

Newly Elected Clerk Treasurer and Controller Workshop

- State Examiner Directives
 - Materiality Threshold
 - Moving Traffic Violations
 - Exit Conference Confidentiality
- Capital Assets
- Public Notice Advertising

State Examiner Directives 2015-6

Materiality Threshold for Reporting Irregular Variances, Losses, Shortages, and Thefts

All erroneous or irregular **material** variances, losses, shortages, or thefts of political subdivision funds or property shall be reported immediately to the state board of accounts.

State Examiner Directives 2015-6

*Develop Materiality Threshold Policy

- Distinguish between incidents involving cash and other types of assets
- Address maintenance of documentation
- Address resolution of incidents that do not meet materiality threshold

*IC 5-11-1-27(l) Misappropriation of Funds

State Examiner Directives 2015-6

When an irregular variance, loss, shortage, or theft is **determined material** pursuant to your policy, the city or town **must report** the incident to the State Board of Accounts.

Notification Link www.in.gov/sboa

State Examiner Directives 2015-6

Statutory References

IC 5-11-1-27(j) and (l)

SBOA Resources

Memo on Considerations for Materiality Policies
dated January 7, 2016

(to be emailed January 2016; included in
March 2016 Bulletin; and posted to SBOA website)

State Examiner Directives 2015-1

Moving Traffic Violations

All cities, towns, and counties collecting fines for moving traffic violations must refer such matters to the local prosecuting attorney or a city, town, or county court for infraction and ordinance violation enforcement proceedings as required by law.

State Examiner Directives 2014-1

Exit Conference Confidentiality

*The information discussed and materials delivered communicating about the contents of the exit conference, whether in written, oral, or any other form to a participant in a State Board of Accounts' exit conference are **confidential**. This information may not be discussed or shared publicly until the State Board of Accounts' report has been filed and made public.

*Exit Conference Acknowledgement

*The exit conference shall not be electronically recorded.

Capital Assets

*Capitalization Threshold Policy

*Inventory

Every governmental unit should have a complete inventory of all capital assets owned which reflects their acquisition value. Such inventory should be recorded on the applicable Capital Asset Ledger. A complete inventory should be taken at least every two years for good internal control and for verifying account balances carried in the accounting records.

* Accountability for Assets below the Capitalization Threshold

*Internal Control Procedures

What Internal Control Procedures can you put in place to safeguard the assets of your city or town?

Capital Assets Reference Materials

<u>City and Town Manual</u>	<u>Page</u>
Capital Assets	57-24
Estimating Useful Lives (GASB 34)	11-48
<u>City and Town Bulletins</u>	<u>Issue</u>
Inventories of Capital Assets	March 2014
Establishing Estimated Cost	March 2014

CITY AND TOWN
CAPITAL ASSETS LEDGER

FUND _____

Form Prescribed by State Board of Accounts							City and Town Form 211 (Revised 2003)						
Date of Purchase	Description Include: Name of Department or Office if General Fund	Serial/ Identification Number	Location of Asset	Original Cost of Asset	Estimated Life of Asset	Date of Disposal of Asset	Amount Received on Disposal or Trade in	Types of Capital Assets					Total Capital Assets
								Land	Infrastructure	Buildings	Improvements Other Than Buildings	Machinery and Equipment	
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													

SAMPLE

Public Notice Advertising IC 5-3-1-2

- *public hearing or meeting
- *election
- *sale of bonds, notes, warrants
- *receiving of bids
- *establishment of cumulative or sinking fund
- *submission of proposal to DLGF for a cumulative or sinking fund
- *publication of ordinance
- *publication required after the event
- *anything else (IC 5-3-1-4)

Public Notice Advertising IC 5-3-1-4

*If there is only one newspaper published in the municipality, then publication in that newspaper alone is sufficient. If no newspaper is published in the municipality, then publication shall be made in a newspaper published in the county in which the municipality is located and that circulates within the municipality.

Public Notice Advertising IC 5-3-1-4(f)

*A city or town may, in its discretion, publish public notices in a qualified publication or additional newspapers to provide supplementary notification to the public. The cost of publishing supplementary notification is a proper expenditure of the city or town.

Public Notice Advertising Other Selected Statutory References

IC 5-3-1-0.4 Definition of Newspaper

IC 5-3-1-0.7 Definition of Qualified Publication

IC 5-3-1-1.5 Posting on newspaper website

IC 5-3-1-2.3 Validity of notice containing errors or omissions

IC 5-3-1-3 & 3.5 Publication of annual report of receipts and expenditures

Public Notice Advertising Proof of Publication and Claim

IC 5-3-1-1

Each newspaper or qualified publication publishing public notice advertising shall submit proof of publication and claim for payment in duplicate on each public notice advertisement published.

Public Notice Advertising

Prescribed by State Board of Accounts General Form No. 99P (Rev. 2009)

..... To Dr.
(Governmental Unit)
.....
County, Indiana

PUBLISHER'S CLAIM

LINE COUNT

Display Master (Must not exceed two actual lines, neither of which shall total more than four solid lines of the type in which the body of the advertisement is set) -- number of equivalent lines
Head -- number of lines
Body -- number of lines
Tail -- number of lines
Total number of lines in notice

COMPUTATION OF CHARGES

..... lines, columns wide equals equivalent lines at
cents per line \$
Additional charges for notices containing rule or tabular work (50 per cent of above amount)
Charge for extra proofs of publication (\$1.00 for each proof in excess of two)
TOTAL AMOUNT OF CLAIM \$

DATA FOR COMPUTING COST

Width of single column in picas Size of type point.
Number of insertions

Pursuant to the provisions and penalties of IC 5-11-10-1, I hereby certify that the foregoing account is just and correct, that the amount claimed is legally due, after allowing all just credits, and that no part of the same has been paid.

I also certify that the printed matter attached hereto is a true copy, of the same column width and type size, which was duly published in said paper times. The dates of publication being as follows:
.....
.....

Date Title

Public Notice Advertising SBOA Reference Materials

<u>City and Town Manual</u>	<u>Page</u>
Additional Appropriation	4-5
Public Notice and Claim	61-27
<u>City and Town Bulletins</u>	<u>Issue</u>
Public Notice Advertising	June 2012
Posting Notices	Sept. 2010
Posting to Internet Website	Sept. 2009
Publisher's Claim	Sept. 2009

Contact Information

Todd Caldwell
 tcaldwell@sboa.in.gov
 (317) 232-2513

Susan Gordon
 sgordon@sboa.in.gov
 (317) 232-2513

website: www.in.gov/sboa