



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
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September 23, 2021

TO: All Sheriff Departments
RE: Virtual Workshop Sessions on Financial and Accounting Records

The State Board of Accounts has historically provided ongoing education and training to county elected officials. This November, we will be focusing on the bookkeepers for the Sheriff Departments.

In November we will be hosting 2 virtual workshop sessions. We will be focusing on topics that include, required Gateway reporting, the Commissary Fund, the Inmate Trust Fund, the Cash Book, bank reconcilements, and supplemental Annual Financial Report (AFR) among other topics. We will allow time for any questions you may have that are specific to your office. The virtual workshop sessions are open to anyone in your department that works with the financial records. Here is the agenda for each day:

Session #1 (Nov 9):

9:00 am	Welcoming Information
9:10 am	Commissary and Inmate Trust Funds
10:30 am	Reconciling
12:00 pm	Adjourn

Session #2 (Nov. 10):

9:00 am	Welcoming Information
9:10 am	Supplemental AFR
10:30 am	Gateway
12:00 pm	Adjourn

The upcoming virtual workshop sessions will be held from **9 AM to 12 PM (Eastern Standard Time) on November 9th and 10th, 2021**. We will be using the WebEx application for these virtual workshop sessions. WebEx will allow participants to connect using their computers, tablets or calling from a phone. The event links can be shared with others in your office that you feel could benefit from the training. Please use the following links to connect virtually:

[Sheriff Dept. Virtual Workshop Session #1 \(Nov. 9th\)](#)

[Sheriff Dept. Virtual Workshop Session #2 \(Nov. 10th\)](#)

We recommend trying to login 15 - 30 minutes prior to the start of each session to account for any technical difficulties that could be encountered. WebEx will also allow for some interaction and will allow the attendees to ask questions.

We appreciate the support of the Sheriff Association, especially in the distribution of this information to all 92 counties. There is no prior registration needed for these virtual sessions as you login to the session your registration will be complete.

If you have questions, please contact Lori Rogers or Ricci Hofherr at (317) 232-2512 or email at Counties@sboa.in.gov.

If you have any additional topics that you would like us to include, please let us know.

Thank-you and we hope you are able to attend the virtual workshop sessions,

Lori Roger, CPA
Ricci Hofherr
Directors of Audit Services for Counties
State Board of Account