## STATE BOARD OF ACCOUNTS

# Roles of the Treasurer Newly Elected Conference 2024

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#### 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



#### **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



#### **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



#### **INVESTMENTS**

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

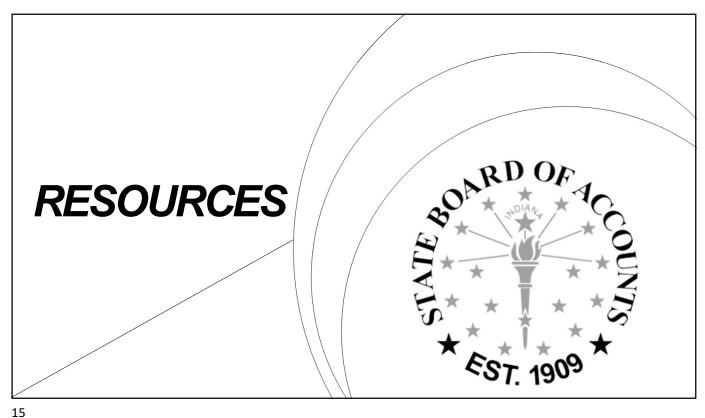
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#### **ADDITIONAL DUTIES**

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





#### STATE BOARD OF ACCOUNTS

- **County Directors** 
  - Ricci Hofherr
  - Staci Byrns

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#### **GATEWAY WEBSITE**

- www.Gateway.ifonline.org
  - Public Website
  - State Board of Accounts
    - · Annual Financial Reports
    - 100R
    - Monthly / Annual Uploads



#### INDIANA GENERAL ASSEMBLY

- 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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