



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
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TO: All City and Town Clerk-Treasurers, City Clerks and City Controllers
DATE: April 30, 2015
SUBJECT: Annual Training School

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Pursuant to the provisions of IC 5-11-14, the State Board of Accounts will conduct a two-day training school on Tuesday and Wednesday, June 9 and 10, 2015, for all City and Town Clerk-Treasurers, City Clerks and City Controllers at The Westin Indianapolis. Registration will be provided each day of the school in the Registration Area. Each day of the school will start promptly at 9:00 A.M., E.S.T.

The training offered at this school is a joint effort of the State Board of Accounts with the Indiana League of Municipal Clerks and Treasurers. This year's June School is part of the League's Annual Conference which will be held during the week of June 7 through June 11, 2015. The Indiana League of Municipal Clerks and Treasurers has made arrangements for lunch and break refreshments for each day of the meeting. Questions related to registration should be directed to ILMCT, 125 W Market Street, Suite 240, Indianapolis, IN 46204 and/or contact Natalie Hurt with IACT at 317 237-6200, Ext. 223. A registration form is on both the ILMCT and IACT websites. Please use the form on the website for making registration arrangements. Hotel reservations should be made directly with The Westin Indianapolis at 800 228-3000. The meeting pre-registration deadline is May 15th and the hotel reservation deadline is May 16th.

The discussions at the school will include the duties and responsibilities of your office, new legislation and requirements, State Revolving Fund Program procedures, pension valuations, disclosures, and procedures, and budget preparation and updates.

We are enclosing a tentative agenda for the meeting. As you will note, we plan to have a question and answer session on Wednesday afternoon. A question box will be provided on both days of the school for deposit of your written questions.

The State Board of Accounts' Resource Center will be available to help you with your accounting and compliance questions during the meeting. The Resource Center is made up of experienced Field Examiners and Audit/Examination Coordinators.

As provided in IC 5-11-14-1, "the elected official, at the direction of the State Examiner, may require the attendance of:

1. each of his appointed and acting chief deputies or chief assistants: and
2. if the number of deputies or assistants employed:
 - A. does not exceed three (3), one (1) of his appointed and acting deputies or assistants;
or
 - B. exceeds three (3), two (2) of his duly appointed acting deputies and assistants."

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Each official, deputy, or assistant attending the conference shall be allowed mileage at a rate per mile set by your city or town council for each mile necessarily traveled in going to and returning from the school. Only one (1) mileage shall be allowed to the official, deputy, or assistant furnishing the conveyance, although they may be transporting more than one (1) person. Each official, deputy or assistant will also be allowed lodging expense for the nights preceding the meeting dates, not to exceed the single room rate each night.

Reimbursement for meals purchased while attending the school in an amount determined by the city or town council is also authorized.

The State Board of Accounts will certify attendance for the school to each official, deputy, deputies or assistants attending. All payments of lodging, mileage, and meals purchased shall be made by the proper disbursing officer in the manner provided by law on a duly verified claim or 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 any previous appropriation being made therefore.

It is agreeable for other persons (not mentioned in the statute) from your office or other city or town officials to attend the school. However, such other persons must have prior approval from your city or town's governing body and any expenditures must be reimbursed from funds appropriated for this purpose.

You are cordially requested to attend the school which has been called in an effort to assist you in properly discharging the duties and responsibilities of your office.

Sincerely,



Paul D. Joyce, CPA
State Examiner

TEC/csc

AGENDA
STATE BOARD OF ACCOUNTS SCHOOL
INDIANAPOLIS WESTIN
TUESDAY, JUNE 9, 2015

- 9:00 AM Welcome
Mr. Paul D. Joyce, CPA, State Examiner
State Board of Accounts (SBOA)
Ms. Courtney Schaafsma, CGFM, Commissioner
Department of Local Government Finance (DLGF)
- 9:15 AM Auditing and Examination Information and Updates
Mr. Paul D. Joyce, CPA, State Examiner (SBOA)
- 10:15 AM BREAK
- 10:30 AM New Legislation/Uniform Compliance Guidelines
Mr. Todd E. Caldwell, Director (SBOA)
Ms. Susan W. Gordon, CPA, Director (SBOA)
- 12:00 Noon LUNCH

AGENDA
STATE BOARD OF ACCOUNTS SCHOOL
INDIANAPOLIS WESTIN
WEDNESDAY, JUNE 10, 2015

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| 9:00 AM | Budget Preparation Guidelines and Other Updates Mr. Dan Jones, Assistant Budget Director (DLGF) |
| 10:00 AM | BREAK |
| 10:30 AM | State Revolving Fund Loan Program Ms. Emma Kottlowksi, Financial Analyst, Indiana Finance Authority Mr. Matt Martin, Finance Manager, Indiana Finance Authority |
| 11:30 AM | LUNCH |
| 1:00 PM | Pension Valuations and Disclosures McGladrey, LLP |
| 2:00 PM | BREAK |
| 2:15 PM | Question and Answer Session/Wrap-up* Mr. Todd E. Caldwell, (SBOA) Ms. Susan W. Gordon, CPA, (SBOA) Mr. Dan Jones (DLGF) |
| 3:30 PM | ADJOURN |

*A question box will be provided on both days of the School for deposit of your written questions.

The State Board of Accounts Resource Center will also be available both days.