



INDIANA LEAGUE OF MUNICIPAL CLERKS AND TREASURERS

1005 Ridge Road, Munster, Indiana 46321

October 7, 2010

The Honorable Greg Zoeller
Indiana Attorney General
Indiana Government Center South
302 W. Washington Street, 5th Floor
Indianapolis, Indiana 46204

Dear Mr. Zoeller:

As the elected Clerk-Treasurer for the Town of Munster, I also serve as a member of the Board of Directors of the Indiana Association of Cities and Towns (IACT) and as the State President of the Indiana League of Municipal Clerks and Treasurers (ILMCT). I am writing in response to remarks you made to the IACT Board of Directors on Sunday, October 3, 2010, in Fort Wayne.

First, thank you for bringing your message to IACT. You raised our awareness of questionable and potentially criminal activity within state, county, township, and municipal governments as well as school corporations, libraries, universities, and special taxing districts throughout the state. A single instance of corruption in government is one too many, and we congratulate you and your office for vigorously pursuing approximately seventy cases now under investigation.

During your remarks, you invited the Clerk-Treasurers to request assistance from your office to formulate financial best practices, presumably in the hope of reducing corruption. Before we accept your invitation, we believe you need to know a little more about ILMCT and the steps we are taking to foster the practice of good stewardship over public funds.

In June of 2011, ILMCT will celebrate its 75th anniversary. Our slogan leading up to our diamond jubilee is "Education, Experience, Expertise – 75 Years of Making a Difference." The League develops, administers, and presents educational opportunities to our members on a multitude of topics important to local government and the communities we serve. During ILMCT conferences, the Indiana State Board of Accounts presents seminars on changes to state laws, on updated IRS practices, and on procedures to properly perform our duties. Members of ILMCT actively participate in an online information exchange (list-serve) where technical and procedural questions can be asked

and answered, seminars can be advertised, and opinions can be expressed on suggested refinements to laws governing our actions. Our League Website features, among other things, model ordinances, policies, and practices. The Indiana League of Municipal Clerks and Treasurers is doing its best to promote high ethical behavior and to encourage our members to understand and follow all of the laws, procedures, and other constraints imposed upon us.

Your suggestion to require two signatures on municipal checks may have merit for communities that draw warrants by hand, but would be of little benefit for municipalities using computer-generated checks. However, if the Attorney General offers an Opinion, or the General Assembly enacts new legislation, or the State Board of Accounts issues an audit position to require two signatures on checks or any other meaningful improvement, then the League will educate our members on the new requirements and encourage implementation.

Finally, I suggest that development of financial best practices you alluded to in Fort Wayne already exist in the form of the *Accounting and Uniform Compliance Guidelines Manual for Cities and Towns State of Indiana*. This "Accounting Manual," as we refer to it, is the responsibility of the State Board of Accounts and is under continuous review for improvements.

In closing, Mr. Zoeller, I think you are doing an excellent job as Indiana's Attorney General and ILMCT supports your efforts. Although I believe it would be premature to impose upon your office for assistance, I would like to thank you for your kind invitation.

Sincerely yours,



David F. Shafer, IAMC, CMC
State President, Indiana League of
Municipal Clerks and Treasurers

cc: ILMCT Officers and Executive Directors
IACT President
IACT Executive Director
State Examiner