Preparing to Leave Office

2022 Annual Treasurers Conference

Transition

- What would have made your first few months easier?
- Work with your successor.
- 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 Treasurer, 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 reconciliements 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 Upload

Internal Controls

- Written internal controls - provide 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
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

Resources Continued...

- State Board of Accounts
  - Website
  - Treasurers' page
  - Accounting and Uniform Compliance Manual and Bulletins
  - Contact information
- Indiana Gateway for Government
  - Website - gateway.ifonline.org
  - Help Desk - gateway@sboa.in.gov
Contact Us
P: (317) 232-2512
E: Counties@sboa.in.gov

Governmental Technical & Compliance Directors:
Lori Rogers
Ricci Hofherr
Staci Byrns