



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
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TO: All City and Town Clerk-Treasurers, City Clerks and City Controllers
DATE: September 29, 2021
SUBJECT: Annual Training School

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Pursuant to the provisions of Indiana Code 5-11-14, the Indiana State Board of Accounts will conduct a one-day training school on Monday, **November 8, 2021**, for all City and Town Clerk-Treasurers, City Clerks, and City Controllers at the Old National Events Center, 715 Locust Street, Evansville, Indiana. Please note, **Evansville is in the central time zone** and the school will start promptly at 9:00 a.m. **CST**.

The training offered at this school is a joint effort of the Indiana State Board of Accounts and Indiana League of Municipal Clerks and Treasurers (ILMCT). This year's school is part of the ILMCT's Annual Conference which will be held during the week of November 7-10, 2021. The ILMCT has made arrangements for lunch and break refreshments. Please use the form on the Accelerate Indiana Municipalities (AIM) website for making registration arrangements: <https://aimindiana.org/ilmct>. Specific questions should be directed to Lesley Mosier with AIM at 317 237-6200, Ext. 223. Hotel reservations should be made directly with each participating hotel:

DoubleTree by Hilton	812-423-5002	Group Code ILMCT
Tropicana	800-544-0120	Group Code GINSLMC
Le Merigot	800-544-0120	Group Code GINSLMC

The deadline for hotel reservations is **October 8, 2021**.

The discussions at the school will include: issues related to capital asset and depreciation reporting, public corruption, Annual Financial Report/Gateway updates and reporting, and other information pertinent to accounting for cities and towns.

A tentative agenda follows this letter. A question box will be provided for deposit of your written questions, which we will try and answer at the school (time permitting).

As provided in Indiana Code 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."

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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 Indiana State Board of Accounts will certify attendance for the school to each official, deputy, or assistant 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 Indiana 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 (those 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

TEC/SWG

AGENDA (tentative)
STATE BOARD OF ACCOUNTS SCHOOL
OLD NATIONAL EVENTS PLAZA
715 LOCUST STREET
EVANSVILLE, INDIANA
MONDAY, NOVEMBER 8, 2021

- 9:00 AM **Welcome & Opening Remarks**
Paul Joyce, CPA, State Examiner
Michael Bozyski, CPA, Deputy State Examiner
Tammy White, CPA, Deputy State Examiner
Indiana State Board of Accounts
Wes Bennett, Commissioner
Indiana Department of Local Government Finance
- 9:30 AM **Indiana State Board of Accounts**
Todd Caldwell, Director of Audit Services
Susan Gordon, CPA, Director of Audit Services
Indiana State Board of Accounts
- 10:00 AM **BREAK**
- 10:15 AM **Capital Asset Financial Reporting**
Michael M. Nielsen
Government Fixed Asset Services, Inc.
- 11:30 AM **LUNCH**
- 1:00 PM **Public Corruption Program**
Brian Monahan, Supervisory Special Agent
Federal Bureau of Investigation
- 2:00 PM **BREAK**
- 2:15 PM **Gateway Updates & Examples**
Allyson Karl, CPA, Project Manager Engagement Strategies
Indiana State Board of Accounts
- 3:15 PM **BREAK**
- 3:30 PM **Indiana State Board of Accounts**
Todd Caldwell, Director of Audit Services
Susan W. Gordon, CPA, Director of Audit Services
Indiana State Board of Accounts
- 5:00 PM **ADJOURN**