RECEIPTING PROCESS

COUNTY TREASURER’S
AUGUST 2018

Statutes Require Separation of Duties

- IC 36-2-10-10 – Treasurer’s Responsibilities
- IC 36-2-9-12 – Auditor’s Responsibilities
Responsibilities of Treasurer and Auditor

- Money payable to the county must be received and deposited by the Treasurer. (IC 36-2-10-10)

- The Auditor must maintain current records with the Treasurer. (IC 36-2-9-12)

Step #1 - Auditor

- Prepares a document that shows the date, funds credited, amount, person paying and source of payment.
Step #2 - Treasurer

- Take the document obtained from the Auditor to the Treasurer
  - Payee taking a copy of the document prepared by the Auditor
  - Electronic transfer of the information between the 2 offices

- Money is counted and the Treasurer issues a receipt to the person paying.

Step 3 - Auditor

- A copy of the Treasurer’s receipt is returned to the Auditor by:
  - Taking Treasurer’s receipt to the Auditor
  - Electronic transfer of the receipt information between the 2 offices

- A quietus is issued by the Auditor to the person paying.
Results of the Process

- The auditor has information to post the funds ledger and proof that the money is in the custody of the Treasurer.

- The Treasurer has the information needed to post their copy of the funds ledger based on the amount of the quietus.

- The person paying has information on the amount posted to the funds ledger and a receipt to show the transfer of the funds to the Treasurer.

Statute for Treasurer’s Responsibility

- IC 36-2-10-10 states, “The treasurer shall issue a receipt to each person from whom the treasurer receives money.”
IC 36-2-9-12 states, “The auditor shall keep an accurate account current with the county treasurer. Whenever a receipt given by the treasurer for money paid into the county treasury is deposited with the auditor, the auditor shall:

(1) file the treasurer's receipt;

(2) charge the treasurer with the amount of the treasurer's receipt; and

(3) issue the auditor's own receipt to the person presenting the treasurer’s receipt.”