

December
2015

Quest



HAPPY HOLIDAYS

As the holiday season approaches, I would like to take this opportunity to thank all of you for the pleasure of your friendship. It is friends and colleagues like all of you who enhance our lives and make the League successful. Many of you will be starting new endeavors in the coming year and we wish you the best moving forward, you will be missed. May everyone's holiday season and New Year be filled with joy, happiness and success.

Tamara Runyon, ILMCT Vice-president

When we recall Christmas past, we usually find that the simplest things - not the great occasions - give off the greatest glow of happiness."

— Bob Hope

Holiday Greetings from Walkerton to all of you. As many of you, this time reminds me of Christmases past, I reflect on the time spent with my Grandparents, many Aunts, Uncles and Cousins. I treasure those memories. As my family grows I am hopeful we are still making wonderful memories for years to come. My wish for all of you is to have a joyful, peaceful and very memorable Christmas. Happy New Year! God Bless in 2016!

Terri Buckmaster
ILMCT Secretary/Treasurer

Christmas is a time for remembering families and friends. Our League is a combination of both. For those who have decided to retire, I wish you the best. For those who will have a new door open for them, I wish you good luck in your new career. For those who are "seasoned" and will return next year, take a new Clerk-or Clerk-Treasurer under your wing so they too will feel part of our wonderful family. Merry Christmas my friends and God Bless you and your families.

Kathy Parsons
ILMCT Immediate Past President

Happy Holidays to all my
Colleagues and Friends!

As 2015 winds down we must say goodbye to our fellow Clerks and Clerk-Treasurers, all who have been a great service to their community. Some are retiring, chose not to run again or were defeated in the election. The officers wish them all good luck in their future endeavors.

At this busy time of year with all the job requirements, shopping and family may we remember the reason for the season. Make sure to take some time for yourself, so you are ready for a busy 2016!

ILMCT will be welcoming new incoming Clerks. I would like to get them engaged on day one. If you have a new Clerk in a neighboring community reach out to them and assure them that they are not alone in their new endeavor.

At every event for the first six months of IACT/ILMCT we will be hosting a Meet and Greet for newly elected Clerks and Clerk-Treasurers. Starting with IACT's NEO Boot Camp on January 19-21. I hope everyone will take the time to get acquainted with colleagues and make some new friends.

May I wish you and yours a very Merry Christmas and a Happy New Year.

Vicki L. Kitchen, IAMC, MMC
Clerk-Treasurer
Town of North Liberty
2015/2016 ILMCT President

Ask Todd

tcaldwell@sboa.IN.gov



Below you will find answers prepared by
Susan Gorman and Todd Caldwell .

Question: State Examiner Directive 2015-6 requires cities and towns to set a threshold for reporting material variances and losses. Why set the threshold and what's the best way to accomplish this?

Answer: Indiana Code 5-11-1-27(j) requires all erroneous or irregular material variances, losses, shortages, or thefts of city or town funds or property to be reported to the State Board of Accounts. However, the statute does not define “material”, so State Examiner Directive 2015-6 calls for each city and town to determine what constitutes a material variance, loss, shortage, or theft of city or town funds or property.

The first step should be for council to make a determination of a dollar amount “materiality” threshold for variances and losses. For example, a \$500 variance in Fort Wayne may not be as concerning as a \$500 variance at the Town of Rocky Ripple. Once the dollar amount is determined, any variances, etc. in excess of that material amount would be reported to the State Board of Accounts.

The policy should also include how material losses will be handled. For example, after notification of the State Board of Accounts, what are the next steps in the process – notifying law enforcement, insurance agents, changing internal controls, etc.?

Finally, the policy should also consider Indiana Code 5-11-1-27(l), which requires public officials who have actual knowledge of or reasonable cause to believe that there has been a misappropriation of public funds to immediately send written notice of the misappropriation to the State Board of Accounts and the prosecuting attorney.

If a city/town does not implement a policy, we will consider your materiality level to be \$0.00. That means during an audit if we note any variance, it will exceed your materiality level and you will not have notified us. Therefore, we will take audit exception in your reports for noncompliance with Indiana Code 5-11-1-27(j) and State Examiner Directive 2015-6.

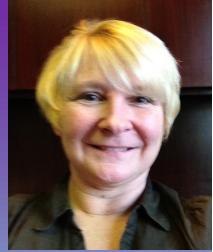
The policy adopted can be in the form of a Resolution. For a copy of State Examiner Directive 2015-6, please see www.in.gov/sboa/files/SBOA_Directive_2015_6.pdf

Important Dates for 2016 -
January 19th-21st -NEO Clerk-Treasurer
School & Boot Camp Westin Indianapolis,
Indiana
February 15th—Last day to submit applica-
tion for Officer of the League
March 6th through March 10th— Institute
and Academy at Ball State in Muncie, Indiana
May 18th through May 22nd—IIMC Annual
Conference in Omaha, Nebraska
June 5th through June 9th—ILMCT Annual





A MESSAGE FROM EDUCATION CO CHAIRS BETH NEFF AND JOEY LYNCH



Education plays an important part in your role as Clerk-or Clerk-Treasurer. There will be many education opportunities the first six months of the year and they are listed in this *Quest*. Please plan to attend as many as possible.

We are frequently asked, how do we receive our certifications?

The first step is becoming a member of four very important organizations. Indiana League of Municipal Clerks and Treasurers (ILMCT) this is our League and you will need to be a member for two years and meet educational requirements to receive your IAMC. We would recommend becoming a member of the Association of Public Treasurers of United States and Canada to earn your CPFA and the International Institute of Municipals Clerks to earn your CMC and MMC. Both organizations require a two year membership and education requirements to earn these certifications. Indiana Association of Cities and Towns (IACT) also offers educational programs where you can earn certifications as well. Both IACT and ILMCT have a Listserv where you can place questions and receive answers from colleagues who may have had a similar situation. Both are a valuable recourse.

We want to thank all those who are retiring either by choice or through election results, for their contributions to the League. You will be missed.

Merry Christmas and a Happy New Year!



Congratulations to Clerk-Treasurer, Kay Brown from Remington who was awarded the 2015 Financial Management Award at the Indiana Association of Cities and Towns Annual Conference in October in French Lick, IN. Kay has served as an Education Co-chair for the League and has served in all Officer positions. Kay may leave office at the end of the year but her imprint on the League will remain long after she has retired. Congratulations again, and enjoy retirement.



Indiana League of Municipal
Clerks and Treasurers

Kathy Parsons, IAMC, MMC, CPFA, CMO
QUEST Editor
PO Box 602
Fremont, IN 46737

League members wishing to serve as an Officer may submit in writing to the Chairman of the Nominating Committee, Dave Shafer, Munster, their desire to serve, by February 15, 2016. Members of the Nominating Committee are Chairman Dave Shafer, Munster, Debra Twitchell, Angola and Kathy Parsons, Fremont.

SAVE THE DATE:

The conference committee is busy planning for the Annual conference in Michigan City at the Blue Chip June 5th to June 9th, 2016. Mark your calendars today. You will not want to miss the 80th Annual Conference!

Quest

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Send address corrections, articles and comments by email to Kathy Parsons fremontct@townoffremont.org, or via USPS Town of Fremont, PO Box 602, Fremont, IN 46737

Telephone 260-495-7805
Fax 260-495-2446

