



TREASURER'S ROUNDTABLE

IASBO Annual Meeting
May 12, 2016



CONTACT INFORMATION

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RESPONSIBILITIES OF TREASURER

Indiana Code 5-11-1-27

- “(h) After June 30, 2016, the fiscal officer of a political subdivision shall certify in writing that:
 - (1) the minimum internal control standards and procedures defined under subsection (e) have been adopted by the political subdivision; and
 - (2) personnel, who are not otherwise on leave status, have received training as required by subsection (g)(2).

The certification shall be filed with the state board of accounts at the same time as the annual financial report required by section 4(a) of this chapter is filed. The certification shall be filed electronically in the manner prescribed under IC 5-14-3.8-7.”



INTERNAL CONTROL TIMELINE

By June 30, 2016:

- The School Board should adopt, we recommend through resolution, the minimum internal control standards as detailed in the “Uniform Internal Control Standards for Indiana Political Subdivisions” manual.
- The School Board must ensure that all of the School’s “personnel” have received training concerning the “Uniform Internal Control Standards for Indiana Political Subdivisions”.
 - Personnel are only required to be trained one time, but it should be noted that as new personnel is hired they will be required to receive training.

CERTIFICATION PROCEDURES

Treasurer should compile a list of school personnel as defined in IC 5-11-1-27(c).

- “an officer or employee of a political subdivision whose official duties include receiving, processing, depositing, disbursing, or otherwise having access to funds that belong to the federal government, state government, a political subdivision, or another governmental entity.”

Treasurer should retain supporting documentation that all identified school personnel participated in an approved training course.

A certification form can be found in the appendix of the Internal Control Standards manual or on the SBOA website -
(http://www.in.gov/sboa/files/IC_Certification.pdf)

Treasurer should certify on the 2017 Gateway Annual Report (completed by August 29, 2017) that all required personnel have been trained.

TREASURER'S ROLE IN THE INTERNAL CONTROL SYSTEM

Definition of “Management” for Schools – a combination of the Superintendent and the fiscal officer (Treasurer).

- Management assigns responsibilities to various employees to achieve the school's objectives.
- Management evaluate areas that are risky for the school to achieve their objective.
- Management designs and implements control activities for the School Corporation.
- Management documents in writing the specific internal control policies and procedures required for each area/department.
- Management evaluates control activities and provides the legislative body with feedback and modifications that need to be addressed in order to have sufficient internal controls.



RESOURCES

Uniform Internal Control Standards for Indiana Political Subdivisions -
<http://www.in.gov/sboa/files/UniformInternalControlStandards.pdf>

SBOA's Internal Control Webinar –
<http://www.in.gov/sboa/5071.htm>

Standards for Internal Control in the Federal Government (the Green Book) –
<http://www.gao.gov/assets/670/665712.pdf>