



STATE OF INDIANA

AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
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December 20, 2019

TO: All Newly Elected City Clerks, City and Town Clerk-Treasurers, and Newly Appointed City Controllers

As authorized by Indiana Code 5-11-14, the Indiana State Board of Accounts will conduct a one-day training workshop (Workshop) for newly elected city clerks, city and town clerk-treasurers, and newly appointed city controllers on Tuesday, January 21, 2020, at the Westin Hotel, 50 South Capitol Avenue, Indianapolis, Indiana.

The training offered is a joint effort of the Indiana State Board of Accounts and Accelerate Indiana Municipalities (AIM) and is part of AIM's "Boot Camp", a three-day basic training for newly elected municipal officials. Pre-registration information is available via AIM's website at www.aimindiana.org/NEO-bootcamp-ctworkshop or by contacting Lesley Mosier, AIM Events & Member Services Director, at (317) 237-6200, ext. 223. Hotel reservations should be made directly with The Westin Indianapolis at (317) 262-8100.

On-site registration will begin at 8:30 a.m. E.S.T. and the Workshop will begin promptly at 9:30 a.m.

This Workshop is designed for newly elected or appointed clerks, clerk-treasurers, and controllers and will set out the duties and responsibilities of these offices. City clerks, city and town clerk-treasurers, and city controllers who were appointed after January 1, 2016 are also invited to attend.

In conjunction with the Workshop, the Indiana State Board of Accounts has produced a series of brief videos/webinars related to the start of a newly elected official's term in office. The videos/webinars and related resource materials can be found at www.in.gov/sboa/4453.htm.

For the Workshop, printed meeting materials to presentations from the Indiana State Board of Accounts and Indiana Department of Local Government Finance are not guaranteed to be available. Please go to the Indiana State Board of Accounts' website and print the meeting materials prior to the workshop if you wish to have a physical copy of the items discussed. The materials will be available by January 14, 2020 on our website; city officials can go to www.in.gov/sboa/4453.htm and town officials can go to www.in.gov/sboa/4446.htm. At each respective webpage, scroll down to "Presentations and Training Materials", click on the triangle, and look for the section "2020 Newly Elected Clerks, Clerk-Treasurers, and Appointed City Controllers". You can then view and print the training materials.

As provided in Indiana Code 5-11-14-1, the newly elected or appointed official may require the attendance of his/her chief deputy and one (1) duly appointed and acting deputy or assistant if the number of deputies or assistants employed in the office does not exceed three (3). If the number exceeds three (3), then two (2) additional deputies or assistants may attend. If the elected official is unable to attend, please make every effort to see that a deputy attends.

Each newly elected or appointed official, deputy, or assistant attending the workshop shall be allowed mileage for each mile necessarily traveled in going to and returning from the workshop at a rate determined by the city or town council the official represents. However, only one (1) mileage shall be allowed to the official, deputy, or assistant furnishing the conveyance, although transporting more than one (1) person.

Each newly elected or appointed official, deputy, or assistant may be reimbursed for actual lodging expense at the single room rate for the night preceding the workshop if those persons reside fifty (50) miles or farther from the conference location.

Each newly elected or appointed official, deputy, or assistant shall be reimbursed for meals purchased while attending the workshop in an amount determined by the respective city or town council.

Indiana Code 5-11-14-1 states that the State Board of Accounts shall certify the number of days of attendance for each conference to each official attending.

All payments of mileage, lodging, and meals shall be made by the proper disbursing officer in the manner provided by law on a duly verified mileage claim and/or accounts payable 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 previous appropriation being made thereof.

We encourage other persons from your office or other officials in your city or town to attend the workshop. However, such other persons will not be allowed mileage, lodging, or meal reimbursement from unappropriated funds. They can be reimbursed if allowed through a local travel reimbursement ordinance. This assumes the municipal governing body will approve a properly prepared and certified accounts payable voucher and an appropriation is available.

You are encouraged to attend this training workshop which has been called to assist you in properly discharging the duties and responsibilities of your office.

Sincerely,

Paul D. Joyce, CPA
State Examiner

TEC:csc

Attachments