



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
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December 18, 2015

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

As authorized by IC 5-11-14, the State Board of Accounts will conduct a one-day training workshop for newly elected city clerks, city and town clerk-treasurers, and newly appointed city controllers on Tuesday, January 19, 2016, at the Westin Hotel, 50 South Capitol Avenue, Indianapolis, Indiana.

The training offered is a joint effort of the State Board of Accounts and the Indiana Association of Cities and Towns (IACT) and is part of IACT's "Boot Camp", a three-day basic training for municipal officials. Pre-registration information is available via IACT's website at www.citiesandtowns.org/neo-ctworkshop or contact Natalie Hurt at (317) 237-6200, ext. 223. Hotel reservations should be made directly with The Westin Indianapolis at (800) 228-3000.

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, 2012 are also invited to attend.

Representatives of the Department of Local Government Finance will also be present to discuss budgets, appropriation procedures, and other areas of their responsibility.

Printed meeting materials related to presentations from the State Board of Accounts and Department of Local Government Finance are not guaranteed to be available. Please go to the 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, 2016 on our website at www.in.gov/sboa. Once at this page, on the left hand side of the screen select "Political Subdivisions," followed by either "Cities" or "Towns" as appropriate. Then scroll down to "Meeting Materials" and click on the upside-down triangle. You can then view and print the Newly Elected Officials 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.

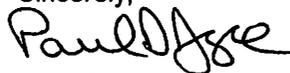
Each newly elected or appointed official, deputy, or assistant shall be reimbursed for meals purchased while attending the workshop in an amount determined by the respective city or town council.

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

AGENDA

NEWLY ELECTED CLERKS, CLERK-TREASURERS, AND CONTROLLERS TRAINING WORKSHOP

Tuesday, January 19, 2016

MORNING SESSION

- 8:30 to 9:30 Registration
- 9:30 Welcome and Introductions
- 9:45 State Board of Accounts Overview Powers, Duties, and Responsibilities
Oath of Office
Faithful Performance Bonds
Open Door Law – Public Meetings
Appointment of Office Personnel
Records and Forms
Home Rule Powers
Public Purchasing – Public Works Laws
Conflict of Interest Disclosure
- 10:45 Break
- 11:00 Basic Budget Procedures
Annual Budget Preparation
Additional Appropriations
Overview of Tax Levy Limitations
Appeals For Excessive Levies
Cumulative Funds
- 11:45 Break for Lunch

AFTERNOON SESSION

- 1:00 Compensation and Financial Report Filing
Introduction to Gateway
Salary Ordinances
Internal Controls
Audit and Payment of Invoices
Deposits and Investments of Funds
Travel Reimbursement
Vacation and Sick Leave Policies
- 2:00 Break
- 2:15 Accounting Forms and Records
Public Notice Advertising
Utility Accounting Requirements
Accounting Forms and Records
Budget Transfer Rules
Temporary Loans
Receipt and Disbursement of Funds
Posting and Totaling Records
Reconciliation of Record Balances with Depository
Capital Assets Records
- 3:30 Question and Answer Session
- 4:00 Adjourn