

Preparing to Leave Office



Treasurers Conference 2020



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.



Records and Office

- You will be turning over the Treasurer'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 Recorder, 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 Treasurer.



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Bank Accounts

- Transition from your signature to the new Treasurer's signature
- Provide information on all bank accounts, including investments
- Make sure the banks 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



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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
 - Online Banking
 - 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

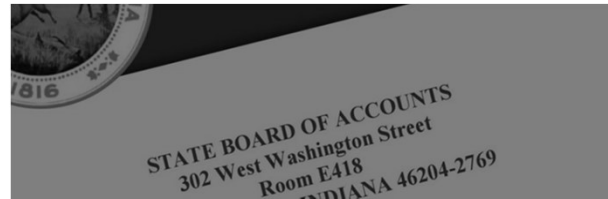
- Indiana Treasurers Association
 - Directory
 - Website
- Association of Indiana Counties
 - Website
 - Contact information
- Indiana Code
- Indiana Archives and Record Management
- Department of Local Government Finance



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Resources

- State Board of Accounts
 - Website
 - Treasurers' page
 - Accounting and Uniform Compliance Manual and Bulletins
 - Contact information
 - counties@sboa.in.gov
- Indiana Gateway for Government
 - Website – gateway.ifonline.org
 - Help Desk – gateway@sboa.in.gov



INDIANA
Gateway



Indiana State Board of Accounts



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