

INDEX TO CITIES AND TOWNS BULLETIN
(March 2012 through December 2024 Inclusive)

	<u>Issue</u>	<u>Page</u>
ABANDONED VEHICLE FUND	IC 9-22-1	
ACCIDENT REPORTS		
Fees	Sept. 2020	5
Procedures	Dec. 2016	15
.....	Sept. 2013	3-4
ACCIDENT RESPONSE SERVICES FEES		
Prohibition of	Sept. 2018	4
ACKNOWLEDGMENTS		
Clerk-Treasurer's Notary Powers	Sept. 2018	3
ADDITIONAL EXCISE TAX JUDGMENTS		
Procedure	Dec. 2016	11
ADVANCE OF PROPERTY TAXES		
Authority for	Sept. 2017	1
ADVERTISING, PUBLIC NOTICE		
Additional Appropriations	IC 6-1.1-18-5	
Annual Report	Dec. 2024	8
General Requirements	June 2022	9
Number of Newspapers Required	Sept. 2014	4
Ordinances, Penal	Sept. 2012	5
Posting Notices on Newspaper Website	Sept. 2020	8
Public Purchases	IC 5-22	
Publishing in Newspapers Owned by Official	Sept. 2012	8
Rates	Dec. 2024	11
Rental - Purchase Agreements	Dec. 2017	8
AID TO COMMUNITY FACILITIES AND PROGRAMS		
Contract Required	June 2021	14
AIRPORTS		
Assistance to Private Airports	IC 36-9-2-3	
Joint Airport Authorities	March 2023	1
ALCOHOL AND DRUG SERVICES PROGRAM		
Establishment	Dec. 2022	12
ALCOHOLIC BEVERAGE TAXES AND PERMIT FEES		
Distribution to Cities and Towns		
Auditor of State Distribution Account Numbers	Dec. 2016	7
Excise Tax	Dec. 2016	6
Gallonage Tax	Dec. 2016	6
AMBULANCE SERVICE		
Emergency Medical Services	March 2018	3-4

	<u>Issue</u>	<u>Page</u>
ANNUAL REPORTS		
Annual Financial Report	Dec. 2024	8
Local Road and Street Operations	Dec. 2024	3
Publication in Pamphlet Form - Second Class Cities	Dec. 2023	7
Timely Filing.....	Dec. 2022	9
APPROPRIATIONS		
Additional	IC 6-1.1-18-5	
Budgets.....	Sept. 2024	2
Cumulative Funds.....	Sept. 2017	1
Donations.....	June 2016	3
Encumbrance of.....	Dec. 2019	6-7
.....	June 2020	15-16
Failure to Pass Ordinance	Dec. 2017	9
Federal and State Funds	June 2020	13-14
Federal and State Grants	June 2020	16
Final Action	Dec. 2019	11
Insurance Claim Proceeds	June 2020	16
Not To Exceed Budget Limitations	March 2018	2
Overdrawn Funds	March 2018	2
Parking Meter Funds	IC 36-9-12-5	
Requirements	Dec. 2014	8
.....	June 2020	15
Transfers.....	June 2020	16
.....	Sept 2021	4
Park and Recreation Boards - Transfers.....	March 2018	5
When Not Required	June 2020	15
APPROVALS, FORM		
See <i>Cities & Towns Manual</i>	Chapter 1	1
AMERICAN RESCUE PLAN.....		
.....	March 2021	2
.....	June 2021	2-3
.....	Sept. 2021	1-3
.....	Dec. 2021	3
ASSET FORFEITURE		
.....	IC 34-24	
ASSETS		
Inventories	March 2014	3
Estimating the Cost of	June 2019	27-28
Capital Asset Ledger Form 369.....	Sept. 2019	1
ASSIGNMENT OF WAGES		
Procedures	Dec. 2014	7
.....	Sept. 2021	9
ATC EXCISE TAX.....		
.....	Dec. 2016	6
ATC GALLONAGE TAX.....		
.....	Dec. 2016	6
ATTORNEY, CITY		
Powers and Duties, Compensation	Sept. 2016	6
Additional Compensation.....	March 2016	9

	<u>Issue</u>	<u>Page</u>
AUDITS		
GAO Independence Standards	March 2023	5
Not-For-Profit Corporations	Sept. 2016	8
Preparation	Dec. 2024	4
Recording Costs	Dec. 2022	3
Request	Sept. 2021	6
Required in Certain Circumstances	Dec. 2016	16
Single	March 2015	11-13
SBOA Rates and Fees, Effective October 1, 2022 (Memorandum).....	Sept. 2022	14
Examination and Investigations Rates and Fees, Effective July 1, 2023.....	June 2023	14
Examination of Records and Statement of Engagement Cost.....	Sept. 2024	4
BAD CHECKS	June 2020	16-17
BAIL BONDS - ADMINISTRATIVE FEES	IC 35-33-8-3.2	
BANDS AND ORCHESTRAS		
Appropriations.....	Dec. 2018	7
BANK DEPOSITS		
Remote Capture	Part 1 June 2016	6
BANK RECONCILEMENTS		
Required Monthly.....	Dec. 2022	10
BANK/CREDIT CARD PAYMENTS		
To City and Town Courts	Sept. 2023	11
To Cities and Towns and Utilities	Sept. 2023	11
BARRETT LAW (General Statute, IC 36-9-36 and IC 36-9-37)		
Certification of Waivered and Nonwaivered Assessments.....	IC 36-9-37-9	
Custodian of Funds (IC 36-9-37-4).....	March 2018	2
Interest and Penalty on Delinquent Assessments.....	IC 36-9-37-21	
Investments	IC 36-9-37-15	
Official Bonds (IC 36-9-37-7).....	Dec. 2022	14
Old Waivered Balances	IC 36-9-37-42	
Payments to Bond Holders.....	IC 36-9-37-43	
Prepayments.....	IC 36-9-37-44	
NOTE: For specific statutory references for specific situations regarding Barrett Law, see the <i>Cities & Towns Manual</i> , Chapter 7, pages 7-30 to 7-32.		
BIDS		
Cancellation of	March 2019	6
Doing Business With Iran, Disqualification for.....	Sept. 2012	17
Escalator Clause.....	IC 5-22-17-10	
Petroleum Products.....	Sept. 2023	1
Public Works.....	IC 36-1-12	
.....	Dec. 2016	10
Public Purchases	IC 5-22	

	<u>Issue</u>	<u>Page</u>
BONDED INDEBTEDNESS		
Bond Issues - Accounting Requirements	March 2024	2
General Statutory Requirements in Cities	March 2015	3
General Statutory Requirements in Towns	March 2015	3
Premium and Accrued Interest.....	Sept. 2014	6
Surplus Bond Proceeds.....	Dec. 2018	10
BONDS, OFFICIAL (IC 5-4-1)		
Amount	June 2018	24
Filing	June 2018	24
Parks and Recreation - Officers and Employees	IC 36-10-3-16	
.....	Sept. 2016	2
Registered	Sept. 2015	5-6
Surplus Proceeds	Dec. 2018	10
BOARD MINUTES		
Signatures.....	Dec. 2024	1
BUDGETS		
Final Action	Dec. 2019	11
BUILDING AUTHORITIES	Sept. 2022	6
BUILDING PERMIT FEES		
Proper Handling.....	Sept. 2015	5
BUY MONEY		
Pay to Informants, Etc.	Sept. 2023	8
CAPITAL ASSETS		
Estimating the Cost of	Dec. 2024	9
Inventories	March 2024	3
Ledger Form 369	Sept. 2019	1-2, 7
Cemeteries	March 2020	2-3
CAPITALIZATION POLICY		
Capitalization Threshold	March 2014	3
CARES	Dec 2021	2
CASH CHANGE FUND		
Procedure to Establish	March 2022	7
Changing Account Set by Council	March 2022	8
CASH RESERVE FUND		
General Statute.....	IC 8-1.5-3-11	
Procedure	Sept. 2014	3
CEMETERIES		
Municipally Operated.....	IC 23-14-65	
CERTIFICATIONS		
To County Treasurer - Names and Addresses.....	Dec. 2024	5
Question and Answers	March 2022	9
Report of Names, Addresses, Duties, & Compensation (Form 100-R).....	Dec. 2020	7

	<u>Issue</u>	<u>Page</u>
CERTIFIED CHECKS		
Alternatives Available	Dec. 2015	6
CERTIFIED REPORT OF NAMES, ADDRESSES, DUTIES		
Procedure	Dec. 2022	8
CERTIFIED TECHNOLOGY PARKS		
Procedures to Establish.....	Dec. 2012	5
CHECKS (WARRANTS) (See WARRANTS)		
Forgery	IC 35-43-5-2	
Deception.....	IC 35-43-5-3	
Returned	June 2020	6-7
CHILD LABOR LAW RESTRICTIONS		
Work Hours	Sept. 2019	4
CHILD RESTRAINT SYSTEM PENALTIES		
Procedures	Part 2 June 2015	1
CHILD SUPPORT WITHHOLDINGS		
Procedures	Dec. 2017	9
CIGARETTE TAX		
Cumulative Capital Improvement Fund.....	March 2015	2-3
Distribution - Auditor of State Account Numbers.....	Dec. 2016	6
CISCO WEBEX MEETINGS		
Communication and Trainings.....	June 2019	22
CITY AND TOWN COURT COST FUND		
Procedures for Claiming from County	Sept. 2020	8-9
CITY-COUNTY BUILDING AUTHORITY		
Provisions of Governing Law	IC 36-9-13	
.....	Sept. 2012	6
CITY CONTROLLER		
Appointment of Deputy	Dec. 2017	6
CITY MANAGER		
Employment of.....	Sept. 2017	4-6
CITY STATUS		
Change in	June 2019	24
CLAIMS		
Allowance of City Claims	June 2013	17
Allowance of Water, Gas, and Electric Claims	June 2013	18
Computing Salaries for Partial Months	Dec. 2014	7
Filing and Docketing	March 2016	5-6
.....	March 2020	3-5
Interest on Delinquent Accounts.....	Dec. 2014	10
Interest on Payment for Road Work	June 2013	16
Interest on Public Contracts	June 2013	17

	<u>Issue</u>	<u>Page</u>
Officials Responsibility for Disbursing.....	Dec. 2017	9
Payment Prior to Board Allowance.....	Sept. 2015	7
Officials Signatures on Claims, Warrants, and other Official Documents ...	Sept. 2022	3
Payments to State and Federal Agencies	March 2016	7
.....	March 2020	5
Payment of Claims – Electronic Funds Transfer	June 2023	13
CLERK-TREASURER		
Appointment of Office Personnel.....	Dec. 2017	5
Attorneys.....	Sept. 2015	8
Conveyances, Mortgages or Instruments of Writing	Sept. 2020	7
Liability.....	Sept. 2017	6
Notary Powers	Sept. 2018	3
Powers and Duties of Clerk-Treasurer		
City - 2nd Class Cities.....	IC 36-4-10-5	
City - 3rd Class Cities.....	IC 36-4-10-4.5	
Town.....	June 2019	25
.....	IC 36-5-6-6	
Utilities.....	March 2016	10
Receipt and Care of Money	Sept. 2014	2
Residence Requirement	March 2013	4
Utility Billing and Collection Employees	Dec. 2017	6
Year End Duties.....	Dec. 2020	3-8
CLOTHING AND EQUIPMENT ALLOWANCE		
City Police Officers and Firefighters	March 2019	3
Town Marshals	March 2019	4
Volunteer Firefighters	March 2019	3
COMBAT ZONE PAY		
IRS Regulations.....	Sept. 2014	8
COMMISSIONS		
Vending Machines	Dec. 2016	9
COMMON COUNCIL		
Condemnation, Rental, Purchase of Property.....	IC 36-9-6-4	
Legal Assistants.....	Sept. 2022	3
COMMUNICATIONS		
Audit Forms	June 2019	23
Glossary of Accounting and Auditing Terms	June 2019	23
Phishing Emails	June 2019	22
COMMUNITY PROGRAMS – AID TO		
Contract Required	Sept. 2012	2
COMPENSATION		
Accrued Leave.....	Dec. 2021	12
Additional Compensation		
City Attorney.....	Sept. 2016	6
Advance Payments Prohibited	March 2019	6
Annual Salaries - Proper Payments	March 2023	1
Appointive City Officers and Employees	June 2018	28

	<u>Issue</u>	<u>Page</u>
Assignment of Wages	Dec. 2014	7
Banks - Payment to	March 2017	3
City Attorney	Sept. 2016	6
Combat Zone Pay.....	Sept. 2014	8
Computing Salaries for Partial Months	Dec. 2014	7
Firefighters and Police Officers	March 2014	11
Ghost Employees	IC 35-44.1-1-3	
Hours Worked - Record Required	June 2021	13
COMPENSATION (continued)		
Jury Duty and Subpoenaed Witness	Sept. 2018	2
Minimum Wage.....	March 2020	5
Overpayments of	March 2018	8
Officers and Employees	March 2024	8
Park and Recreation - Salary Increases.....	March 2018	5
Waiver of.....	Sept. 2021	8
Record of Hours Worked	June 2022	13
COMPUTER SYSTEMS		
Hardware and Software.....	March 2024	1
Disaster Recovery and Backups	March 2022	3
CONFISCATED WEAPONS		
Disposal of	Sept. 2023	5
CONFLICT OF INTEREST		
Conflict of Interest.....	IC 35-44.1-1-4	
Disclosures	Sept. 2024	2
Statement Form.....	March 2023	8
CONTRACTING WITH A UNIT		
Policy and definitions	IC 36-1-21	
Certification.....	Dec. 2024	5
CONTRACTS		
Escalator Clause.....	IC 5-22-17-10	
Fire Protection with Volunteer Fire Companies	Dec. 2023	5
Gateway Upload	Sept. 2016	1
Interest In by Public Officials	March 2013	4-6
Not-For-Profit Corporations	Sept. 2016	8
Retainage	June 2018	23
Solid Waste Collection or Disposal.....	Dec. 2017	10
Unit Annual Certification	Dec. 2024	5
Volunteer Fire Companies.....	Dec. 2018	4
Interest on Public Contracts When Not Paid Timely	June 2023	11
CONTRIBUTIONS, DONATIONS, GIFTS		
Procedures	Part 1 June 2016	3
CONTROLLER - CITY		
Appointment of Deputy	Dec. 2017	6
CONTRIBUTIONS, DONATIONS, GIFTS		
Procedures	Part 1 June 2016	3

	<u>Issue</u>	<u>Page</u>
CONTROLLER - CITY		
Appointment of Deputy	Dec. 2017	6
CONTRIBUTIONS, DONATIONS, GIFTS		
Procedures	Part 1 June 2016	3
CONVEYANCES, MORTGAGES OR INSTRUMENTS OF WRITING		
City Clerk or Clerk-Treasurer's Powers	Sept. 2020	7
COOPERATIVE FACILITIES		
Agreements between Local Governmental Units	IC 36-1-7	
COPY FEES	June 2019	24
CORPORATIONS		
Not-For-Profit Audits	Sept. 2016	8
COST SAVING INCENTIVE PROGRAM	June 2023	12
COUNTY SLOT MACHINE WAGERING FEE FUND	March 2014	6
Horse Racetracks (Madison & Shelby Counties)	Sept. 2018	5
COUNTY TREASURER		
Certification of Names and Addresses	Dec. 2024	5
COURT FEE		
Changes	Part 2 June 2015	7
COURTS, CITY AND TOWN		
Additional Excise Tax Judgments	Dec. 2016	11
Bank/Credit Card Payments	Sept. 2023	11
Child Restraint System Penalties	Part 2 June 2015	1
Clerk's Record Perpetuation Fund	Sept. 2014	6
.....	Sept. 2020	4
Document Fees	Sept. 2014	6
.....	Sept 2020	5
Investments	Sept. 2018	1
Late Payment Fee	Sept. 2014	6
Moving Traffic Violations – Enforcement	Sept. 2022	4
Old Outstanding Checks	June 2021	14
Overweight Vehicles - Judgments	Dec. 2018	9
Seatbelt Violations	Sept. 2012	1
Pretrial Diversion Program Fees	Sept. 2014	7
Probation User Fees	Sept. 2023	14
Procedures for Claiming from County	Sept. 2020	8-9
Special Judges and Judges Pro Tempore	March 2021	2
State User Fees	Sept. 2020	3
Tobacco – Sale to Minors	June 2023	12
Trust	June 2021	13
Unauthorized Court Fees	Sept. 2012	15-16
Forfeited Bonds	June 2022	8
Distribution of Forfeited Property	Sept. 2022	3
Disposition of Fines Where a City or Town Alters Speed Limits	Sept. 2022	4

	<u>Issue</u>	<u>Page</u>
CREDIT CARDS		
Payments to City and Town Courts	Sept. 2023	11
Policy Required.....	Sept. 2019	3
Potential Fraud	Dec. 2015	7
Procedures for Payment by Taxpayers and Utility Customers.....	Sept. 2013	10
Procedures for Purchases	Dec. 2014	6
Bank/Credit Card Payment to Cities and Towns and Utilities	Sept. 2023	11
CRIMINAL JUSTICE INSTITUTE GRANTS		
Procedures	March 2015	3
CRIMINAL HISTORY FEES		
Procedures	March 2015	1
CUMULATIVE CAPITAL DEVELOPMENT FUNDS		
Rates	June 2014	11
CUMULATIVE FUNDS		
Appropriation of	Sept. 2017	1
Cumulative Building Fund.....	March 2021	3
Cumulative Capital Development Fund.....	March 2021	3-5
Cumulative Capital Improvement Fund (Cigarette Tax Supported)		
Auditor of State Distribution Account Number	Dec. 2016	7
Uses		8
Cumulative Capital Improvement Fund (Tax Levy Supported)	IC 36-9-16-3	
Cumulative Drainage Fund	IC 36-9-27-99	
Fire Stations, Fire Equipment, and Police Radio		
Equipment in Cities and Towns (IC 36-8-14).....	Sept. 2016	2
Parks, Cities (IC 36-10-4-36).....	Sept. 2013	1
Transportation Fund	IC 36-9-4-48	
CYBERSECURITY		
Reporting Incidents.....	Sept. 2021	3
DEATH BENEFITS		
Police and Fire	Dec. 2018	8
DEFERRED COMPENSATION PLANS		
Public Employees Retirement Fund	Sept. 2015	6
Section 457 Requirements	Sept. 2018	2
DEFERRED RETIREMENT OPTION PLAN (DROP)		
Procedures	Sept. 2012	13-14
DELINQUENT TAXES OF PUBLIC OFFICERS AND EMPLOYEES		
Method of Collection - Certification of Names & Addresses	Dec. 2023	4
Sewer Service Charge.....	March 2016	7
DEPOSITORIES		
Approved	June 2019	24
Daily Deposits Required	Sept. 2014	3
Designation of Deposit of Funds in Bank in Which Public Official		
Depositing Compensation of Public Employees.....	March 2017	3
Monthly Bank Reconciliation	Dec. 2018	8

	<u>Issue</u>	<u>Page</u>
Park and Recreation Department.....	March 2019	7
DEPOSITS FOR CUTTING STREETS AND CURBS		
Proper Handling.....	Dec. 2012	9
DEPOSITS, METER		
Unclaimed.....	June 2014	10
DIPHTHERIA, TETANUS, AND RABIES VACCINES		
Payments for.....	Sept. 2018	3
DISASTER RELIEF FUNDS		
Accounting and Budgeting.....	Part 2 June 2015	2
DISHONORED CHECKS		
Referral to Prosecuting Attorney	Sept. 2020	7
DOCUMENT FEES		
City or Town Court.....	Sept. 2020	5
DONATIONS		
Aid to Community Programs.....	June 2021	14
Procedures	Part 1 June 2016	3
To Foundations.....	Part 2 June 2015	6
.....	Sept. 2020	8
Donations and Aid to Community Facilities and Programs	Sept. 2022	4
DORMANT FUND BALANCES		
Transfers (IC 36-1-8-5).....	Dec. 2024	6
DUAL OFFICE HOLDING		
OAG Official Opinion No. 13, 1970.....	June 2012	20-21
DUNS NUMBER REQUIREMENT.....	Dec. 2014	6
ECONOMIC DEVELOPMENT COMMISSION		
Financing	IC 36-7-12	
ELECTIONS		
Expenses - All Cities and Towns Over 3,500 Population.....	June 2022	12
Expenses - Towns Under 3,500 (Except for Marion County).....	June 2022	12
ELECTRONIC PAYMENTS		
Receiving Electronic Payments.....	Dec. 2023	11
Payments to Vendors	Dec. 2024	2
EMAIL SCAMS		
Fraudulent.....	Part 1 June 2016	1
EMERGENCY MEDICAL SERVICES		
Procedures for Establishment and Operation	March 2018	3-4
ENCUMBRANCES		
Of Appropriations.....	Dec. 2024	5

	<u>Issue</u>	<u>Page</u>
ENGAGEMENT COST		
Statement of	June 2018	18
ENGAGEMENT UPLOADS		
User Guide for Monthly and Annual	Sept. 2018	6-9
Required	Dec. 2018	2
EXCISE, ADDITIONAL JUDGMENTS		
Procedures	Dec. 2016	11-13
EXCISE SURTAX AND WHEEL TAX		
Heavy Equipment Rental.....	Dec. 2019	11-12
Uses.....	March 2024	4
EXCISE TAX		
Controlled Substance	Sept. 2020	6-7
EXPENDITURES PROHIBITED		
Political and Personal	Sept. 2018	5
FACSIMILE TRANSMISSION		
Fees.....	Sept. 2015	9
FAIR LABOR STANDARDS ACT		
Minimum Wage Provisions	March 2020	5
Overtime Rules.....	Part 1 June 2016	1
FEDERAL ASSISTANCE		
Data Collection	March 2018	4
FEDERAL EXCISE TAXES		
Exemption.....	Sept. 2016	3
Refunds	Sept. 2016	3
FEDERAL FUNDS		
Cognizant Agencies.....	Sept. 2012	8
DUNS Number Requirements	Dec. 2013	6
Transition from DUNS to UEI	Dec. 2024	9
FEDERAL GRANTS		
Appropriations.....	June 2020	16
Audit Costs	June 2017	13
State and Local Fiscal Recovery Funds Update	March 2022	2
Accounting Processes for ARPA Subtitle M-Coronavirus		
State and Local Fiscal Recovery Funds (Memorandum).....	March 2022	13
Premium Pay for Elected Officials from ARPA Funds (Memorandum)	March 2022	18
Sam.gov Validation.....	June 2022	8
American Rescue Plan Act Reporting Requirements.....	Dec. 2022	2
Affordable Care Act Penalties, Fines, or Tax	June 2023	12
FIELD EXAMINERS		
Identification.....	Sept. 2020	10
FINANCIAL ASSISTANCE		
Non-governmental Entities	Sept. 2016	8

	<u>Issue</u>	<u>Page</u>
FOUNDATIONS		
Donations to.....	Part 2 June 2015	6
FRAUD ALERT		
Direct Deposit	March 2020	3
Abbreviation of “2020”	March 2020	3
FUNDS		
Creating New Funds	Sept. 2020	3-4
Dormant Fund Balances - Transfers (IC 36-1-8-5(b)(2)).....	Dec. 2015	3
Transfers		
Authorized	Dec. 2018	4
Temporary	March 2015	8
Towns	Sept. 2016	4
Within Budget.....	Dec. 2013	5
Overdrawn - No authority	March 2018	2
GAAP		
Reporting of Financial Assets Seized and Held Pending Judgement (Memorandum).....	Sept. 2022	11
Reporting of State and Local Fiscal Recovery Funds	June 2023	17
GET With GAAP	Sept. 2024	5
GARNISHMENT OF SALARIES AND WAGES		
Maximum (IC 24-4.5-5-105)	June 2023	10
GARBAGE COLLECTION AND DISPOSAL		
Charges for	June 2018	21
GASB Pension Reporting.....		
Impact Employers in 2015.....	March 2014	9
	Sept. 2014	11
GASOLINE TAX FUND (See MOTOR VEHICLE HIGHWAY FUNDS)		
GATEWAY		
100R Certified Report of Names, Addresses, Duties, And Compensation of Public Employees.....	Dec. 2024	7
Annual Financial Report	Dec. 2024	8
Department Head Access.....	Sept. 2024	3
Monthly and Annual Engagement Uploads	Dec. 2024	2
GENERAL IMPROVEMENT FUND		
Provisions of IC 36-9-17	Dec. 2015	6
GRANT ANTICIPATION NOTES		
Procedures	March 2015	9
GROUP HEALTH INSURANCE		
	March 2019	8
GUARANTEED ENERGY SAVINGS CONTRACTS		
Requirements	Dec. 2012	7-8
HANDGUN LICENSES		
Procedures for Applications and Transfers	Sept. 2013	4
Revenue Replacement Grant	Sept. 2021	3

	<u>Issue</u>	<u>Page</u>
HAZARDOUS MATERIALS		
Emergency Fees.....	Sept. 2023	12
Costs.....	Sept. 2021	9
HEALTH INSURANCE, GROUP	March 2019	8
HEALTH SAVINGS ACCOUNT		
Payments.....	Sept. 2019	1
HERITAGE BARNs		
Public Safety Fees.....	Sept. 2014	14
HOME RULE		
Compliance.....	Sept. 2021	4-6
HOUSING AUTHORITY		
Pension Plan.....	IC 36-7-18-10(d)	
HYDRANT RENTAL		
Recovery of Costs from Customers.....	Sept. 2022	10
INCOME TAX		
Local	Sept. 2016	1
Income Tax Distributions for Certified Shares (Memorandum)	March 2022	10
INDEBTEDNESS		
Anticipation of Future Revenues - Cities	March 2015	4
Anticipation of Future Revenues - Towns	March 2015	5
Funding and Refunding	March 2015	8
General Obligation Indebtedness.....	March 2015	3-4
Loans Between Utilities	March 2018	5
Time Warrants	March 2015	5
INDUSTRIAL DEVELOPMENT (IC 36-7-13)		
Cities and Towns	March 2023	2
Industrial Development Program	IC 5-28-9	
INSURANCE		
Fraud Schemes	Dec. 2018	9
Group Insurance for Public Employees.....	IC 5-10-8	
.....	March 2019	8
Self-Insurance.....	IC 36-1-8-6(c)	
Volunteer Firefighters	Sept. 2018	1
.....	Part 2 June 2015	3
Worker's Compensation - Inclusion of Officers	March 2016	9
Appropriations of Insurance Claim Proceeds	Dec. 2014	7
INTEREST RATES	Dec. 2024	10
INTERNAL CONTROL		
Considerations.....	Dec. 2024	7
Training Materials	Dec. 2015	8
Timeline	March 2016	3-5
Internal Controls	June 2023	16

	<u>Issue</u>	<u>Page</u>
INVESTMENTS (continued)		
Money Market Mutual Funds	June 2019	15-26
.....	June 2018	18
Public Deposit Insurance Fund.....	IC 5-13-9-8.5	
Repurchase and Resale Agreements	IC 5-13-9-3	
Safekeeping Receipts.....	IC 5-13-9-2	
Securities	June 2018	19
Service Charges	IC 5-13-9-8	
Soliciting Quotations From Outside Depositories.....	IC 5-13-9-5	
Terms of Investments – Two Year Limitation	IC 5-13-9-5.6	
United States Government Securities	IC 5-13-9-2	
Utility Funds	Dec. 2015	7
JURY DUTY		
Compensation of Employees While Serving on Jury or as a Witness	Sept. 2018	2
LAWS AFFECTING CITIES AND TOWNS.....	June 2024	5
LAW ENFORCEMENT		
Continuing Education Program Fees	Part 2 June 2015	4
.....	March 2020	6
Verified Statements	March 2020	7
LEASE WITH OPTION TO PURCHASE		
Procedures	Dec. 2017	8
LEAVES		
Accrued Vacation, Sick, Personal, Etc.	Dec. 2022	12
LEVY EXCESS FUND		
Procedures	Dec. 2019	11
.....	June 2014	14
LIENS ON NUISANCE PROPERTIES	Sept. 2023	13
LOANS, TEMPORARY		
Authority for	IC 36-4-6-20	
.....	IC 36-5-2-12	
From Municipally Owned Utilities	March 2015	9
From Municipal Utility to City or Town.....	March 2018	5
Receiving Bids for Loans.....	March 2015	6
Tax Anticipation Time Warrants	March 2015	7
To Municipal Utility From City or Town.....	Dec. 2022	13
LOCAL LAW ENFORCEMENT CONTINUING EDUCATION FUND		
Handling Program Fees.....	March 2020	6
Procedures	Sept. 2013	2
.....	Part 2 June 2015	3
Uses.....	Sept 2013	2
Verified Statements	March 2020	7
LOCAL MAJOR MOVES CONSTRUCTION FUND		
Special Distributions	Sept. 2016	7

	<u>Issue</u>	<u>Page</u>
LOCAL ROAD AND STREET FUND		
Annual Operational Report	Dec. 2024	3
Auditor of State Distribution Account Numbers	Dec. 2016	7
Required	Dec. 2018	2
Uses (IC 8-14-2-5)	Sept. 2021	7
LUCRATIVE AND DUAL OFFICES		
Holding	June 2022	11
MAJOR MOVES CONSTRUCTION FUND		
	Sept. 2016	7
MARSHAL, TOWN		
Clothing and Equipment Allowance	March 2019	4
Deputies, Number of	June 2019	26
MATCHING GRANTS		
Local Road and Bridge	Part 1 June 2016	7
State Requirements	Part 2 June 2015	5
MATERIALITY THRESHOLD		
Reporting	Dec. 2015	9
MEMORANDUMS ISSUED		
Court Costs/Fee Changes	June 2018	33-35
Frequently Asked Questions Regarding State Directive 2018-2	March 2019	17-18
Gateway Application	June 2018	36-37
Implementation of MVH Forms	Sept. 2017	9
Local Road & Bridge Matching Grant Fund	June 2017	18-21
Motor Vehicle Highway Account	March 2019	13-16
Use of MVH Fund	June 2017	22-23
Upcoming State Called Meeting	March 2019	11-12
MEMORIAL DAY EXPENSES		
Appropriations to Veterans Organizations	June 2018	28
MILEAGE REIMBURSEMENT		
City and Town Officers and Employees	March 2019	1-2
State Rate	March 2020	2
Federal Rate	March 2020	2
State Mileage Rates	Dec. 2024	8
Mileage Expense	Sept. 2022	5
MILITARY LEAVE		
Active Duty	June 2014	14
National Guard Duty	June 2014	14
MINIMUM WAGE LAWS		
Fair Labor Standards Act	March 2020	5
MONEY MARKET MUTUAL FUNDS		
Investment in	June 2019	25-26
MOTOR VEHICLES		
Inspection	Sept. 2013	3

	<u>Issue</u>	<u>Page</u>
Law Enforcement Purposes Repealed	Dec. 2017	10
Penalties Collected for Failure to Timely Register	Dec. 2016	16
MOTOR VEHICLE HIGHWAY FUNDS		
Annual Operational Report	Dec. 2024	3
Approved Uses (OAG No. 27, 1965)	Sept. 2015	6
.....	Sept. 2021	7
Auditor of State Distribution Account Number	Dec. 2016	7
Law Enforcement Purposes Repealed	Dec. 2017	10
Payment for Street Lighting	Dec. 2016	6
MOVING TRAFFIC VIOLATIONS		
State Examiner Directive 2015-1	March 2015	1
.....	March 2015	14
Enforcement	Sept. 2022	4
MUNICIPAL ORDINANCE		
Violations Bureau	Sept. 2016	5
NATIONAL GUARD AND RESERVES		
Leaves of Absence for Governmental Employees	June 2014	14
.....	March 2018	3
NEPOTISM		
Policy and Definitions	IC 36-1-20.2	
Certification	Dec. 2024	5
Contracting with a Unit	Dec. 2024	5
NEWLY ELECTED OFFICIALS		
Training	March 2020	1
Questions & Answers – August 2020 Training	Sept. 2020	14-17
NEWSPAPERS - PUBLIC NOTICE ADVERTISING		
General Statute	IC 5-3-1	
Number of Newspapers Required	Sept. 2014	4
Rate Charges	Dec. 2024	11
NEW HIRE REPORTING		
Requirements	Dec. 2017	7
NOTARY PUBLIC		
Clerks and Clerk-Treasurers	Sept. 2018	3
NOTICE		
Annual Financial Report	Dec. 2024	8
Posting on Website	Sept. 2020	8
Rates	Dec. 2020	12-19
NOT-FOR-PROFIT CORPORATIONS		
Audits of Financial Assistance	Sept. 2016	8
Assistance to Public Health Nursing Programs	Dec. 2015	6
OATHS		
Clerk-Treasurer's Notary Powers	Sept. 2018	3

	<u>Issue</u>	<u>Page</u>
OATHS OF OFFICE		
Where to Deposit	March 2022	4
OFFICE		
Personnel.....	Dec. 2017	5
Space Procedures	Sept. 2015	7
OFFICIAL BONDS - GENERAL STATUTE (IC 5-4-1)		
Amounts.....	Sept. 2020	13
Barrett Law	March 2018	2
Filing	Sept. 2020	13
Fire Pension Secretary	IC 36-8-7-7	
Police Pension Secretary	IC 36-8-6-3	
OFFICIALS		
Disbursing Public Funds	Dec. 2017	9
Interest in Contracts	March 2013	4-6
Leave Policy	June 2017	14
Signatures on Claims and Warrants.....	Sept. 2012	1
Town Official's Duties	June 2019	25
OLD OUTSTANDING CHECKS		
Cancellation	Dec. 2021	6
OPENING NEW LEDGERS		
Procedures (See <i>Cities & Towns Accounting Manual</i>)		
OPERATION PULLOVER, DUI TASK FORCE, AND BIG CITY/BIG COUNTY GRANTS		
.....	March 2022	5
OPINIONS OF ATTORNEY GENERAL		
Investment of Town Utility Funds	Dec. 2015	7
Motor Vehicle Highway Fund - Buildings.....	Sept. 2015	6
Motor Vehicle Highway Fund - Street Lighting	Dec. 2016	6
Travel Expense.....	Sept. 2012	5
OPIOID SETTLEMENT FUNDING	Sept. 2022	2
OPTICAL IMAGES OF CHECKS/WARRANTS		
Original Record.....	Sept. 2017	3
.....	March 2018	7
ORDINANCES		
Enforcement	Sept. 2014	5
Publication of Penal Ordinances	Sept. 2022	5
Ordinance Violations Bureau	Sept. 2016	5
.....	March 2022	3
Ordinance Violations on Private Property – Removal Costs	Dec. 2019	13-15
Publications Prescribing Penalties - Cities	June 2014	12
Publications Prescribing Penalties - Towns	June 2014	13
OUTSTANDING CHECKS		
Procedure for Handling Old Outstanding Checks	Dec. 2019	5
OVERWEIGHT VEHICLES		
Judgments	Dec. 2018	9

	<u>Issue</u>	<u>Page</u>
PARKING METER FUNDS		
Statutes.....	IC 36-9-11	
.....	IC 36-9-12	
Parking Tickets - Failure to Pay.....	IC 9-30-11	
PARKING TICKETS		
Unpaid	Sept. 2022	10
Unpaid Fines.....	June 2017	15
PARKS AND RECREATION		
Acquisition and Operation of Golf Courses	IC 36-10-5-3(b)	
Board Member Salaries and Per Diem.....	Sept. 2017	7
Bonds of Officers and Employees	IC 36-10-3-16	
.....	Sept. 2016	2
Cumulative Sinking and Building Fund.....	Sept. 2023	1
Daily Deposits Required	March 2019	7
Nonreverting Capital Fund – Procedures to Establish	IC 36-10-3-20	
.....	March 2012	5-6
Salaries and Appropriation Transfers	March 2018	5
Nonreverting Capital Fund and Nonreverting Operating Fund.....	March 2022	5
.....	IC 36-10-3-22	
Nonreverting Operating Fund – Use of Program Balances.....	Sept. 2022	7
PAYROLL		
Deductions Procedures	March 2018	6
Overpayments - Recovery from Employee	March 2018	8
Payroll Fund and Payroll Warrant - Use of.....	Sept. 2017	2-3
Record of Hours Worked	March 2019	7
PENALTIES		
Utility Billings.....	March 2019	6-7
PENSION PLANS		
Available Plans	March 2023	
PERF	Sept 2019	11
Financial Statement Note	Dec. 2019	11
PETTY CASH FUND		
Procedures to Establish.....	March 2022	8
Changing the Amount Set by Council.....	March 2022	8
POLICE DEPARTMENTS		
Accident Report Fees	Sept. 2023	3
Confiscated Weapons	Sept. 2013	5-6
Criminal History Fees (IC 10-13-3-30).....	March 2015	1
Handgun License Fees (IC 35-47)	Sept. 2013	4
Local Law Enforcement Continuing Education Fees.....	Sept. 2023	2
.....	Part 2 June 2015	3
Metropolitan - Establishment in Towns	March 2021	2
Motor Vehicles - Inspection	Sept. 2023	3
Accounting for Seized Property	Sept. 2022	2
Equitable Sharing Agreement – U.S. Department of Justice	March 2023	5

	<u>Issue</u>	<u>Page</u>
POLICE OFFICERS, CITY		
Age Limitation – Examinations Required (IC 36-8-4-7).....	Sept. 2020	4
Equipment and Clothing Allowance (IC 36-8-4-4).....	March 2019	3
Overtime	IC 36-8-4-8	
Residence Requirements	IC 36-8-4-2	
.....	Sept. 2016	4
Worker's Compensation Insurance	IC 22-3-2-2	
.....	March 2012	3
Worker's Occupational Disease Insurance.....	IC 22-3-7-2	
.....	Sept. 2023	1
POLICE PENSION FUND		
Attorney Fees	IC 36-8-6-5(b)	
Benefits	IC 36-8-6-8	
.....	IC 36-8-6-9	
.....	IC 36-8-6-10.1	
.....	IC 36-8-6-11	
.....	IC 36-8-6-12	
Bond Requirements	March 2016	9
Civilian Employees	IC 36-8-3-8(a)	
Deferred Retirement Option Plan (DROP)	Sept. 2012	13-14
Dependents Benefits	IC 36-8-6-9.6	
.....	IC 36-8-6-9.7	
Disability Benefits	IC 36-8-6-8	
Duties of Secretary	IC 36-8-6-3(d)	
.....	Part 1 June 2016	2
Funeral Benefits.....	Dec. 2018	8
Membership of Board	IC 36-8-6-2	
Records	June 2022	10
POLICE RESERVES	IC 36-8-3-20	
POLITICAL SUBDIVISION LIENS – CIVIL SUITS	March 2023	6
POPULATION DECREASES-2ND CLASS CITIES		
Effects of.....	Sept. 2017	7
.....	June 2019	24
.....	IC 36-4-1-1	
.....	IC 36-4-1-1.1	
PRECIOUS METAL DEALER		
Registration Fees	Dec. 2014	5
PRETRIAL DIVERSION PROGRAM FEES		
Procedures	Sept. 2014	7
PREVAILING WAGES		
Department of Labor.....	March 2020	5
PROCUREMENT CARDS		
Criteria for Usage.....	Sept. 2014	4
PROMOTION OF CITY AND TOWN BUSINESS		
Requirements	March. 2024	5

	<u>Issue</u>	<u>Page</u>
PROPERTY		
Sale and Exchange Between Public Bodies	IC 36-1-11-8	
Sale of - Legal Requirements	IC 36-1-11	
Sale of - Personal Property	IC 5-22-22	
Surplus Transfer to Volunteer Fire Company	Sept. 2019	5
PROPERTY TAX ADVANCES		
Procedure	Sept. 2017	1
PUBLIC BUILDINGS		
Towns	IC 36-1-4-6	
PUBLIC CONSTRUCTION LAW		
Overview	Sept. 2015	8
PUBLIC DEPOSITORIES (See DEPOSITORIES)		
PUBLIC HEALTH NURSING ASSOCIATIONS		
Assistance	Dec. 2015	6
PUBLIC IMPROVEMENTS REVOLVING FUND		
Provisions of Law	IC 36-9-17	
PUBLIC LAWS - DIGESTS		
See June <i>Cities and Towns Bulletin</i>	June Each Year	
PUBLIC NOTICE ADVERTISING (SEE ADVERTISING, PUBLIC NOTICE)		
PUBLIC RECORDS (See RECORDS)		
PUBLIC SAFETY OFFICERS		
Special Death Benefit Fund	Sept. 2018	3
PUBLIC WORKS AND IMPROVEMENTS (PUBLIC CONSTRUCTION)		
Bid and Bond Forms	IC 36-1-12-4(b)(6)	
Emergency Repairs	Sept. 2024	3
General Provisions of Statute (IC 36-1-12)	Dec. 2016	10
Interest on Payments for Road Work	June 2013	16
Notice to Bidders - Detailed Specifications Not Required	June 2014	11
Opening of Bids	IC 36-1-12-4(b)(7)	
.....	June 2014	11
Projects	June 2024	2
Projects Costing less than \$150,000	Sept. 2019	4
Projects \$2 Million and under – Financing	March 2015	10
Retainage on Contracts	IC 36-1-12-14	
.....	June 2018	22-23
Second Class Cities	Sept. 2019	2
Third Class Cities	Sept. 2019	2-3
PURCHASES		
Advance Purchase Orders	Dec. 2023	10
Articles Made in State Institutions	IC 5-22-11	
.....	IC 5-22-12	
Cancellation or Rejection of Bids	March 2019	6
Computer Hardware and Software	March 2014	1

	<u>Issue</u>	<u>Page</u>
Extension of Contracts	June 2019	27
General Provisions of Statute (IC 5-22)	June 2018	25
Land and Buildings	IC 36-1-4-5	
.....	IC 36-1-10.5	
Public Contracts - Renewal	June 2019	27
Public Law - Overview	June 2018	25
Rental - Purchase Agreements	Dec. 2017	8
.....	IC 36-1-10	
State QPA Contract - Purchase From State Supplier	IC 5-22-10-15	
Use of Another Government's Bid	June 2021	13
Utilities - Exemption From Public Purchase Law.....	IC 5-22-1-2	
 QUESTIONS AND ANSWERS FROM JUNE TRAINING SCHOOLS		
2012	Sept. 2012	17-21
2013	Sept. 2013	16-19
2014	Sept. 2014	14-22
2015	Part 2 Sept. 2015	8-10
2016	Sept. 2016	9-11
2017	June 2017	15-17
2018	June 2018	30-32
2019	June 2019	28-30
 RAINY DAY FUND		
IC 36-1-8-5.1	Sept. 2023	14
Dedicated Fund	Sept. 2015	4
Procedures to Establish.....	Sept. 2013	13-14
Transfers from	Sept. 2013	13-14
Transfers to.....	Sept. 2013	13-14
 RANSOMWARE.....	Dec. 2021	12
 RECORD OF HOURS WORKED	June 2022	13
 RECORDS		
Destruction of Bond Coupons.....	June 2022	6
Disposing of Old Public Records (IC 5-15-6)	Dec. 2017	6
Capital Assets Ledger - City and Town Form No. 211 (Rev. 2003)	Dec. 2014	8
Opening New Ledgers (See <i>Cities & Towns Accounting Manual</i>)		
Public Records Go With Office	Dec. 2023	9
Record Retention.....	March 2019	9
Retention Schedules	Dec. 2017	6
Right of Taxpayers to Inspect (IC 5-14-3)	Dec. 2012	9
Year End Duties.....	Dec. 2017	1
 REDEVELOPMENT		
Commission Member Salaries and Per Diems.....	Sept. 2017	7
Real Estate Not Subject to Taxation (IC 36-7-14-37).....	March 2023	2
Sale and Lease of Real Estate to Other		
Public Agencies (IC 36-7-14-22(a))	March 2013	3
Tax Levy	IC 36-7-14-27	
.....	IC 36-7-14-28	
.....	Dec. 2018	9
Redevelopment Authorities	March 2022	3

	<u>Issue</u>	<u>Page</u>
REGIONAL TRAINING SCHOOLS		
Locations	March 2019	1
RENTAL-PURCHASE AGREEMENTS		
Necessary Provisions and Requirements	Dec. 2017	8
REPORTS		
Annual Operational Report – Local Road and Street Fund.....	Dec. 2024	3
Annual Financial Report		
Financial Report to State Board of Accounts	Dec. 2024	8
Publication Requirements	Dec. 2024	8
Misappropriation, Report of	March 2018	1
Report of Names, Addresses, Duties, and Compensation - Form 100R	Dec. 2024	7
Required Timely Filing.....	Dec. 2019	9-10
RESIDENCE REQUIREMENTS		
City Police and Fire Personnel	Sept. 2016	4
Clerk-Treasurer.....	March 2023	3
RESOURCE LIBRARY	March 2022	2
RETENTION SCHEDULES		
Contact Indiana Archives and Records Administration (IARA)		
REVENUE BOND ORDINANCES		
Procedures	Sept. 2015	5
RIGHT OF WAY EASEMENTS – RECORDING		
Local Streets.....	Dec. 2022	13
RIVERBOAT GAMBLING		
Admissions Tax Revenue.....	Dec. 2022	14
Wagering Tax Revenue.....	Sept. 2016	7
Riverboat Fund	Sept. 2017	6
Donations to Foundation	Sept. 2020	8
Revenue Sharing to Cities and Towns Without Boats.....	Sept. 2012	7-8
RUBBER STAMP FOR SIGNATURES		
Use of	Sept. 2012	1
SALARIES (See COMPENSATION)		
SALES TAX		
Exemption Certificates.....	Sept. 2016	3
SCAMS		
Fraudulent Emails.....	March 2016	1
SEATBELT VIOLATIONS		
Procedures	Sept. 2012	1
Official Opinion No. 2003-2.....	March 2013	1-2
Violations	March 2015	1

	<u>Issue</u>	<u>Page</u>
SEWAGE DISPOSAL PLANTS AND SEWERS		
Cumulative Building and Sinking Fund	Dec. 2018	8
Delinquent Accounts		
Collection of	IC 36-9-23-33	
Delinquent Fees	IC 36-9-23-31	
.....	IC 36-9-23-33(a)(3)	
Discontinuing Water Service	March 2021	2
Lien - Filing Procedure, Recording, Etc.	IC 36-9-23-33	
Penalties	March 2019	6-7
Service Charge	IC 36-9-23-33	
Delinquent \$5 Charge.....	March 2016	7
Deposits.....	IC 36-9-23-25;	
.....	IC 36-9-23-28	
.....	June 2014	10
Operation by Utility Service Board (IC 36-9-23-3(2))	March 2012	2
Uniform System of Accounts	March 2017	3
SICK LEAVE		
Elected Officials	June 2017	14
SIDEWALKS		
Construction.....	Dec. 2016	8
SIGNATURE OF OFFICIALS		
On Claims and Warrants	Sept. 2012	1
SINGLE AUDITS		
Single Audit Act Amendments	March 2015	11-13
SOCIAL SECURITY		
Tax Base.....	Dec. 2024	8
Verification	March 2020	2
SOLID WASTE DISPOSAL FACILITIES AND COLLECTION		
Collection or Disposal	Dec. 2017	10
Contracts Required.....	IC 36-9-30-5(d)	
Provisions of Law.....	IC 36-9-30	
.....	Dec. 2017	10
SPECIAL DEATH BENEFIT FUND		
Public Safety Officers	Sept. 2018	3
SPECIAL FUEL TAX		
Remittance of.....	March 2017	3
Reporting Changes.....	March 2024	2
SPEED LIMITS – CITY AND TOWN STREETS		
Maximum Lawful Speeds, Alteration of, Fines	Sept. 2012	2-5
STATE BOARD OF ACCOUNTS		
Contacts.....	Dec. 2019	1
YouTube Channel.....	Dec. 2019	1-2

	<u>Issue</u>	<u>Page</u>
STATE DISTRIBUTIONS		
Fund Numbers, Name, Frequency, Fund Benefiting	Mar 2017	2
STATE EXAMINER DIRECTIVES		
Engagement of Private Examiners	Part 1 June 2016	4
Generally Accepted Accounting Principles Reporting	Part 1 June 2016	4
Monthly and Annual Engagement Uploads	Sept. 2018	10-11
Accounting for ARPA, Accounting Processes for Subtitle M-SLFRF	March 2022	21
Premium Pay under the ARPA (Amended)	March 2022	23
Amended 2018-1, Monthly and Annual Engagement Uploads	Sept. 2023	18
STATE FUNDS		
Appropriations	Part 2 June 2015	5
STATE GAMING FUND – REVENUE SHARING	Sept. 2022	8
STATE GRANTS		
Appropriations	Part 2 June 2015	5
Matching	Sept. 2017	4
Separate Fund Required-Matching Grants	Part 2 June 2015	5
STATE REVOLVING FUND ACCOUNTING	Dec. 2022	2
STORMWATER MANAGEMENT SYSTEMS		
Financing of	Sept. 2012	12
STREET CUT DEPOSITS		
Proper Handling	Dec. 2012	9
STREET FUND (See MOTOR VEHICLE HIGHWAY FUNDS)		
SURPLUS PROPERTY – TRANSFER OF		
To Volunteer Fire Company	Sept. 2019	5
TAX ABATEMENT		
Procedure	IC 6-1.1-12	
TAX ADVANCES		
Authority for	Sept. 2017	1
TAXES (See FEDERAL EXCISE TAX, GASOLINE TAX, GROSS INCOME, SALES TAX)		
TAX WRITE OFFS	IC 6-1.1-36-7	
TOBACCO – SALE OF TO MINORS		
Procedure For Handling Fines	June 2013	18
TOWN EMPLOYEES		
Removal	June 2019	26
TOWN MANAGER		
Employment of	IC 36-5-5	
TOWN OFFICIALS		
Compensation	Sept. 2013	9
Duties	June 2019	15

	<u>Issue</u>	<u>Page</u>
TRAFFIC VIOLATIONS BUREAU	March 2022	4
TRAINING MATERIALS		
Internal Controls	Dec. 2015	8
Videos	Dec. 2019	2
TRANSFER OF FUNDS		
Dormant Fund Balances (IC 36-1-8-5(b)(2))	Dec. 2017	3
Depleted Funds (IC 36-1-8-4(a))	March 2015	8
Temporary Transfers	March 2015	8
Town Funds	Sept. 2016	4
TRAVELING EXPENSES		
Attorney General.....	Sept. 2012	5
Meal Expense Advances	March 2019	2
Parking and Toll Fees.....	March 2017	1
Reimbursement for Spouse.....	March 2017	1-2
Reimbursement to City and Town Officers and Employees.....	March 2019	2
State Called Meetings	March 2019	2
State Mileage Rate	Dec. 2024	8
TUITION REIMBURSEMENT		
Procedures	March 2021	3
UNCLAIMED PROPERTY		
Procedures	Sept. 2020	7
UNEMPLOYMENT COMPENSATION		
Employer's Liability	IC 22-4-11-2(d)	
Claims	Sept. 2020	2
UNSAFE BUILDING FUND.....		
	IC 36-7-9-14	
UTILITIES, MUNICIPAL		
Billing	Dec. 2017	6
Cash Reserve Fund.....	Sept. 2014	3
Claims - Allowance	June 2023	12
Classifications.....	March 2017	3
Clerk-Treasurer's Duties.....	March 2016	10
Collection Personnel.....	Dec. 2017	6
Deposits	IC 32-34-1-1	
.....	June 2014	10
Expenditures.....	June 2021	14
Funds - Official Responsible for	Dec. 2017	9
General Questions.....	Sept. 2021	10
Hydrant Rental – Recovery of Costs from Customers	Sept. 2012	11
Insuring Water and Sewer Lines	June 2024	1
Investment of Utility Funds	Dec. 2015	7
Loans to City or Town.....	March 2018	5
Payments in Lieu of Taxes	March 2021	2
Penalties on Utility Billings.....	March 2019	6-7
Public Purchases Exemption.....	IC 5-22-1-2	
Public Works and Improvements - General Statute	IC 36-1-12	
Rates and Charges.....	Sept. 2018	4
Sale of.....	IC 8-1.5-2-4 to -6.1	

	<u>Issue</u>	<u>Page</u>
Utility Service Board Members - Salaries	Sept. 2021	10
Unclaimed Wastewater Overpayments	June 2014	10
Unclaimed Deposits	June 2024	2
Wastewater Deposits	June 2023	12
UTILITIES, SEWAGE (See SEWAGE DISPOSAL PLANTS AND SEWERS)		
Liens	Sept. 2024	3
Sewer Liens – Recording and Certifying	Sept. 2022	8
Unclaimed Meter Deposits	June 2014	10
Underground Facilities	Sept. 2020	5
Uniform System of Accounts	March 2017	3
Utility Regulatory Commission	IC 8-1	
VACATIONS		
Elected Officials	June 2017	14
Leave	Dec. 2021	12
VEHICLE ACCIDENT REPORTS (IC 9-26 & 9-26-9)		
Procedure	Sept. 2023	3
VEHICLE INSPECTION FEES		
Procedures	Dec. 2016	15
VENDING MACHINES		
Commissions	Dec. 2016	9
VETERANS		
Memorials – Appropriations to Establish and Maintain	June 2018	28
VIDEOS		
Newly Elected Official Training	Dec. 2019	2
VOID WARRANTS (CHECKS)		
Old Outstanding Checks	Dec. 2013	2
VOLUNTEER FIRE COMPANIES		
Fire Protection Contracts	Dec. 2024	6
Transfer of Surplus Property	Sept. 2019	5
VOLUNTEER FIREFIGHTERS		
Automobile Allowances	IC 36-8-12-5	
Clothing and Automobile Allowance	March 2019	3
Compensation	IC 36-8-12-2	
Contracts	Dec. 2017	3
Insurance	Sept. 2018	1
.....	Part 2 June 2015	1
.....	IC 36-8-12-6	
.....	IC 36-8-12-7	
.....	IC 36-8-12-8	
WAGERING FEES		
County Slot Machine	March 2024	5
WAGES OVERPAYMENT		
Reimbursement by Employee	March 2018	8

	<u>Issue</u>	<u>Page</u>
WARRANTS (CHECKS)		
Cancellation	Dec. 2018	3
Old Outstanding Checks	IC 5-11-10.5	
.....	Dec. 2024	4
Optical Images	March 2018	4
Rubber Stamp Signatures	Sept. 2012	1
Dishonored / Returned	Sept. 2020	7
Issuing Duplicate Warrants	June 2023	13
W-4 REPORTING REQUIREMENTS		
New Hires	Dec. 2017	7
WEED CUTTING ASSESSMENTS		
Assessments	Sept. 2023	15
Removal	Dec. 2019	12-13
WEIGHTS AND MEASURES		
Inspector of	Sept. 2018	4-5
WORKER'S COMPENSATION INSURANCE		
Absence From Work for Injury	March 2016	9
City Firefighters and Police Officers	March 2022	4
Inclusion of Officers	March 2016	9
YEAR END DUTIES		
Year End Duties	Dec. 2024	2
Outgoing Officials	Dec. 2019	2-3
YOU-TUBE		
SBOA Channel	Dec. 2019	1

(The remainder of this page was intentionally left blank)