


# ROLES OF THE TREASURER



2022 NEWLY ELECTED OFFICER TRAINING

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## 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



- OCustodian of all money belonging to the county
- OReceive all money coming into the treasury
- OKeep regular business hours

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## RECORDS



- OIC 36-2-10-15 – Separate funds ledger
- OIC 36-2-10-16 – Monthly Financial Report
- OIC 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 Account



### o County Directors

- Ricci Hofherr
- Staci Byrns

Phone: (317)232-2512

Email: [Counties@sboa.in.gov](mailto:Counties@sboa.in.gov)

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## Gateway Website



### o [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



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