

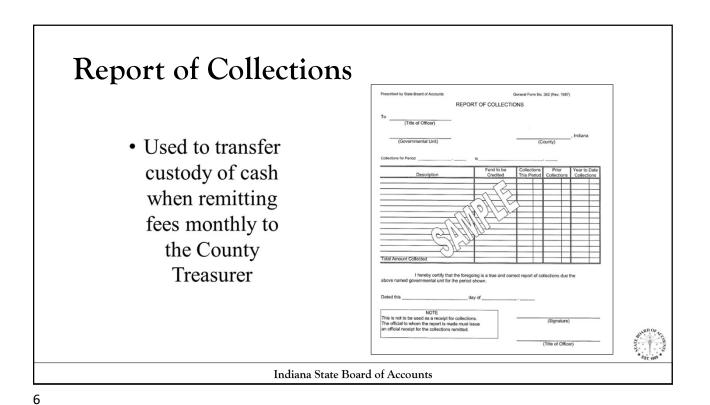
### **Types of Payments Received** • IC 36-1-8-11(c) (1) Cash. (2) Check. (3) Bank draft. (4) Money order. (5) Bank card or credit card. (6) Electronic funds transfer. (7) Any other financial instrument authorized by the fiscal body. • IC 36-1-8-11(d) If there is a charge to the political subdivision or municipally owned utility for the use of a financial instrument, the political subdivision or municipally owned utility may collect a sum equal to the amount of the charge from the person who uses the financial instrument. Indiana State Board of Accounts

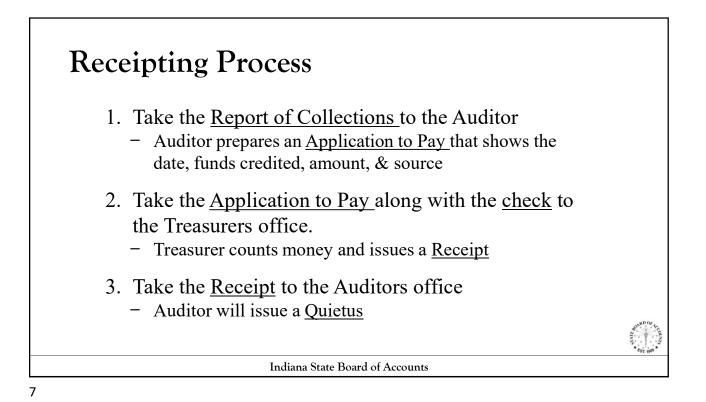
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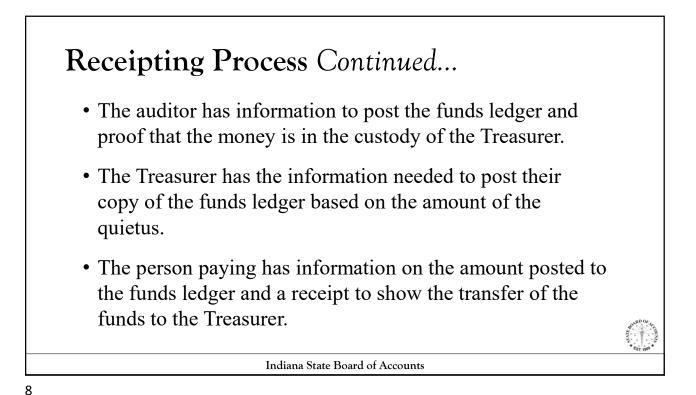
## **Collecting Payments**

- Receipts are to be issued and recorded at the time of the transaction
- Collections are received in the mail and from individuals
- Receipts should be issued for <u>ALL</u> collections
- An approved <u>OR</u> a prescribed receipt is to be used
- Proper internal controls should be in place for handling collections
- Employees handling collections should be properly bonded. (collect over \$5,000)

# Making Deposits IC 5-13-6-1 Requires daily deposits for amounts over \$500 This statute also addresses the designated depository. The Indiana Board for Depositories' website contains the most recent listing of approved depositories. The list can be accessed at www.in.gov/tos/deposit/ Indiana State Board of Accounts







### **Fund Accounting**

- A fund is defined as a separate accounting entity, established from various sources, that is self balancing reporting the current cash balance as well as receipts and disbursements for the calendar year.
- All funds require appropriation before disbursements can be made, unless there is specific statutory authority to spend without appropriation.

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# Clerks Record of Perpetuation Fund

### IC 33-37-5-2Clerk's record perpetuation fund

Sec. 2. (a) Each clerk shall establish a clerk's record perpetuation fund. The clerk shall deposit all the following in the fund:

(1) Revenue received by the clerk for transmitting documents by facsimile machine to a person under IC 5-14-3.

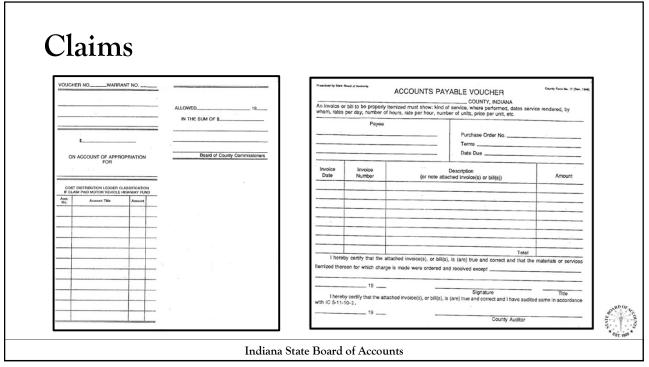
(2) Document storage fees required under section 20 of this chapter.

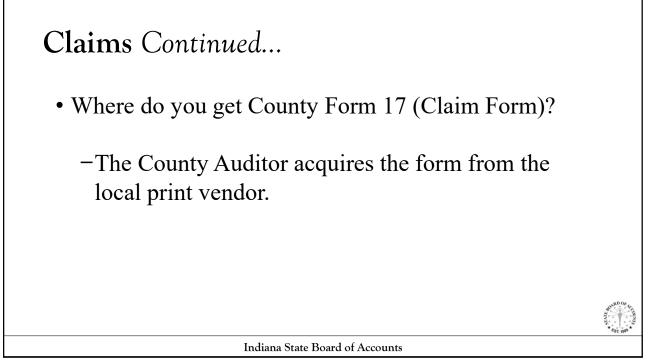
(3) The late payment fees imposed under section 22 of this chapter that are authorized for deposit in the clerk's record perpetuation fund under  $\underline{IC 33-37-7-2}$ .

(4) The fees required under <u>IC 29-1-7-3.1</u> for deposit of a will.

- (5) Fees for preparing a transcript or copy of any record under section 1 of this chapter.
- (b) The clerk may use any money in the fund for the following purposes:
- (1) The preservation of records.
- (2) The improvement of record keeping systems and equipment.
- (3) Case management system.

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## Claims Continued...

- What is the Auditor looking for when auditing the claim?
  - 1. Claim must be itemized and supported
  - 2. Prices charged are in accordance with contracts awarded, where applicable
  - 3. Quantity and unit price added to agree to total on invoice
  - 4. Claim must be approved by officer receiving the goods or services
  - 5. Sufficient funds and appropriations are available
  - 6. Claim has not been previously paid

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