

The seal of the Indiana State Board of Accounts is circular. It features a central torch with a flame, surrounded by a ring of stars. The words "STATE BOARD OF ACCOUNTS" are written in a semi-circle above the torch, and "INDIANA" is written above the stars. Below the torch, it says "EST. 1909".


Preparation to Leave Office

2024 Annual Clerks Conference
Indiana State Board of Accounts

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Transition

- Remember back when you first took office and think about the information that would have made your first few months easier.
- If possible, work with your successor during your last few months to ease the transition. Encourage them to attend the Newly Elected Training
- Leave the office, as you have served, providing the best service you can to the citizens of your county.



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Records and Office

- You will be turning over the Clerk's office and records to your successor.
- As part of the transition, you will need to coordinate that transfer:
 - Keys to the office
 - Keys to any secured storage such as a safe or locked cabinet.



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Cash Funds

- IC 36-1-8-2(c) Cash Change Fund reimbursement
 - "The fiscal body shall require the entire cash change fund to be returned to the appropriate fund whenever there is a change in the custodian of the fund or if the fund is no longer required."
- If you choose to transfer custody of the cash change fund to the new Clerk, get an acknowledgement of the amount of the cash fund and keep a copy.



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Capital Assets and Equipment

- Make sure you have an updated inventory of any equipment or assets in your office.
 - Servers
 - Desktops or laptops
 - Scanners
- Get an acknowledgement of the transfer of the assets to the new Clerk.



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Bank Accounts

- Transition from your signature to the new Clerk's signature
- Provide information on all bank accounts
- Make sure the bank are reconciled through December if possible, but at least through November.
- Provide location of all bank reconcilements and supporting documents.
- Contract information for credit card payments
- Location of checks



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User ID's and Passwords

- Contact information for IT Department
- County Website access and information
- Provide a list of contacts for getting user id's and passwords established for:
 - Emails
 - Financial software
 - Clerks' software/Odyssey/Case Management System
 - Gateway for Uploads



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Internal Controls

- If you have written internal controls, and we hope you do, provide those to your successor
- If you are working on a Corrective Action Plan, provide that information and the status on that plan.
- Job descriptions for employees in the office
- Your successor may make changes, but this is a starting point.



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Resources – Association of the Clerks of Circuit Courts of Indiana

- Directory
- Website
<https://acccind.org/>

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Resources – Secretary of State – Election Division

- Website <https://www.in.gov/sos/elections/>
- Contact Information
 - J. Bradley King, Co-Director, bking@iec.in.gov Party Affiliation: Republican
 - Angela M. Nussmeyer, Co-Director, anussmeyer@iec.in.gov Party Affiliation: Democratic
 - Valerie Warycha, Co-General Counsel, vawarycha@iec.in.gov Party Affiliation: Republican
 - Matthew R. Kochevar, Co-General Counsel, mkochevar@iec.in.gov Party Affiliation: Democratic

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Resources – Indiana Judicial Branch



- Court Technology
<https://www.in.gov/courts/admin/tech/>
- Court Administration
<https://www.in.gov/courts/iocs/>

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Resources – Indiana Department of Child Services



- Website <https://www.in.gov/dcs/>
- Contact Information
Adam Norman, Deputy Director
adam.norman@dcs.in.gov

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Resources – Association of Indiana Counties (AIC)

- Website
<https://www.indianacounties.org/>
- Contact information
Jacque Clements
jclements@indianacounties.org


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Resources – State Board of Accounts (SBOA)

- Website
<https://www.in.gov/sboa/political-subdivisions/counties/clerks-of-the-circuit-courts/>
- Accounting and Uniform Compliance Manual and Bulletins
- Contact information:
counties@sboa.in.gov

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Resources – Indiana Gateway for Government Units

- Website
<https://gateway.ifionline.org/default.aspx>
- Help Desk Email :
gateway@sboa.in.gov

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Contact Us

Government Technical Assistance &
Compliance (GTAC) Directors

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