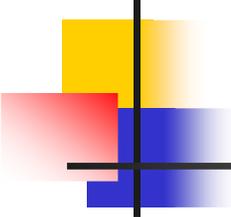
Money Due Deceased

- Where there is an estate, make checks payable "To the Estate of"
- Estates of \$50,000 or less



Online Bill Paying

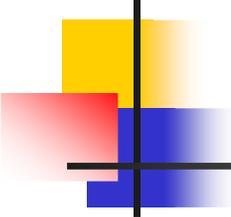
- Procedures
- Credit cards



Cash Change Fund

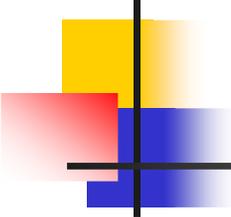
IC 36-1-8-2

- Daily record of desk collections form
- Library Board resolution to establish cash on hand for change.
- Warrant on fund and custodian converts to cash
- No need for an appropriation



Petty Cash

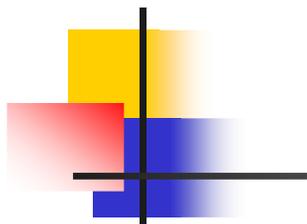
- Established by Board resolution
- Pays for small or emergency items of operating expenses
- Receipt must document each disbursement
- This is not fine money
- Can be established without appropriation but recommend you do an appropriation



Public Notice Advertising

Accounting Manual Chapter 2 Page 5

- Public notice of the estimated budget, rate and levy must be given IC 5-3-1-4
- Basic requirements IC 5-14-1.5-5 Open Door Law
- **IC 5-3-1-1**
Cost of advertising After December 31, 2009, a newspaper or qualified publication may, effective January 1 of any year, increase the basic charges by not more than two and three-quarters percent (2.75%) more than the basic charges that were in effect during the previous year



ATTACH COPY OF ADVERTISEMENT HERE

.....
(Governmental Unit) To.....
.....County, Indiana

PUBLISHER'S CLAIM

LINE COUNT

Display Master (Must not exceed two actual lines, neither of which shall total more than four solid lines of the type in which the body of the advertisement is set) -- number of equivalent lines

Head -- number of lines

Body -- number of lines

Tail -- number of lines

Total number of lines in notice

COMPUTATION OF CHARGES

..... lines, columns wide equals equivalent lines at

cents per line \$

Additional charges for notices containing rule or tabular work (50 per cent of above amount)

Charge for extra proofs of publication (\$1.00 for each proof in excess of two)

TOTAL AMOUNT OF CLAIM **\$**

DATA FOR COMPUTING COST

Width of single column in picas..... Size of type.....point.
Number of insertions.....

Pursuant to the provisions and penalties of IC 5-11-10-1, I hereby certify that the foregoing account is just and correct, that the amount claimed is legally due, after allowing all just credits, and that no part of the same has been paid.

I also certify that the printed matter attached hereto is a true copy, of the same column width and type size, which was duly published in said paper times. The dates of publication being as follows:

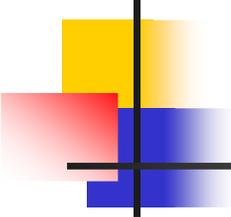
.....
.....

Additionally, the statement checked below is true and correct:

- Newspaper does not have a Web site.
- Newspaper has a Web site and this public notice was posted on the same day as it was published in the newspaper.
- Newspaper has a Web site, but due to technical problem or error, public notice was posted on
- Newspaper has a Web site but refuses to post the public notice.

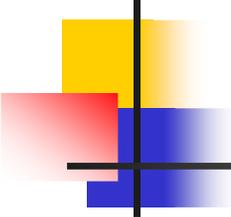
Date

.....
Title.....



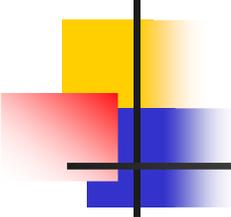
Public Notice Advertising on Website

- IC 5-3-1-6
Must be posted on the newspaper's web site. The notice must appear on the web site on the same day the notice appears in the newspaper. The state board of accounts shall develop a standard form for notices posted on a newspaper's Internet web site. A newspaper may not charge a fee for posting a notice on the newspaper's Internet web site under this section.



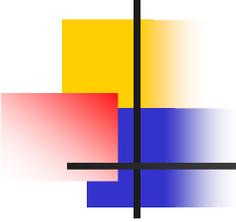
Meeting notice requirements for Executive session

- IC 5-14-1.5-6.1 (d)
- The governing body shall certify by a statement in the memoranda and minutes of the governing body that no subject matter was discussed in the executive session other than the subject matter specified in the public notice.



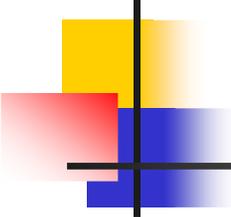
Annual Report Advertisement

- PL 141-2009 SECTION 4. IC 5-3-1-3.5 Budgets of \$300,000 or more
- Not later than sixty (60) days after the expiration of each calendar year, a political subdivision shall publish an annual report of the receipts and expenditures of the political subdivision during the preceding calendar year.
- The annual reports required by this section shall be published only one (1) time per year.
As added by P.L.141-2009, SEC.4.



Disposal of Property

- Sale of real property
 - IC 36-1-11
- Sale of personal property
 - IC 5-22-22
 - Friends of the Library IC 36-12-3-5
 - Chapter 13 of Accounting Manual



Public Purchases Review

Accounting Manual Chapter 10

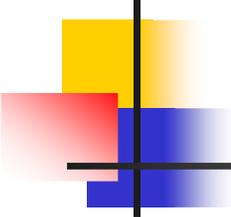
- Purchase of books, magazines, pamphlets, films, filmstrips, microfilm, slides, transparencies, and all other forms of library and audiovisual materials are exempt from the restrictions imposed by IC 5-22 (IC 36-12-3-16)
- IC 36-12-3-16
Authorization of disbursements; purchases
- <http://www.in.gov/idoa/2478.htm> (OneIndiana.net)

Public Works Law (IC 36-1-12)

Review

Accounting Manual Chapter 11

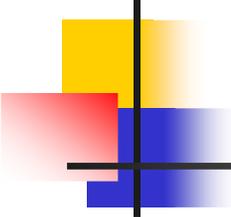
- New Construction Projects
 - \$50,000 or over
- Routine Maintenance Projects
 - \$150,000 and over
- Quotes
 - \$25,000 to \$50,000
 - Under \$25,000



Payment of Claims Requirements

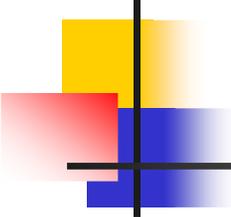
Accounting Manual Chapter 3 Page 11+

- Authorization of disbursements IC 36-12-3-16
 - Itemized invoice, Board reviews, Director certifies expense
- Accounts Payable Voucher
 - Director may sign
 - Board approval, may sign or list in minutes
- Do not recommend that director sign warrants. The treasurer signs warrants.



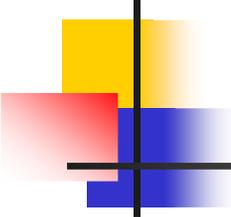
Year End Duties

- Encumbrances
 - Outstanding purchase orders and contracts at year end presented so they may be charged to appropriation
 - Listing required; mail to DLGF.
- Certification of Names and Addresses
 - Before June 1 and December 1 certify names and actual addresses of every library employee to the County Treasurer for the county where the employee works. [IC 6-1.1-22.14]



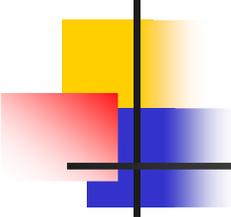
Year End Duties

- Cancellation of Warrants
 - IC 5-11-10.5, all checks outstanding and unpaid for a period of two years as of December 31 of each year are void
- Outstanding check list
 - Receipted to General Fund



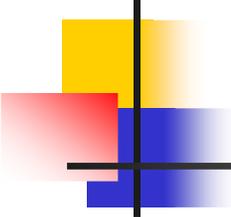
Year End Duties

- Dormant Funds
 - Transfer to operating or rainy day fund (IC 36-1-8-5)
 - Special rules for leftover construction fund balances (IC 5-1-13-2)



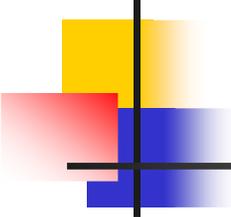
Year End Duties

- Rainy Day Fund
 - *Accounting Manual* Chapter 3 page 3



Year End Duties

- Federal and State Reporting requirements
- W2's, 1099's, 941's
- IRS contact
 - In the West, Raylane Hoff (812) 231-6502
 - In the East Beverly Elsner (812) 378-1254



LAR Report Demonstration

Annual Library Reports

- Public libraries are required to file an annual financial report with the State Board of Accounts pursuant to IC5-11-1-4 not later than sixty (60) days after the end of each year
- In addition, public libraries are required to file Form 100R, Report of Names, Addresses, Duties and Compensation of Public Employees, in accordance with IC 5-11-13-1 during the month of January
 - Not home address but office address

Contact: Linda Baker in State Board of Accounts
(317) 232-4958