



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS  
302 WEST WASHINGTON STREET  
ROOM E418  
INDIANAPOLIS, INDIANA 46204-2769

Telephone: (317) 232-2513  
Fax: (317) 232-4711  
Web Site: [www.in.gov/sboa](http://www.in.gov/sboa)

TO: All City and Town Clerk-Treasurers, City Clerks and City Controllers  
DATE: April 14, 2014  
SUBJECT: Annual Training School

=====

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 10 and 11, 2014, for all City and Town Clerk-Treasurers, City Clerks and City Controllers at the French Lick Resort in French Lick, Indiana. Registration will be provided each day of the school in the Registration Area on Level 2 of the Events Center. 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 8 through June 12, 2014. 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. A registration form is on the ILMCT's website. Please use the form on the website for making registration arrangements. Hotel reservations should be made directly with the hotel. The meeting registration and hotel reservation deadline is May 16<sup>th</sup>.

The discussions at the school will include the duties and responsibilities of your office, federal and state accounting requirements, new legislation, audit/examination requirements, 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 6, 2014.

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.

The State Board of Accounts' new Resource Center will be available to help you with your accounting and compliance questions during the meeting in the Erwin Room. The Resource Center is made up of experienced Examiners and Supervisors.

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 14, 2014  
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.

Sincerely,



Paul D. Joyce, CPA  
State Examiner

CWP/csc

AGENDA  
STATE BOARD OF ACCOUNTS SCHOOL  
FRENCH LICK RESORT  
FRENCH LICK, INDIANA  
TUESDAY, JUNE 10, 2014

Registration – Each day in the Registration Area on Level 2 of the Events Center

WINDSOR BALLROOM

- 9:00 AM      Welcome  
Mr. Paul D. Joyce, CPA, State Examiner  
Mr. Michael H. Bozymski, CPA, Deputy State Examiner  
State Board of Accounts (SBOA)  
Mr. Micah Vincent, Commissioner  
Department of Local Government Finance (DLGF)
- 9:15 AM      Senate Enrolled Act 338/New Auditing/Examination Procedures  
Mr. Paul D. Joyce, CPA, State Examiner (SBOA)  
Mr. Michael H. Bozymski, CPA, Deputy State Examiner (SBOA)
- 10:15 AM      BREAK
- 10:30 AM      New Legislation/Uniform Compliance Guidelines/Internal Controls  
Mr. Charles W. Pride, Sr., CPA, Director (SBOA)  
Mr. Todd A. Austin, CPA, Director (SBOA)
- 12:00 Noon    LUNCH

AGENDA  
STATE BOARD OF ACCOUNTS SCHOOL  
FRENCH LICK RESORT  
FRENCH LICK, INDIANA  
WEDNESDAY, JUNE 11, 2014

Registration – Each day in the Registration Area on Level 2 of the Event Center

WINDSOR BALLROOM

- 9:00 AM      Budget Preparation Guidelines  
                 Mr. Dan Jones, Assistant Budget Director (DLGF)
- 10:00 AM      BREAK
- 10:30 AM      Open Door Law/Access to Public Records Requirements  
                 Mr. Luke Britt, Public Access Counselor  
                 Mr. Steve Key, Executive Director and General Counsel, Hoosier State  
                 Press Association

CLIFTON FOYER AND TAGGART

- 11:30 AM      LUNCH

WINDSOR BALLROOM

- 1:00 PM      Open Door Law/Access to Public Records Requirements (Continued)
- 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)
- 3:30 PM      ADJOURN

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