Preparing to Leave Office

Transition

• Remember back when you first took office and think about the information that would have made your first few months easier.

• If possible, work with your successor during your last few months to ease the transition. Encourage them to attend the Newly Elected Training

• Leave the office, as you have served, providing the best service you can to the citizens of your county.
Records and Office

• You will be turning over the Treasurer’s office and records to your successor.

• As part of the transition, you will need to coordinate that transfer:
  • Keys to the office
  • Keys to any secured storage such as a safe or locked cabinet.

Cash Funds

• IC 36-1-8-2(c) Cash Change Fund reimbursement
  • “The fiscal body shall require the entire cash change fund to be returned to the appropriate fund whenever there is a change in the custodian of the fund or if the fund is no longer required.”

• If you choose to transfer custody of the cash change fund to the new Recorder, get an acknowledgement of the amount of the cash fund and keep a copy.
Capital Assets and Equipment

- Make sure you have an updated inventory of any equipment or assets in your office.
  - Servers
  - Desktops or laptops
  - Scanners
- Get an acknowledgement of the transfer of the assets to the new Treasurer.

Bank Accounts

- Transition from your signature to the new Treasurer’s signature
- Provide information on all bank accounts, including investments
- Make sure the banks are reconciled through December if possible, but at least through November.
- Provide location of all bank reconcilements and supporting documents.
- Contract information for credit card payments
User ID’s and Passwords

• Contact information for IT Department
• County Website access and information
• Provide a list of contacts for getting user ID’s and passwords established for:
  • Emails
  • Financial software
  • Online Banking
  • Gateway for Uploads

Internal Controls

• If you have written internal controls, and we hope you do, provide those to your successor
• If you are working on a Corrective Action Plan, provide that information and the status on that plan.
• Job descriptions for employees in the office

• Your successor may make changes, but this is a starting point.
Resources

- Indiana Treasurers Association
  - Directory
  - Website
- Association of Indiana Counties
  - Website
  - Contact information
- Indiana Code
- Indiana Archives and Record Management
- Department of Local Government Finance

Indiana State Board of Accounts

Resources

- State Board of Accounts
  - Website
    - Treasurers’ page
  - Accounting and Uniform Compliance Manual and Bulletins
  - Contact information
    - counties@sboa.in.gov
- Indiana Gateway for Government
  - Website – gateway.ifonline.org
  - Help Desk – gateway@sboa.in.gov

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