



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS  
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TO: All City and Town Clerk-Treasurer, City Clerks and City Controllers  
DATE: May 10, 2012  
SUBJECT: Annual Training School

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Pursuant to the provisions of IC 5-11-14, the State Board of Accounts will conduct a two-day training school on Tuesday and Wednesday, June 26 and 27, 2012, for all City and Town Clerk-Treasurers, City Clerks and City Controllers at the Hyatt Regency Hotel, 1 South Capital Avenue, Indianapolis, Indiana, which is in downtown Indianapolis. Registration will be provided each day of the school in the Regency Ballroom Foyer. Each day of the school will start promptly at 9:00 A.M., E.S.T.

The training offered at this school is a joint effort of the State Board of Accounts with the Indiana League of Municipal Clerks and Treasurers. This year's June School is part of the League's Annual Conference which will be held during the week of June 24 through June 28, 2012. The Indiana League of Municipal Clerks and Treasurers has made arrangements for lunch and break refreshments for each day of the meeting. Questions related to registration should be directed to ILMCT, 200 S. Meridian Street, Suite 340, Indianapolis, IN 46225. Please contact Laura Adcock with IACT at 317 237-6200, Ext. 228, with your questions. The hotel reservation deadline is June 4<sup>th</sup>. A registration form was included in March Quest Newsletter. Please use the form in the Quest for making registration arrangements.

The discussions at the school will include the duties and responsibilities of your office, federal and state accounting requirements, new legislation, IRS guidelines, public records, the Open Door Law, and budget preparation. If you have particular questions you would like discussed, please direct them to Charlie Pride of this office prior to June 22, 2012.

We are enclosing a tentative agenda for the meeting. As you will note, we plan to have a question and answer session on Wednesday afternoon. A question box will be provided on both days of the school for deposit of your written questions.

As provided in IC 5-11-14-1, "the elected official, at the direction of the State Examiner, may require the attendance of:

- (1) Each of his appointed and acting chief deputies or chief assistants: and
- (2) If the number of deputies or assistants employed:
  - (A) does not exceed three (3), one (1) of his appointed and acting deputies or assistants;
  - Or
  - (B) exceeds three (3), two (2) of his duly appointed acting deputies and assistants."

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Each official, deputy, or assistant attending the conference shall be allowed mileage at a rate per mile set by your city or town council for each mile necessarily traveled in going to and returning from the school. Only one (1) mileage shall be allowed to the official, deputy, or assistant furnishing the conveyance, although they may be transporting more than one (1) person. Each official, deputy or assistant will also be allowed lodging expense for the nights preceding the meeting dates, not to exceed the single room rate each night.

Reimbursement for meals purchased while attending the school in an amount determined by the city or town council is also authorized.

The State Board of Accounts will certify attendance for the school to each official, deputy, deputies or assistants attending. All payments of lodging, mileage, and meals purchased shall be made by the proper disbursing officer in the manner provided by law on a duly verified claim or voucher to which shall be attached the Certificate of the State Board of Accounts. All payments shall be made from the general fund from any money not otherwise appropriated and without any previous appropriation being made therefore.

It is agreeable for other persons (not mentioned in the statute) from your office or other city or town officials to attend the school. However, such other persons must have prior approval from your city or town's governing body and any expenditures must be reimbursed from funds appropriated for this purpose.

You are cordially requested to attend the school which has been called in an effort to assist you in properly discharging the duties and responsibilities of your office.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Bruce A. Hartman', with a stylized flourish at the end.

Bruce A. Hartman, CPA  
State Examiner

CWP/csc  
Attachment

AGENDA  
STATE BOARD OF ACCOUNTS SCHOOL  
HYATT REGENCY HOTEL  
INDIANAPOLIS, INDIANA  
TUESDAY, JUNE 26, 2012

Registration – Each day in the Regency Ballroom Foyer

REGENCY BALLROOM A – D

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|------------|---|
| 9:00 AM    | Welcome<br>Mr. Bruce A. Hartman, CPA, State Examiner<br>State Board of Accounts (SBA)<br><br>Mr. Brian Bailey, Commissioner<br>Department of Local Government Finance (DLGF)  |
| 9:20 AM    | New Legislation/Uniform Compliance Guidelines<br>Mr. Charles W. Pride, Sr., CPA (SBA)   |
| 10:15 AM   | BREAK   |
| 10:30 AM   | State Distributions<br>Mr. Dan Bastin, Settlement Deputy<br>Auditor of State's Office   |
| 11:15 AM   | Public Records Retention Guidelines<br>Mr. Jim Corridan, Director<br>Indiana Commission on Public Records (ICPR)<br><br>Ms. Beverly Stiers, County and Local Records Analyst<br>Indiana Commission on Public Records (ICPR) |
| 12:00 Noon | LUNCH   |

AGENDA  
STATE BOARD OF ACCOUNTS SCHOOL  
HYATT REGENCY HOTEL  
INDIANAPOLIS, INDIANA  
WEDNESDAY, JUNE 27, 2012

Registration – Each day in the Regency Ballroom Foyer

REGENCY BALLROOM A – D

9:00 AM	Public Access/Public Records Laws Mr. Joe Hoage, Public Access Counselor
10:00 AM	BREAK
10:30 AM	Budget Preparation Guidelines Mr. Dan Jones, Assistant Budget Director (DLGF)
11:30 AM	LUNCH
1:00 PM	Internal Revenue Service (IRS) Guidelines Ms. Raelane Hoff, CPA, Field Specialist (IRS)
2:00 PM	BREAK
2:15 PM	Question and Answer Session/Wrap-up* Mr. Todd A. Austin, CPA (SBA) Mr. Charles W. Pride, Sr., CPA (SBA) Mr. Dan Jones (DLGF) Ms. Raelane Hoff, CPA (IRS)
3:00 PM	ADJOURN

\*A question box will be provided on both days of the School for deposit of your written questions.