



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
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TO: All City and Town Clerk-Treasurers, City Clerks and City Controllers
DATE: April 26, 2013
SUBJECT: Annual Training School

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Pursuant to the provisions of IC 5-11-14, the State Board of Accounts will conduct two-day training school on Tuesday and Wednesday, June 11 and 12, 2013, for all City and Town Clerk-Treasurers, City Clerks and City Controllers at the Grand Wayne Center, 120 West Jefferson Boulevard, Fort Wayne, Indiana, which is in downtown Fort Wayne. Registration will be provided each day of the school in the Convention Hall Lobby. 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 9 through June 13, 2013. 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 Katelyn Storms with IACT at 317 237-6200, Ext. 228, with your questions. The hotel reservation deadline is May 22nd. A registration form is on the ILMCT's website. Please use the form on the website 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, PERF, child labor laws, sales tax, utility receipts tax, common construction wage, and budget preparation. If you have particular questions you would like discussed, please direct them to Charlie Pride of this office prior to June 7, 2013.

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."

To: All City and Town Clerk-Treasurers, City Clerks and City Controllers
April 26, 2013
Page Two

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", written in a cursive style.

Bruce A. Hartman, CPA
State Examiner

CWP/csc

AGENDA
STATE BOARD OF ACCOUNTS SCHOOL
GRAND WAYNE CENTER
FORT WAYNE, INDIANA
TUESDAY, JUNE 11, 2013

Registration – Each day in the Anthony Wayne Ballroom Lobby

ANTHONY WAYNE BALLROOM

- 9:00 AM Welcome
 Mr. Michael H. Bozymski, CPA, Deputy State Examiner
 Mr. Paul D. Joyce, CPA, Deputy State Examiner
 State Board of Accounts (SBOA)
- Mr. Micah Vincent, Commissioner
 Department of Local Government Finance (DLGF)
- 9:30 AM New Legislation/Uniform Compliance Guidelines
 Mr. Charles W. Pride, Sr., CPA (SBOA)
- 10:15 AM BREAK
- 10:30 AM Child Labor Laws/Common Construction Wage Requirements
 Mr. Kenneth Boucher, Director
 Bureau of Child Labor
 Indiana Department of Labor
- 11:30 AM Termination of Utility Service Requirements
 Mr. Todd A. Austin, CPA (SBOA)
- 12:00 Noon LUNCH

AGENDA
STATE BOARD OF ACCOUNTS SCHOOL
GRAND WAYNE CENTER
FORT WAYNE, INDIANA
WEDNESDAY, JUNE 12, 2013

Registration – Each day in the Anthony Wayne Ballroom Lobby

ANTHONY WAYNE BALLROOM

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| 9:00 AM | Public Employees Retirement Fund (PERF) Update
Mr. Jim Neddeff, Field Services Counselor
Indiana Public Retirement System (INPRS) |
| 10:00 AM | BREAK |
| 10:30 AM | Budget Preparation Guidelines
Mr. Dan Jones, Assistant Budget Director (DLGF) |
| 11:30 AM | LUNCH |
| 1:00 PM | Indiana Department of Revenue (DOR) Regulations
Mr. Nick Fetchina, Tax Auditor (DOR) |
| 2:00 PM | BREAK |
| 2:15 PM | Question and Answer Session/Wrap-up*
Mr. Todd A. Austin, CPA (SBOA)
Mr. Charles W. Pride, Sr., CPA (SBOA)
Mr. Dan Jones (DLGF)
Mr. Nick Fetchina (DOR) |
| 3:30 PM | ADJOURN |

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