



Message from the President

To my fellow Colleagues:

The October District meetings were very informative as always. I have since then found that I will need to check out the Indiana Bond Bank for I will not see any money (hopefully) until August. So, therefore, I am not a very popular person with the departments right now since I have told them that payroll will come first so tighten up the belts.

IIMC Region V meeting was in Nashville, TN and it was wonderful. That is the first time I have visited Nashville and the Opryland area. I really enjoyed the Theft Identity class that was offered and I am hoping we can offer a class like that also. I think everyone would benefit from taking this course.

New Directions: Coming Full Circle in Clerk and Clerk-Treasurer Education

The 8th Annual Municipal Clerks
and Treasurers Institute and Academy
March 10-14, 2003

Kay A. Brown, IAMC, CMC, CMFA
Debra A. Twitchell, IAMC, CMC, CMFA
Co Chairs ILMCT Education Development Committee

The Indiana League of Municipal Clerks and Treasurers and the Ball State University Center for Economic and Community Development would like to invite you to the 8th Annual Municipal Clerks and Treasurers Institute and Academy. By attending the Institute or Academy, you will be on your way to earning an IAMC (Indiana Accredited Municipal Clerk), CMC (Certified Municipal Clerk), MMC (Master Municipal Clerk), or CMFA (Certified Municipal Finance Administrator) designation. It is our firm belief that education is the door to our future and opens unlimited possibilities for the goals we set for our communities and ourselves.

The Institute and Academy is a week-long continuing education program conducted in a classroom setting and designed to enhance personal and professional development. You will be provided a "textbook" with materials for class

The membership dues invoice will be coming out soon. Remember to change the name in your computer to Kim Ingle, ILMCT Treasurer. Thanks to Kim Forker for the new look!

It's that time of year again when the days are too short. I seem to find myself working through lunch and thinking it can not be 5 o'clock already as everyone is leaving for the day.

I hope everyone's had a wonderful Holiday Season and that you have a healthy and Happy New Year.

May God Bless You!
Rita

and future reference. The classes are hands-on, interactive, and taught by experienced instructors who will help you develop skills that can be applied every day. Networking with veteran colleagues in an educational atmosphere is invaluable.

The adage is that success is in numbers. In 1996, eighteen Clerks, Clerk-Treasurers, and Deputy Clerks attended the first Institute and in 2002, 100 attended the Institute and Academy. At the 2002 conference in April, the League recognized 12 Indiana Accredited Municipal Clerks and 19 Certified Municipal Clerks. In addition, nine Master Municipal Clerk Academy memberships were acknowledged. Active League members constitute 100 Indiana Accredited Municipal Clerks, 69 Certified Municipal Clerks, 22 Master Municipal Clerk Academy memberships, and four Certified Municipal Finance Administrators.

We challenge you to step through the door, to sharpen the skills you possess, and to develop new skills. Please join your colleagues by attending one or all of the classes offered at the 8th Annual Municipal Clerks and Treasurers Institute and Academy.

The brochure you received in the mail recently has complete program and registration information. If you need additional information contact Rose Scovel, Institute Director, at 765-285-2894.

Ask Charlie:

Charlie Pride, State Board of Accounts

Question: A city or town wants to encumber 2002 appropriations into the 2003 budget year. What procedures must be followed in order to properly encumber funds at year-end?



Answer: Any unpaid orders and those items under contract are to be added for each appropriation account and the total carried to the new 2003 corresponding account. The actual unpaid amount of the purchase orders or contracts should be totaled and shown as a separate amount on the appropriation ledger sheet for 2003, with proper explanation, and added to the 2003 appropriation for the same purpose. By properly carrying out this procedure, the 2003 budget will not be expected to stand any expense not anticipated in making the 2003 budget.

We suggest the proper officials of the city or town make a listing of these encumbered items and make it part of their minutes in their last business meeting of the year. The Department of Local Government Finance should be sent a copy of the listing before the end of January, 2003.

Keep in mind the appropriations encumbered and carried forward can be used for no other purpose other than the purchase order or the contract for which they were appropriated.

Paige's Corner

Paige Gilpin, Department of Local Government Finance
Pgilpin@tcb.state.in.us

Question: When will I receive my final 2003 budget order from the DLGF?

Answer: The time frame for certifying budget orders is directly dependent on the status of your county's reassessment. If the DLGF does not have final assessed values from your county by February 15, 2003 then the DLGF will provide estimates of appropriations only. When the county finally certifies assessed values, the DLGF will rework budgets (which may result in changes to previously "estimated" certified appropriations) and certify budgets, rates and levies. Taxing units will receive a "1782 Notice" with the final rework that will allow seven calendar days to request changes.

IIMC's Recertification Program Countdown to January 1, 2004

At IIMC's 1999 Annual Conference in Ottawa, Canada, the Board of Directors approved establishment of a Recertification Program for its members. The Program became effective on January 1, 2000. The Recertification Program applies only to IIMC members who are Certified Municipal Clerks (CMC) and who do not plan to pursue the Master Municipal Clerk (MMC) designation.

The following is reprinted from IIMC's September 1999: *News Digest*. Regular notices and information about the Recertification Program and the requirements for recertifying will appear in each issue of the *Digest* through January 2004. Please call IIMC for details about the Program or visit our web site at www.iimc.com.

CRITERIA FOR RECERTIFICATION

Following are criteria approved by the Board of Directors to guide the Recertification Program.

- Recertification applies only to CMCs not actively pursuing entrance into the Master Municipal Clerk Academy (MMCA) program. The MMCA is the new name for the Academy (formerly AAE) and only the name of the Academy, the names of the levels of study and the awarding of pins will change. Retired members may retain their CMC designation without being recertified.
- Clerks must recertify every four years following their date of certification. They will complete a minimum of ten (10) hours of education in four (4) years. They will then submit a formal letter requesting recertification, provide documentation of the 40 hours of education and pay a \$25 recertification fee.
- A Clerk's Certification will expire if it is not renewed every four years. At the end of the four year-period, IIMC will send a letter informing the Clerk that their Certification is about to expire.
- If a Clerk's Certification is allowed to expire, the CMC status may be reinstated by completing a new application form for certification and paying the Certification fee. The Clerk will also need to document 50 hours of continuing education, 25 hours of which must have been acquired within the 12-month period prior to submitting an application for reinstatement as a CMC.
- Individual Clerks will be responsible for selecting, scheduling, attending and verifying completion of their ten recertification training hours each year. Training should be relevant to the Clerk's work or professional growth.
- Re-Certification training may include a variety of learning or study options, including home study courses, state, local or chapter meetings or conferences, IIMC Annual or Regional Conference attendance, on-the-job training programs, correspondence courses, college courses, independent study, MMCA courses and IIMC education sessions. Clerks are encouraged to consult with IIMC, state/provincial and regional associations, and Institute staff on learning resources in their areas, and on nontraditional, self study and distance learning opportunities.
- Recertification hours which meet MMCA standards and which were intended for use toward recertification may be used for MMC credit if the Clerk later chooses to enter the Master Municipal Clerks Academy, and pursue the MMC designation.

Reprinted from the September/October 2002 *IIMC News Digest*.

Certifications In the News

CONGRATULATIONS TO 2002 CERTIFICATION RECIPIENTS

IAMC:

Bargersville	Deputy Clerk-Treasurer	Billie Jo Shue
Carthage	Clerk-Treasurer	Jennifer L. Collins
Cicero	Clerk-Treasurer	Janice Unger
Columbus	Deputy Clerk-Treasurer	Betty Jean Beshear
Hagerstown	Clerk-Treasurer	Robin Ritter
Hudson	Clerk-Treasurer	Atta (Tatsy) Hayes
Jeffersonville	Clerk-Treasurer	Peggy Wilder
Jeffersonville	Chief Deputy Clerk-Treasurer	Suzy Bass
Jeffersonville	1 st Deputy Clerk-Treasurer	Barbar Hollis
Munster	Accounting Supervisor	Patricia Abbott
Munster	Clerk-Treasurer	David Shafer
North Liberty	Deputy Clerk-Treasurer	Vickie Kitchen
Orland	Clerk-Treasurer	Rhonda Engle
Westfield	Clerk-Treasurer	Cindy Gossard
Whiteland	Clerk-Treasurer	Michelle Gabehart

CMC:

Bargersville	Clerk-Treasurer	Gayle Allard
Dyer	Deputy Clerk-Treasurer	Nancy O'Drobinak
Ellettsville	Clerk-Treasurer	Sandra Hash
Hagerstown	Clerk-Treasurer	Robin Ritter
Highland	Deputy-Clerk-Treasurer	Carol Morrison
Huntington	Clerk-Treasurer	Jay Lahr
Kendallville	Clerk-Treasurer	Kimberly Forker
Kentland	Clerk-Treasurer	Deborah Plunkett
Lowell	Clerk-Treasurer	Judy Walters
Lyons	Clerk-Treasurer	Bonnie Keene
Munster	Clerk-Treasurer	David Shafer
Odon	Clerk-Treasurer	Opal McDannald
Petersburg	Clerk-Treasurer	Mitchell Schapker
Plymouth	Clerk-Treasurer	Toni Hutchings
Remington	Deputy Clerk-Treasurer	Dian Flinn
Rising Sun	Clerk-Treasurer	Rae Baker Gipson
Schererville	Deputy Clerk-Treasurer	Carol Clark
Shelburn	Clerk-Treasurer	Jay Southwood
St. John	Deputy Clerk-Treasurer	Eunice Machalski
Warsaw	Clerk-Treasurer	Elaine Call
Westfield	Clerk-Treasurer	Cindy Gossard
Whiteland	Clerk-Treasurer	Michelle Gabehart

MMC Academy:

<i>Entry Level:</i>		
Goshen	Deputy Clerk-Treasurer	Bev Yoder
Greenfield	Clerk-Treasurer	Larry Breese
Huntertown	Clerk-Treasurer	Robin Riley
Prince's Lake	Clerk-Treasurer	Jill Jackson
Washington	Clerk-Treasurer	Rita Ducharme
 <i>1st Level:</i>		
Goshen	Clerk-Treasurer	Nancy Hoke
Highland	Clerk-Treasurer	Michael Griffin
Nashville	Clerk-Treasurer	Brenda Young
Montpelier	Clerk-Treasurer	Dennis Clouse
W. Lafayette	Clerk-Treasurer	Judith Rhodes
 <i>2nd Level:</i>		
Frankfort	Clerk-Treasurer	Marilyn Chittick

CMFA:

Remington	Clerk-Treasurer	Kay Brown
Angola	Clerk-Treasurer	Deb Twitchell

More News

Welcome New Clerks/Clerk Treasurers

Union City -

Brenda J. Campbell replaces Sandy Devaney

ILMCT in Nashville

Right: ILMCT was well represented at the Region V meeting held in Nashville, TN.

Bottom: The League's district meetings offer members up-to-the-minute information from SBOA and DLGF.



In Memoriam

Dave Hurst former representative of the old State Board of Tax Commissioner passed away in October. Dave was also an Honorary Member of our League, inducted at the 2000 Conference. Memorial contributions can be made to either: The Friends of the Library or the American Cancer Society. His wife's name is Gail Hurst, 408 Linwood Drive, Greencastle, IN 46135.