I wish to thank Vicki Kitchen, Immediate Past President, for her outstanding leadership this past year and congratulate her on a very successful conference in Michigan City. With Vicki’s leadership, we welcomed several new members this year, and I was pleased to see so many of our new Clerk-Treasurers at the conference. Going forward, please continue to reach out to our new colleagues, especially those in your neighboring communities, to let them know there is support available.

For many of you, this will be your first budget and even for the seasoned Clerk-Treasurers, the DLGF advised us of many legislative changes that will affect the way we handle this year’s budget process. I strongly encourage you to go to the Budget Workshop that will be scheduled with your local DLGF field representative to learn of these changes and how they will affect you. Through these workshops, they will work one-on-one with you to help you through your budget. This is a great help for getting your budget started and/or completed. I hope all of you can attend one of the District Meetings as they are always very informative. One will be held on October 13th at Middlebury in the north part of the State and October 26th in Rising Sun in the south half of the State. You are welcome to attend either one. There will be an education day on October 12th in Middlebury and October 25th in Rising Sun.

Please consider getting involved in the coming years as the success of the League is only achieved through our participation. New perspectives and ideas are what will help to keep the League successful in the coming years. I especially encourage new members to start getting involved now. The friendships you make through the league are a totally different dynamic because we experience situations no one else can quite understand except a fellow Clerk-Treasurer, Clerk, or Deputy. It is a wonderful feeling to know you can call on someone that will understand what you are going through.

Thank you for serving your community each and every day. And, thank you for giving me the opportunity to serve you as President of the wonderful organization.

Tami Runyon, IAMC,MMC,CPFA
Clerk-Treasurer, City of Bluffton
2016-2017 ILMCT President
Departing words from Past President, Vicki Kitchen

Officers, Colleagues, and Friends:

I would like to thank each and every one of you for allowing me to serve as your 2015/2016 President. Being an officer in ILMCT was a very memorable experience.

I would also like to thank the education, legislative, executive and conference committee for working so hard with me to make it a successful year.

The newly installed officers are already busy working for you.

Get involved in your league!!!

Best wishes for the new clerk’s as they move into their first budget preparation. We were all there once and are willing to help and encourage you to succeed.

Meet ILMCT Secretary -Treasurer, Wesley R. Bennett from Plainfield

WESLEY R. BENNETT, CLERK-TREASURER

Wes Bennett has been serving as the Clerk-Treasurer for the Town of Plainfield, since August of 2005. As the fiscal agent for the town, Wes is responsible for all financial record-keeping and management. In addition, his responsibilities include timekeeping and payroll, bank reconciliations, investments, budgets, public meeting documentation, record retention, audit controls, account payable/receivables and utility billing. He has been recognized by the Indiana Association of Cities & Town’s (IACT), as a Certified Municipal Official (CMO). Wes has been appointed by Governor Pence and serves the Indiana Association of Cities & Towns (IACT) as their representative to Indiana’s Statewide E911 Board. He also serves IACT on their Public Safety and Legislative Committees. He is also Co-chairman of the Indiana League of Municipal Clerks & Treasurer’s (ILMCT), Legislative Committee. Wes currently serves the ILMCT as its Secretary/Treasurer. Wes is a 1976 graduate of Plainfield High School. He and his wife Suzy have two adult sons. He is a past president of the Optimist Club and volunteers for several non-profit organizations, including the American Legion, Meals on Wheels, Fraternal Order of Police, Leadership Hendricks County, and the Hendricks County Republican Party. Wes brings over 25 years of private sector knowledge to the office of Clerk-Treasurer, including sales, marketing, financial and senior management experience.
**Q.** What sources can we use for our local match for the INDOT grant?

**A.** IC 8-23-30-3 states the sources of the local match for the Local Road and Bridge Matching Grant Fund can be one or more of the following: (a) revenue attributable to an increase, after June 30, 2016, in the local unit's motor vehicle excise surtax or wheel tax rate under IC 6-3.5; (b) money received by the local unit as a special distribution of local income taxes under IC 6-3.6-9-17; (c) money in the local unit's rainy day fund under IC 36-1-8-5.1.

The State Board of Accounts, Department of Local Government Finance, Department of Transportation, and Bureau of Motor Vehicles issued a joint memorandum on June 9, 2016 addressing 3 issues regarding the local match. Those 3 issues were (1) the use of existing road funds; (2) use of increased wheel and surtax revenues; and (3) county wheel and surtax ordinances adopted before July 1, 2016. Please refer to the June 9th memo for specific answers to each of the 3 issues addressed.

Here is a direct link to the memo on the SBOA website: [http://www.in.gov/sboa/files/Local_Road_and_Bridge_Matching_Grant_Fund_6_9_16.pdf](http://www.in.gov/sboa/files/Local_Road_and_Bridge_Matching_Grant_Fund_6_9_16.pdf)
Our issues continue to be those listed below. Since our last report in May, additional discussions have been held with Ways & Means Chairman Brown, Tax & Fiscal Policy Chairman Hershman, as well as local legislators from Central Indiana. While our issues were not selected as a summer study committee, we continue to gain some traction by our continued efforts in educating our legislators.

Now is the time to redouble our efforts and contact our legislators as they start to focus on summer study issues and the next session. You legislative committee is willing to discuss these issues with you and your local legislators. Please feel free to reach out and let us know how we can help you facilitate any of these discussions. We had a large impact on a couple key issues last session. Let’s stay in the game, be engaged and we will build upon the gains we made last session.

**Issue #1:** Waive Compensation by “Appointed Officials”  
**Statute:** 36-5-3-6

**Issue #2:** Inequitable Disbursement of Local Court Fees  
**Statute:** 33-37-7-6

**Issue #3:** Resetting of CCD (Municipality) Rate  
**Statutes:** 6-1.1-41 and 36-9-15.5

Your newly elected President, Tami Runyon and Legislative Co-Chair, Wes Bennett, met with DLGF Commissioner, Courtney Schaafsma, and her staff, to discuss several issues concerning local government. We have summarized those discussions below.

Internal Controls is a permanent part of our day-to-day operation. Proper implementation and on-going training and auditing will be critical to the success of this initiative. It will be a strong point of emphasis at DLGF and SBoA. Local government will need to adapt and be prepared to maintain, train, audit and account for its Internal Control Policy and Procedures.

As part of the internal controls initiative, discussions were had covering enhanced training and certification for Fiscal Officers, Clerks, Treasurers and those who handle the day-to-day financial operations of the City or Town. As our jobs become more and more comprehensive, additional training and resources will be needed to carry out our job responsibilities. Again, being proactive and involved in the decision-making process will help us to manage the outcomes.

As of this writing, the DLGF should be ready to release a memo that will provide direction about the new legislation combining LOIT and all the other Local Income taxes. It is likely additional training and information will be needed to fully understand this new law’s effect. It goes without saying we will need to be diligent in talking with our local County Councils, COIT Boards and County Auditors to ensure we understand and receive the full amount of CAGIC, COIT, EDIT and LIT, that we are entitled to receive.

Future training classes covering this issue are likely to be made available. If so, we strongly recommend everyone attend these training session.

We discussed the transfer of unused and unencumbered funds to the Rainy Day Fund from other Funds besides the General Fund. This may already be allowable thru IC.36-1-6.5. We will investigate further with the SBOA. We offered and suggested the State allow the combining of the LRS Fund with the MVH fund as well as the placing CCI Cigarette Tax dollars into the General Fund, instead of its own fund. Commissioner Schaafsma suggested talking with Senate Budget Director, David Reynolds, in addition to Sen. Hershman & Rep. Brown.

This wraps the latest update from your legislative committee. Thank you to everyone who has been engaged and we encourage everyone get involved and build a relationship with your legislators. It can go a long way towards helping you have a forceful and positive impact on your local community and around the state.

Respectfully,

Wes Bennett & Michael Griffin  
Co-Chairmen
ILMCT 80th Annual Conference
### 2016-2017 ILMCT Officers, Committees and Appointments

#### ILMCT EXECUTIVE COMMITTEE REPRESENTATIVE STANDING COMMITTEES

**Executive Committee**

**Officers**

**President-Tamara Runyon**, IAMC, MMC, CPFA, CMO
Clerk-Treasurer Bluffton

**Vice-president** — Terri Buckmaster, IAMC, MMC, Clerk-Treasurer, Walkerton

**Secretary – Treasurer** - Wes Bennett, IAMC, Clerk-Treasurer, Plainfield

**Immediate Past President** — Vicki Kitchen, IAMC, MMC, Clerk-North Liberty

**First/Second Class City Representative**

Vicki Conlon, IAMC, City Clerk-Jeffersonville
Kathleen “Kathy” Walton, IAMC, CMC, City Clerk, Lawrence

**Third Class Cities:**

Lynne Christian, IAMC Clerk-Treasurer, Warsaw
Jim Mann, Clerk-Treasurer, Monticello
Karen McQueen, Clerk-Treasurer, Brazil

**Towns:**

Janet M Anglemyer, IAMC, Clerk-Treasurer, Bremen
Sandra Hash, IAMC, MMC, Clerk-Treasurer, Ellettsville
Madalyn, Sade-Bartl, IAMC, MSM Clerk-Treasurer, Churubusco
Carrie Mugford, IAMC Clerk-Treasurer, North Manchester
Cynthia Morrison, Clerk-Treasurer, Dale

**Standing Committee Chair**

Susan Beadle, IAMC, City Clerk, Elkhart

**Past Presidents of the League who are also active members**

Amy Cating, IAMC, Clerk Treasurers Danville, 2014-2015
Kathy Parsons, IAMC, MMC, CPFA, CPFIM Clerk-Treasurer, Fremont, 2013-2014
Debra Twitchell, IAMC, MMC, CPFA, Angola, 2012-2013
Dave Shafer, IAMC, MMC Clerk-Treasurer, Munster, 2010-2011
Laura Baker, IAMC, MMC Clerk-Treasurer, Eina Green, 2009-2010
Michael Griffin, IAMC, MMC, CPFA, CPFIM, Clerk-Treasurer, Highland, 2001-2002
Deborah Block, IAMC, MMC City Clerk, Mishawaka, 2000-2001
Brenda Young, IAMC, MMC, Clerk-Treasurer, Nashville, 1997-1998
Frank Zerr, IAMC Clerk-Treasurer Shelbyville

**District 1** (by Counties):

- Benton, Carroll, Cass, Fulton, Howard, Jasper, Laporte, Lake, Marshall, Newton, Porter, Pulaski, St Joseph, Starke and White
- Janice Malinowski, IAMC, MMC, Clerk-Treasurer, Schererville

**District 2** (by Counties)

- Adam, Allen, Blackford, Dekalb, Elkhart, Grant, Huntington, Jay, Kosciusko, Lagrange, Miami, Noble, Steuben, Wabash, Wells and Whiteley
- Michelle Sexton, IAMC, MMC, Clerk-Treasurer, Van Buren

**District 3** (By Counties): Boone, Clay, Clinton, Fountain, Hendricks, Montgomery, Morgan, Owen, Parke, Putnam, Tippecanoe, Vermillion, Vigo and Warren

- Terri Gadd, IAMC, Clerk-Treasurer, Crawfordsville

**District 4** (By Counties): Delaware, Fayette, Hamilton, Hancock, Henry, Johnson, Madison, Marion, Randolph, Rush, Shelby, Tipton, Union and Wayne

- Jan Unger, IAMC, MMC, Clerk-Treasurer, Cicero

**District 5** (By Counties) Crawford, Daviess, Gibson, Greene, Knox, Lawrence, Martin, Monroe, Orange, Perry, Pike, Posey Spencer, Sullivan, Vanderburgh and Warrick

- Jenny Richter, Clerk-Treasurer, Tell City

**District 6** (By Counties) Bartholomew, Brown, Clark, Dearborn, Decatur, Floyd, Franklin, Harrison, Jackson, Jennings, Ohio, Ripley, Scott, Switzerland and Washington

- Rae Baker, IAMC, MMC, CPFA, Clerk-Treasurer, Rising Sun

**Conference Site Selection Committee Chairs**

- Tami Runyon, IAMC, MMC, CPFA, Clerk-Treasurer, Bluffton
- Terri Buckmaster, IAMC, MMC, Clerk-Treasurer, Walkerton
- Wes Bennett IAMC, Clerk-Treasurer, Plainfield
- Vicki Kitchen, IAMC, MMC, CPFA, Clerk-Treasurer, North Liberty

**Conference Site Selection Committee Chairs**

- Janet Anglemyer, IAMC, CMC Clerk-treasurer, Breman, Bluffton
- Brenda Young, Clerk-Treasurer, Nashville

**Conference Site Selection Committee Chairs**

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- Dave Shafer, IAMC, MMC Clerk-Treasurer, Munster, 2010-2011
- Laura Baker, IAMC, MMC Clerk-Treasurer, Eina Green, 2009-2010
- Michael Griffin, IAMC, MMC, CPFA, CPFIM, Clerk-Treasurer, Highland, 2001-2002
- Deborah Block, IAMC, MMC City Clerk, Mishawaka, 2000-2001
- Brenda Young, IAMC, MMC, Clerk-Treasurer, Nashville, 1997-1998
- Frank Zerr, IAMC Clerk-Treasurer Shelbyville

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**District 2** (by Counties)

- Adam, Allen, Blackford, Dekalb, Elkhart, Grant, Huntington, Jay, Kosciusko, Lagrange, Miami, Noble, Steuben, Wabash, Wells and Whiteley
- Michelle Sexton, IAMC, MMC, Clerk-Treasurer, Van Buren

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- Rae Baker, IAMC, MMC, CPFA, Clerk-Treasurer, Rising Sun

**Standing Committees:**

**Auditing Committee**

- Chair: Karen McQueen Clerk-Treasurer – Brazil

**Budget Committee**

- Chair: Tami Runyon, IAMC, MMC, CPFA, Clerk-Treasurer, Bluffton
- Terri Buckmaster, IAMC, MMC, Clerk-Treasurer, Walkerton
- Wes Bennett IAMC, Clerk-Treasurer, Plainfield
- Vicki Kitchen, IAMC, MMC, CPFA, Clerk-Treasurer, North Liberty

**Constitution and By Laws**

- Chair: Angela Eck, IAMC, Clerk-Treasurer, Butler
- Kathy Parsons, IAMC, MMC, CPFA, Clerk-Treasurer, Fremont

**2017 Conference Co-Chair**

- Janet Anglemyer, IAMC, CMC Clerk-treasurer, Breman, Bluffton
- Brenda Young, Clerk-Treasurer, Nashville

**Conference Site Selection Committee Chairs**

- Terri Buckmaster, IAMC, MMC, Clerk-Treasurer, Walkerton
- Vicki Kitchen, IAMC, MMC, Clerk-Treasurer, North Liberty
- Debora Block, IAMC, MMC, City Clerk, Mishawaka
- Kathy Parsons, IAMC, MMC, CPFA, CPFIM, Clerk-Treasurer, Fremont

**Nominating Committee**

- Chair: Debra Twitchell, IAMC, MMC, CPFA, Clerk-Treasurer, Angola
- Kathy Parsons, IAMC, MMC, CPFA, Clerk-Treasurer, Fremont
- Vicki Kitchen, IAMC, MMC, Clerk-Treasurer, North Liberty

**Membership Committee**

- Chair: Terri Buckmaster, IAMC, MMC, Clerk-Treasurer, Walkerton
### 2016-2017 Officers, Committees and Appointments (continued)

#### Education and Development Committee Chairs
- **Co-Chair**: Beth Neff, IAMC,MMC, Clerk-Treasurer, Yorktown
- **Co-Chair**: Joey Lynch, IAMC, CMC, Clerk-Treasurer, Greendale
- **Co-Chair**: Julie Flores, IAMC, CMC, Controller, Marion

#### Education and Development Committee Members
- Judy Anderson, IAMC, CMC, Clerk-Treasurer, Darlington
- Rae Baker, Clerk-Treasurer, IAMC, MMC., CPFA, Clerk-Treasurer
- Wes Bennett, IAMC, Clerk-Treasurer, Plainfield
- Terri Buckmaster, IAMC, MMC, Clerk-Treasurer, Walkerton
- Jane Brockes, Controller, Bargersville
- Diana Bossingham, Clerk-Treasurer, Southport
- Robyn Cook, IAMC, CMC, Clerk-Treasurer, Atlanta
- Sandy Hash, IAMC, MMC, Clerk-Treasurer, Ellettsville
- Karen Heim, Clerk-Treasurer, Culver
- Barb Hawn, Clerk-Treasurer, Ligonier
- Pat Hawrrot, IAMC, MMC, Clerk-Treasurer, Dyer
- Kathy Juilerratt, IAMC, Clerk-Treasurer, Town of Converse
- Vicki Kitchen, IAMC,MMC, Clerk-Treasurer, North Liberty
- Janice Malinowski, IAMC, MMC, Clerk-Treasurer, Schererville
- Katie Minchuk, Clerk-Treasurer, Highland
- Kathy Parsons, IAMC/MMC/CPFA, CPFIM, Clerk-Treasurer, Fremont
- Tina Paxson, Clerk-Treasurer, City of Portland
- Sherrie Peters, Encumbering Officer, Town of Highland
- Jenny Richter, IAMC, Clerk-Treasurer, City of Tell City
- Tami Runyon, IAMC, MMC, Clerk-Treasurer, Bluffton
- Madalyn Sade-Bartl, IAMC,MMC, Clerk-Treasurer, Town of Churubusco
- Michelle Sexton, IAMC, MMC Clerk-Treasurer
- Jan Unger, IAMC, MMC, Clerk-Treasurer, Cicero
- Liz Walden, IAMC, Clerk-Treasurer, Town of Van Buren
- Kathleen “Kathy” Walton, IAMC,MMC, City Clerk, Lawrence
- Todd Caldwell, State Board of Accounts

#### MENTOR COMMITTEE
- **Co-Chair**: North Jane Jordan, IAMC,MMC, Clerk-Treasurer, Burns Harbor
- **Co-Chair**: South Cindy Morrison, Clerk-Treasurer, Dale

District Directors:
- District 1 Janice Malinowski, IAMC,MMC, Clerk-Treasurer, Schererville
- District 2 Michelle Sexton
- District 3 Terri Gadd, Clerk-Treasurer, Crawfordsville
- District 4 Jan Unger, IAMC, MMC, Clerk-Treasurer, Cicero
- District 5 Jenny Richter, Clerk-Treasurer, Tell City
- District 6 Rae Baker, IAMC, MMC, Clerk-Treasurer, Rising Sun
- Tami Runyon, IAMC, MMC, CPFA Clerk-Treasurer, Bluffton
- Terri Buckmaster, IAMC,MMC, Clerk-Treasurer, Walkerton
- Wes Bennett, IAMC, Clerk-Treasurer, Fremont
- Vicki Kitchen, IAMC,MMC, Clerk-Treasurer, North Liberty
- Kathy Parsons, IAMC, MMC,CPFA, CPFIM, Clerk-Treasurer, Fremont
- Katie Minchuk Deputy Clerk, Town of Highland
- Carrie Mugford, IAMC, Clerk-Treasurer, Manchester

#### Legislative Committee:
- **Co-Chair**: Michael Griffin, IAMC,MMC,CPFA, CPFIM, Clerk-Treasurer, Highland
- **Co-Chair**: Wes Bennett, Clerk-Treasurer, Plainfield
- **Co-Chair**: Deborah Block, IAMC, MMC, Clerk, Mishawaka
- Janet M Anglemyer, IMC, Clerk-Treasurer, Bremen
- Rae Baker-Gipson, IAMC,MMC, Clerk-Treasurer, Rising Sun
- Sue Beadle, IAMC, City Clerk Elkhart
- Terri Buckmaster, IAMC, MMC, Clerk-Treasurer, Walkerton
- Vicki Conlon, Controller, Jeffersonville
- Lynne Christiansen, Clerk-Treasurer, Warsaw
- Vicki Kitchen, IAMC,MMC, Clerk-Treasurer, North Liberty
- Karen McQueen, Clerk-Treasurer, Brazil
- Tamara D. Runyon, IAMC,MMC, CPFA, Clerk-Treasurer, Bluffton
- Kathy Parsons, IAMC,MMC,CPFA, CPFIM, Clerk-Treasurer, Fremont
- Madalyn Sade-Bartl, IAMC, MSM, Clerk-Treasurer, Churubusco
- Dave Shafer, IAMC,MMC, Clerk-Treasurer, Munster
- Pam Smart, Clerk-Treasurer, City of Hartford
- Debra “Deb” A. Twitchell, IAMC,MMC,CPFA, Clerk-Treasurer, Angola
- Kathleen “Kathy” Walton, IAMC, CMC, City Clerk, Lawrence

#### Quest Editor
- Kathy Parsons, IAMC, MMC, CPFA, CPFIM, Clerk-Treasurer, Fremont

#### Parliamentarian
- Dave Shafer, IAMC,MMC, Clerk-Treasurer, Munster

#### Resolution Committee
- Vicki Conlon, Controller, Jeffersonville

#### Historian
- Vicki Hargis, IAMC, Clerk-Treasurer, Eaton
- Marcy Wilsak, IAMC, CMC, Accounting Analyst, Munster

#### Webmaster Assistant
- Kathy Parsons, IAMC, MMC, CPFA, CPFIM Clerk-Treasurer, Fremont

For contact information, please see the directory or list serv.

- Tami Runyon, President, cityclerk@ci.bluffton.in.us
- Terri Buckmaster, Vice-President terri@walkerton.org
- Wes Bennett, Secretary-Treasurer wbennett@townofplainfield.in.us
- Vicki Kitchen, Immediate President nclerk@yahoo.com
# 2016 ILMCT District Meeting & Education Day

The ILMCT District Meetings & Education Days will take place in Middlebury and Rising Sun this fall. The meeting in Middlebury will take place October 12-13 and the meeting in Rising Sun will take place October 25-26. Day 1 is Education Day and will include presentations on internal control systems, new documentation requirements, your human resources responsibilities, and much more! Day 2 will include a welcome from ILMCT President, Tamara Runyon, followed by presentations from the State Board of Accounts and Department of Local Government Finance. Day 2 is a State Board of Accounts called meeting. A continental breakfast and lunch will be provided at the district meeting (Day 2). Don’t forget to bring a door prize!

## Day 1: Education Day (Middlebury)

<table>
<thead>
<tr>
<th>Time/Activity</th>
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<tbody>
<tr>
<td>8:30 a.m. – 9:00 a.m.</td>
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<tr>
<td>Registration</td>
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<tr>
<td>9:00 a.m. – Noon</td>
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<tr>
<td>Internal Controls</td>
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<tr>
<td>Noon – 1:30 p.m.</td>
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<tr>
<td>Lunch on your own</td>
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<tr>
<td>1:30 p.m. – 4:30 p.m.</td>
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<tr>
<td>Human Resources and Year End Responsibilities</td>
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## Day 1: Education Day (Rising Sun)

<table>
<thead>
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<th>Time/Activity</th>
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<tbody>
<tr>
<td>8:30 a.m. – 9:00 a.m.</td>
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<tr>
<td>Registration</td>
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<tr>
<td>9:00 a.m. – Noon</td>
</tr>
<tr>
<td>Internal Controls</td>
</tr>
<tr>
<td>Noon – 1:00 p.m.</td>
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<tr>
<td>Buffet lunch provided</td>
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<tr>
<td>1:00 p.m. – 4:00 p.m.</td>
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<tr>
<td>Human Resources and Year End Responsibilities</td>
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</tbody>
</table>

## Day 2: District Meeting (Both locations)

<table>
<thead>
<tr>
<th>Time/Activity</th>
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<tbody>
<tr>
<td>8:30 a.m. – 9:30 a.m.</td>
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<tr>
<td>Registration and Continental Breakfast</td>
</tr>
<tr>
<td>9:30 a.m. – 11:30 a.m.</td>
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<tr>
<td>Introduction of Officers, District Directors and</td>
</tr>
<tr>
<td>Guests State Board of Accounts</td>
</tr>
<tr>
<td>11:30 a.m. – 1:00 p.m.</td>
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<tr>
<td>Lunch</td>
</tr>
<tr>
<td>1:00 p.m. – 2:30 p.m.</td>
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<tr>
<td>Department of Local Government Finance</td>
</tr>
<tr>
<td>2:30 p.m. – 3:00 p.m.</td>
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<tr>
<td>Question and Answer Session Door Prizes</td>
</tr>
</tbody>
</table>

## Class Descriptions

### Internal Controls

**3 Hours, Category III**  
*Presented by Jim Higgins, London Witte Group, LLC*

This three-hour class will provide attendees with a practical and no-nonsense overview of the past, present, and future of local internal control systems and the shifting of the documentation requirements that are becoming place on cities and towns by the State Board of Accounts. Additional emphasis will be placed on the impacts to one person offices.

### Human Resources and Year End Responsibilities

**3 Hours, Category I**  
*Presented by Suzy Bass and Mitch Ripley, HR Unlimited Resources*

What do you mean I am responsible for Human Resources Director responsibilities as well as my Clerk-Treasurer duties? In the first part of this session, we will cover all of the areas that you are responsible for in the area of Human Resources. For example, are you aware that if you have a new employee you are required to clear them through the E-Verify system? Are you aware that you are responsible for OSHA year-end reports? We will also cover areas in the Federal and State statutes, which have changed and may affect your current employees. In the second half of the class, we will cover all of the year-end duties for your role as Clerk-Treasurer. Please be ready with questions on both subjects as we plan to save enough time to cover your areas of concern.
LOCATIONS
MIDDLEBURY
October 12-13
Das Dutchman Essenhaus
240 US 20
Middlebury, IN 46540

Registration Deadline: October 5

Hotel Information:
Standard Room Rate: $105 (Single/Double, Breakfast Included)

Please contact the Essenhaus directly at (800) 455-9471 for hotel reservations and request the ILMC rate. Hotel reservations should be made no later than September 11. ILMC is not responsible for hotel reservations or cancellations.

RISING SUN
October 25-26
Rising Star Casino Resort
777 Rising Star Drive
Rising Sun, IN 47080

Registration Deadline: October 18

Hotel Information:
Standard Room Rate: $69 (Single/Double)

Please contact Rising Star Casino Resort directly at (800) 472-6311 for hotel reservations and request the ILMC room block. Hotel reservations should be made no later than October 17. ILMC is not responsible for hotel reservations or cancellations.

ILMC DISTRICT MEETING & EDUCATION DAY REGISTRATION FORM

<table>
<thead>
<tr>
<th>Your Information</th>
<th>Middlebury</th>
<th>October 12-13</th>
<th>Rising Sun</th>
<th>October 25-26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location Attending (circle one)</td>
<td>Middlebury</td>
<td>October 12-13</td>
<td>Rising Sun</td>
<td>October 25-26</td>
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<tr>
<td>Full Name</td>
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<tr>
<td>Preferred Name for badge</td>
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<td>Municipality/Company</td>
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| Special Needs and Veterinary Restrictions              |            |               |            |               |

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<thead>
<tr>
<th>2016 ILMCT District Meeting Middlebury Registration Fees</th>
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<tr>
<td>☐ Full Registration (Education Day &amp; District Meeting)</td>
<td>$146.00</td>
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<td>☐ Education Day Only</td>
<td>$90.00</td>
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<td>☐ District Meeting Only</td>
<td>$50.00</td>
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<td><em>Please add $25 to late or onsite registrations.</em></td>
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<th>2016 ILMCT District Meeting Rising Sun Registration Fees</th>
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<tr>
<td>☐ Full Registration (Education Day &amp; District Meeting)</td>
<td>$155.00</td>
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<td>☐ Education Day Only</td>
<td>$105.00</td>
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<td>☐ District Meeting Only</td>
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Please make checks payable to ILMCT and mail to ILMCT, 125 W Market Street, Suite 240, Indianapolis, IN 46204. Please include a copy of your registration form with your payment. Cancellations received in writing on or prior to the registration deadline will be refunded minus a $25 processing fee. Registrations cancelled after the registration deadline will not be refunded. Cancellations should be faxed to (317) 231-6206 or emailed to aspurgeon@citiesandtowns.org.

The District Meeting (Day 2) is a called meeting of the State Board of Accounts. Indiana law (IC 5-11-14-1) allows for city and town officials who attend called meetings to pay for registration or be reimbursed for travel expenses from the General Fund from any money not otherwise appropriated. Further, the law specifies that a claim for registration and travel expenses incurred while attending a called meeting may not be denied by the body responsible for the approval of the claim if the claim complies with IC 5-11-10-1.6 and IC 5-11-14-1.
QUEST is published quarterly by the Indiana League of Municipal Clerks and Treasurers (ILMCT), for and about Indiana’s Clerks, Clerk-Treasurers, Deputies and Controllers.

Send articles and comments by email to Kathy Parsons at fremontct@townoffremont.org
Or via USPS Town of Fremont, PO Box 602, Fremont, IN 46737
Telephone 260-495-7805
Fax 260-495-2446

Upcoming Dates

IACT Annual Conference - October 4-October 6, 2016 French Lick, Indiana

ILMCT North District meeting - October 12 & 13, Middlebury

ILMCT South District meeting - October 25 & 26, Rising Sun