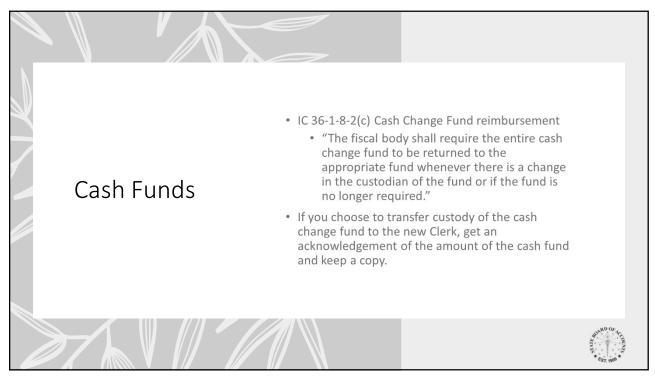


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### Remember back when you first took office and think about the information that would have made your first few months easier. If possible, work with your successor during your last few months to ease the transition. Encourage them to attend the Newly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

## Pecords and Office 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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# 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.

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

## 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.



### 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 <a href="https://www.in.gov/sos/elections/">https://www.in.gov/sos/elections/</a>
- Contact Information
  - J. Bradley King, Co-Director, <a href="mailto:bking@iec.in.gov">bking@iec.in.gov</a> Party Affiliation: Republican

Angela M. Nussmeyer, Co-Director,  $\underline{anussmeyer@iec.in.gov} \ Party \ Affiliation: Democratic$ 

Valerie Warycha, Co-General Counsel, <a href="mailto:vawarycha@iec.in.gov">vawarycha@iec.in.gov</a> Party Affiliation: Republican

Matthew R. Kochevar, Co-General Counsel, <a href="mailto:mkochevar@iec.in.gov">mkochevar@iec.in.gov</a> Party Affiliation: Democratic

### 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
   <u>adam.norman@dcs.in.gov</u>



### 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/politicalsubdivisions/counties/clerks-of-the-circuit-courts/

- Accounting and Uniform Compliance Manual and Bulletins
- · Contact information:

counties@sboa.in.gov

### 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 Ricci Hofherr, CPA Staci Byrns, CFE Phone (317)232-2512 Email: counties@sboa.in.gov