

# **STATE BOARD OF ACCOUNTS**

***Roles of the  
Treasurer***  
***Newly Elected Conference 2024***



## ***PAUL D. JOYCE, CPA STATE EXAMINER***

Indiana's State Examiner and the agency head for the State Board of Accounts, Paul Joyce coordinates and manages the post-audits and examinations of over 4,000 state and local governmental entities in Indiana.



## ***OFFICE***

- Created by Indiana Constitution
- County Treasurer IC 36-2-10
- Required to take an oath IC 5-4-1-1
- Required to have an official bond IC 5-4-1-18

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## ***RESPONSIBILITIES***

- Custodian of all money belonging to the county
- Receive all money coming into the treasury
- Keep regular business hours

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# **RECORDS**

- IC 36-2-10-15 – Separate funds ledger
- IC 36-2-10-16 – Monthly Financial Report
- IC 36-2-10-18 - Settlement

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# **RECEIPTS & DEPOSITS**

- Depositing Receipts –IC 5-13-6
  - Designated Depositories –IC 5-13-8
  - Number of Depositories –IC 5-13-8-9

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## ***DISBURSEMENTS***

- Claims process
- Disbursements
  - Sufficient cash balance
  - Authorize disbursement

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## ***TAXING PROCESS***

- Tax duplicates
  - Auditor prepares the charges
  - Treasurer prepares the tax bills
  - Treasurer collects the charges
  - Personal Property taxes

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## ***OTHER TAXES***

- Excise tax
- Sewage liens
- Drainage collections
- Innkeeper's Tax

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## ***OTHER DUTIES***

- Advance draw of taxes
- Collection of delinquent taxes
  - Real property tax sales
  - Mobile home tax sales
  - Personal Property

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## ***DEPOSITS AND INVESTMENTS***

- Treasurer is the investment officer
  - Internal Controls
    - Safeguarding assets
    - Compliance

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## ***BOARD OF FINANCE***

- Indiana Code 5-13-7
  - The Board of Commissioners and the County Treasurer
- Duties:
  - Designate Depositories –IC 5-13-8-1
  - Review the Investment Report –IC 5-13-7-7
  - Review the overall investment policy

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## ***INVESTMENTS***

- Indiana Code 5-13-9
  - Allowable investments
  - Guidance on investment policy

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## ***ADDITIONAL DUTIES***

- Reconcile funds ledger with Auditor's office
- Reconcile Cash Book to Bank and Investment statements

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# ***RESOURCES***



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## ***STATE BOARD OF ACCOUNTS***

- County Directors
  - Ricci Hofherr
  - Staci Byrns

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# **GATEWAY WEBSITE**

- [www.Gateway.ifonline.org](http://www.Gateway.ifonline.org)
  - Public Website
  - State Board of Accounts
    - Annual Financial Reports
    - 100R
    - Monthly / Annual Uploads

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# INDIANA GENERAL ASSEMBLY

- [www.iga.in.gov](http://www.iga.in.gov)
- Laws
  - Indiana Code
  - Structure: Title-Article-Chapter-Section
- Legislation
  - New legislation proposed in Bills


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# THANK YOU

## Government Technical Assistance & Compliance (GTAC) Directors

Ricci Hofherr, CPA      Staci Byrns, CFE

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