



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS  
302 WEST WASHINGTON STREET  
ROOM E418  
INDIANAPOLIS, INDIANA 46204-2765

Telephone: (317) 232-2513  
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September 1, 2010

TO: Township Trustees

SUBJECT: Township Trustees' Meeting

The State Board of Accounts, in compliance with IC 5-11-14-1, is calling a conference of all township trustees to be held on Wednesday, September 29, 2010, at the Sheraton, at Keystone at the Crossing, Indianapolis. The meeting will start promptly at 9:00 A.M. (Local Time). **Please note the change of meeting day to Wednesday September 29.**

Each township trustee may require the attendance of: (1) each of the trustee's 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 the trustee's appointed and acting deputies or assistants; or (B) exceeds three (3), two (2) of the trustees duly appointed and acting deputies or assistants.

Each township trustee and each authorized deputy or assistant shall be entitled to reimbursement for actual lodging expense for the night of September 28, 2010, in an amount equal to the actual single room rate. However, lodging expense will only be allowed for persons who reside 50 miles or farther from the conference location. IC 5-11-14-1(g) now states "(g) Each official representing a unit and attending any conference under this section shall be allowed the following: (1) A sum for mileage at a rate determined by the fiscal body of the unit the official represents for each mile necessarily traveled in going to and returning from the conference by the most expeditious route. Regardless of the duration of the conference, only one (1) mileage reimbursement shall be allowed to the official furnishing the conveyance even if the official transports more than one (1) person. (2) An allowance for lodging for each night preceding conference attendance in an amount equal to the single room rate. However, lodging expense, in the case of a one (1) day conference, shall only be allowed for persons who reside fifty (50) miles or farther from the conference location. (3) Reimbursement of an official, in an amount determined by the fiscal body of the unit the official represents, for meals purchased while attending a conference called under this section." Other township officials (not listed by statute) may attend the meeting. However, these individuals must have prior approval from the trustee and township board and authorized expenditures for these individuals must be reimbursed from appropriated funds.

Township Trustee's Meeting  
September 1, 2010  
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The conference is called for the purposes stated in IC 5-11-14-1. Your attendance at the meeting is very respectfully requested and anticipated. We will discuss and have several speakers to answer questions concerning, U.S. Department of Labor, Indiana Public Access Laws, Department of Local Government Finance, recent Legislative changes, as well as the new Web-Based Electronic Reporting and Annual Reports and other audit positions which are of interest to you and pertain to your relationship with the State Board of Accounts.

You should make every effort to attend the meeting.

Sincerely,

A handwritten signature in black ink, appearing to read "Bruce A. Hartman". The signature is fluid and cursive, with a large initial "B" and "H".

Bruce A. Hartman, CPA  
State Examiner

CWN/bgf



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**TOWNSHIP MEETING**  
Sheraton, Keystone at the Crossing, INDIANAPOLIS, IN  
Wednesday, September 29, 2010

PROGRAM

- 9:00 AM Mr. Bruce A. Hartman, CPA, State Examiner  
State Board of Accounts  
Opening Remarks
- 9:05 AM Ms. Deborah R. Driskell, Executive Director  
Indiana Township Association
- 9:10 AM Ms. Linda Lessaris, State Supervisor  
Department of Local Government Finance
- 10:00 AM Ms. Steven Garrett  
U.S. Department of Labor – Wage and Hour Division
- 10:45 AM Mr. Andrew J. Kossack  
Indiana Public Access Counselor
- 11:30 AM Lunch (On Your Own)
- 1:00 New Web-Based Electronic Reporting, Annual Reports  
  
Ms. Carol O. Rogers, IUPUI  
Deputy Director and CIO, IBRC, Indiana University  
  
Ms. Sarah Ancel, Deputy Director  
Department Of Local Government  
  
Mr. John Eppley, CPA, CISA  
State Board of Accounts
- 2:15 PM Mr. Charles W. Nemeth, CPA, Township Supervisor  
State Board of Accounts  
  
Presentation, questions and answers, audit reports, audit problems, and other recent changes by the Legislature.