

December  
2014

# Quest

## HAPPY HOLIDAYS

Merry Christmas from North Liberty to every community in Indiana. May each of you have a safe, healthy, and prosperous 2015. God Bless!

Vicki L. Kitchen, ILMCT Vice-President

### Holiday Greetings to my Colleagues and Friends:

2014 has been a tough year with several losses for ILMCT members. It makes me appreciate each and every one of you. I think a slightly re-worded quote by W.C. Jones says it well. 'The joy of brightening other lives, bearing each other's burdens, easing other's loads and supplanting empty hearts and lives becomes for us the magic of Christmas.'

My wish for all of you this season is a safe and happy holiday season spent with family and friends and a Wondrous New Year.

Tami Runyon  
ILMCT Secretary/Treasurer

Christmas is a beautiful time of year with many different memories for each and everyone of us. Take a moment to relish your favorite memory. Remember baking cookies with your grandmother, or the time your dog chewed up your Christmas stocking? This season, take the time to make new memories with those you cherish and hold dear to your heart. Merry Christmas, and may God bless you in 2015!

Kathy Parsons  
ILMCT Immediate Past President

Our hearts grow tender with childhood memories and love of kindred, and we are better throughout the year for having, in spirit, become a child again at Christmas-time." *Laura Ingalls Wilder*



"May Peace be your gift at Christmas and your blessings all year through!" *Author Unknown*

"I will honor Christmas in my heart, and try to keep it all the year." *Charles Dickens*

"Never worry about the size of your Christmas tree. In the eyes of children, they are all 30 feet tall." *Larry Wilde*

I hope each of these quotes bring you happy thoughts of your childhood and your Christmas pasts and blessings and new memories as you go forward into the New Year.

May God bless you and your family this holiday season!

Amy Cating  
ILMCT President



## Ask Todd

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The Ask Charlie Column has been renamed to the Ask Todd Column. Below you will find answers prepared by Susan Gorman and Todd Caldwell.



### Questions from ILMCT Fall Conferences – Middlebury & Columbus

- Q.** Since Clerk-Treasurers are now financial officials for Redevelopment Commission, are we actually members of the board and are we voting members?
- A.** *The appointment of commissioners for a municipal redevelopment commission is in IC 36-7-14-6.1. There are five, 3 appointed by the municipal executive and two appointed by the municipal legislative body. The municipal executive also appoints one additional individual as a nonvoting advisor. The treasurer is not listed as one of the members. We see no responsibilities other than as treasurer and the annual report to the commission.*
- Q.** Can a town council member run for re-election in 2015 if her husband is the town marshal?
- A.** *Our audit position would be yes. For a legal interpretation of the nepotism statutes, please consult your town attorney.*
- Q.** Can COIT public safety money be used for K-9 unit's expenses?
- A.** *We believe K-9 units would fall under the category of public safety and we would not take audit exception.*
- Q.** Is there a certain area where you put money from court cases concerning drugs and how do you get the money from the courts?
- A.** *Indiana Codes 34-24-1-4 and 34-24-1-9 indicate where monies from drug cases are to be accounted for. Specifically see IC 34-24-1-4(d)(2)(C); IC 34-24-1-4(d)(2)(D); and IC 34-24-1-9(b) If these statutes raise any other questions or concerns, please consult with your city/town attorney.*
- Q.** Can you collect bad debt after it is written off?
- A.** *You could collect a written off debt by recharging it to accounts receivable (basically re-establishing the account) and posting the cash against it. Some utilities charge wastewater liens off at the point they are recorded with the County and have to put them back on the books when the County sends them payments.*
- Q.** Where should the nepotism policy be stored?
- A.** *The nepotism policy should be maintained in the same manner as other policies, ordinances, resolutions, etc.*
- Q.** Who should sign the nepotism policy?
- A.** *The nepotism policy should be adopted by the council in a public meeting (and noted in the minutes). IC 36-1-20.2-16 states that elected officials shall annually certify in writing that "the officer has not violated this chapter. An officer shall submit the certification to the executive of the unit not later than December 31 of each year."*



Todd Continued ...

**Q. Does each utility have to send a separate disconnect notice?**

**A.** *Based on the Federal court ruling in Wayt vs. Town of Crothersville, we recommend separate disconnect notices for each utility.*

**Q. Can we use the previous year 100R and just update for names and other changed information?**

**A.** *Within Gateway, the previous 100R data does not roll forward to the next year. It is a blank slate with each new year. If you wanted to print off a copy of the prior year for your own convenience and use as a guide for inputting or uploading the current year, you certainly could. But the prior information will not carry forward to the next year.*

**Q. What are the residency requirements for a town council member?**

**A.** *The residency requirements may be found in IC 36-5-2-6 and IC 3-8-1-29.*

**Q. Can we upload the attestation form rather than mail it in?**

**A.** *No, the attestation form must be mailed to the SBOA office.*



**Q. Do any Clerk-Treasurers pro rate water bills if turned off in the middle of the cycle?**

**A.** *Since Charlie retired, I've not encountered any Clerk-Treasurers that mentioned or inquired about pro-rating billings. SBOA would suggest asking some of your neighboring Clerk-Treasurers and/or inquiring through ILMCT.*

**Q. How long do we leave credit on books for payroll checks? Do they go to the Attorney General or get receipted back in, even if we don't know the name?**

**A.** *It's our understanding old payroll checks are handled the same way as any other check that has been outstanding for a period of 2 years as of December 31<sup>st</sup>. The check (s) then is declared cancelled and should be receipted back to the fund from which it was originally disbursed. If that fund cannot be determined, the check can be receipted back to the General fund. Please document, if receipted to General, that an attempt was made to determine the original fund but it could not be determined. Also see IC 5-11-10.5.*



Now that the budget is done, we are all patiently waiting for our 1782 notice to arrive! It is hard believe that 2014 is almost over. Where did the year go? With the end of 2014 and the beginning of a new year, there will be many duties that we need to accomplish. Please refer to your State Board of Accounts Manuel to make sure you do not overlook any of these important tasks.



With 2015 also brings us many educational opportunities.

Mark your calendar for March 1st through March 5th 2015, for the Institute and the Academy in Muncie, IN. This will give you a week long of informative classes and networking. Don't forget to attend the annual conference in downtown Indy in June. We will have a full day of education on Monday, June 8, 2015, that you will not want to miss. See you in 2015!

Merry Christmas and Happy New Year  
Rhonda Engle and Beth Neff, Education co-chairs

## After careful consideration and deliberation, this year the ILMCT Legislative committee will pursue three initiatives.

Wes Bennett, Legislative Co-Chair

After several meetings and conference calls the three initiatives deemed most important would be timely filing of Sheriff's Sale Deeds, disbursements of Court fees and CCD rates.

One— timely filing of a Sheriff's Sale Deed and the subsequent timely recording by the Recorders Office would be positive steps toward helping local units determine ownership for public safety, utility billing and other necessary purposes.

Two— change the disbursement formula of how Court Fees are allocated to local units.

Three— the CCD Rate and how it is affected by circuit breakers.

We have a Representative who has agreed to draft a Bill for the ILMCT with the three issues addressed in the same Bill. These are all issues germane to Clerk-Treasurer's. Therefore, he felt they can be combined into one Bill. This helps with tracking and testifying as well as helps the Legislator stay within the maximum number of Bills they are allowed to sponsor. We expect to have some language from LSA by the end of the month.

In conclusion, I believe we are off to a good start and things are moving. It's now time for each committee member to educate yourself and your local legislators about these issues. I would be happy to facilitate any meeting or discussion you want to have with your local lawmakers. I can visit with them if they are in Indianapolis or would be happy to set up a conference call with you and them. Obviously, we can approach this from several different directions. The key though is to get in front of them in some fashion or another and to begin doing that now.

League members wishing to serve as an Officer may submit in writing to the Chairman of the Nominating Committee, Kay Brown, Remington, their desire to serve, by February 15, 2015. Members of the Nominating Committee are Chairman Kay Brown, Remington, Debra Twitchell, Angola and Kathy Parsons, Fremont

### Important Dates for 2015 -

**February 15th**—Last day to submit application for Officer of the League

**March 1st through March 5th**— Institute and Academy at Ball State in Muncie, Indiana

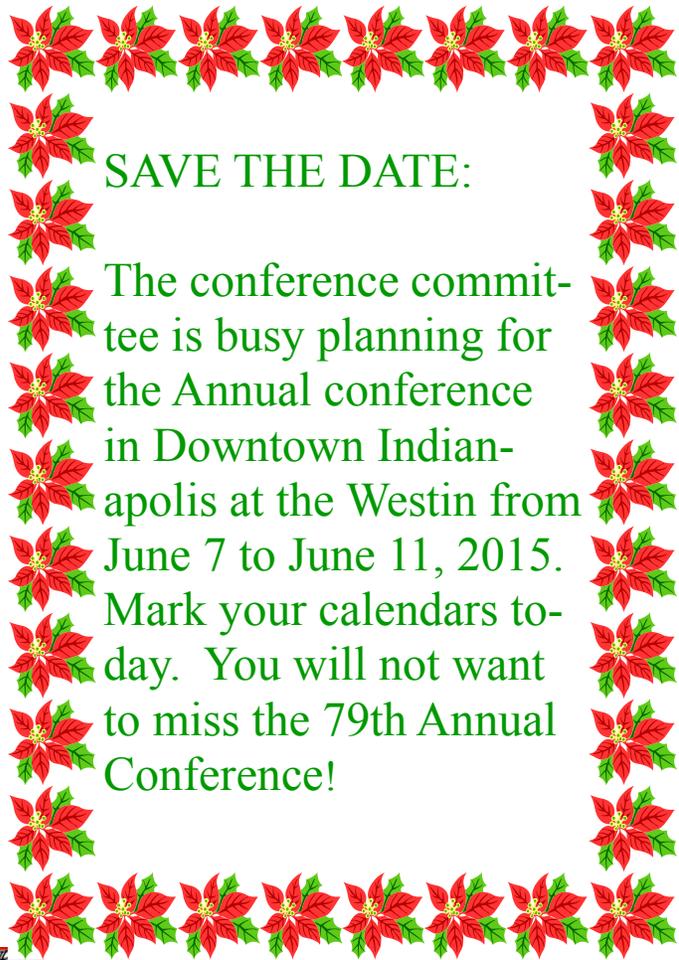
**May 17th through May 20th**—IIMC Annual Conference in Hartford Connecticut

**June 7th through June 11th**—ILMCT Annual Conference in Downtown Indianapolis, Indiana

Congratulations to Clerk-Treasurer, Thomas Dippel from Huntingburg. He was awarded the 2014 Financial Management Award at the Indiana Association of Cities and Towns Annual Conference in September, in Ft Wayne, IN.

Indiana League of Municipal  
Clerks and Treasurers

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SAVE THE DATE:

The conference committee is busy planning for the Annual conference in Downtown Indianapolis at the Westin from June 7 to June 11, 2015. Mark your calendars today. You will not want to miss the 79th Annual Conference!



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