Message from the President

To my fellow Colleagues:

The October District meetings were very informative as always. I have since then found that I will need to check out the Indiana Bond Bank for I will not see any money (hopefully) until August. So, therefore, I am not a very popular person with the departments right now since I have told them that payroll will come first so tighten up the belts.

IIMC Region V meeting was in Nashville, TN and it was wonderful. That is the first time I have visited Nashville and the Opryland area. I really enjoyed the Theft Identity class that was offered and I am hoping we can offer a class like that also. I think everyone would benefit from taking this course.

New Directions: Coming Full Circle in Clerk and Clerk-Treasurer Education

The 8th Annual Municipal Clerks and Treasurers Institute and Academy
March 10-14, 2003

Kay A. Brown, IAMC, CMC, CMFA
Debra A. Twitchell, IAMC, CMC, CMFA
Co Chairs ILMCT Education Development Committee

The Indiana League of Municipal Clerks and Treasurers and the Ball State University Center for Economic and Community Development would like to invite you to the 8th Annual Municipal Clerks and Treasurers Institute and Academy. By attending the Institute or Academy, you will be on your way to earning an IAMC (Indiana Accredited Municipal Clerk), CMC (Certified Municipal Clerk), MMC (Master Municipal Clerk), or CMFA (Certified Municipal Finance Administrator) designation. It is our firm belief that education is the door to our future and opens unlimited possibilities for the goals we set for our communities and ourselves.

The Institute and Academy is a week-long continuing education program conducted in a classroom setting and designed to enhance personal and professional development. You will be provided a “textbook” with materials for class and future reference. The classes are hands-on, interactive, and taught by experienced instructors who will help you develop skills that can be applied every day. Networking with veteran colleagues in an educational atmosphere is invaluable.

The adage is that success is in numbers. In 1996, eighteen Clerks, Clerk-Treasurers, and Deputy Clerks attended the first Institute and in 2002, 100 attended the Institute and Academy. At the 2002 conference in April, the League recognized 12 Indiana Accredited Municipal Clerks and 19 Certified Municipal Clerks. In addition, nine Master Municipal Clerk Academy memberships were acknowledged. Active League members constitute 100 Indiana Accredited Municipal Clerks, 69 Certified Municipal Clerks, 22 Master Municipal Clerk Academy memberships, and four Certified Municipal Finance Administrators.

We challenge you to step through the door, to sharpen the skills you possess, and to develop new skills. Please join your colleagues by attending one or all of the classes offered at the 8th Annual Municipal Clerks and Treasurers Institute and Academy.

The brochure you received in the mail recently has complete program and registration information. If you need additional information contact Rose Scovel, Institute Director, at 765-285-2894.
**Ask Charlie:**
Charlie Pride, State Board of Accounts

**Question:** A city or town wants to encumber 2002 appropriations into the 2003 budget year. What procedures must be followed in order to properly encumber funds at year-end?

**Answer:** Any unpaid orders and those items under contract are to be added for each appropriation account and the total carried to the new 2003 corresponding account. The actual unpaid amount of the purchase orders or contracts should be totaled and shown as a separate amount on the appropriation ledger sheet for 2003, with proper explanation, and added to the 2003 appropriation for the same purpose. By properly carrying out this procedure, the 2003 budget will not be expected to stand any expense not anticipated in making the 2003 budget.

We suggest the proper officials of the city or town make a listing of these encumbered items and make it part of their minutes in their last business meeting of the year. The Department of Local Government Finance should be sent a copy of the listing before the end of January, 2003.

Keep in mind the appropriations encumbered and carried forward can be used for no other purpose other than the purchase order or the contract for which they were appropriated.

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**Paige's Corner**

Paige Gilpin, Department of Local Government Finance
Pgillpin@ich.state.in.us

**Question:** When will I receive my final 2003 budget order from the DLGF?

**Answer:** The time frame for certifying budget orders is directly dependent on the status of your county’s reassessment. If the DLGF does not have final assessed values from your county by February 15, 2003 then the DLGF will provide estimates of appropriations only. When the county finally certifies assessed values, the DLGF will rework budgets (which may result in changes to previously “estimated” certified appropriations) and certify budgets, rates and levies. Taxing units will receive a “1782 Notice” with the final rework that will allow seven calendar days to request changes.

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**IIMC's Recertification Program Countdown to January 1, 2004**

At IIMC's 1999 Annual Conference in Ottawa, Canada, the Board of Directors approved establishment of a Recertification Program for its members. The Program became effective on January 1, 2000. The Recertification Program applies only to IIMC members who are Certified Municipal Clerks (CMC) and who do not plan to pursue the Master Municipal Clerk (MMC) designation.

The following is reprinted from IIMC's September 1999: News Digest. Regular notices and information about the Recertification Program and the requirements for recertifying will appear in each issue of the Digest through January 2004. Please call IIMC for details about the Program or visit our web site at www.iimc.com.

**CRITERIA FOR RECERTIFICATION**

Following are criteria approved by the Board of Directors to guide the Recertification Program.

- Recertification applies only to CMCs not actively pursuing entrance into the Master Municipal Clerk Academy (MMCA) program. The MMCA is the new name for the Academy (formerly AAEJ) and only the name of the Academy, the names of the levels of study and the awarding of pins will change. Retired members may retain their CMC designation without being recertified.
- Clerks must recertify every four years following their date of certification. They will complete a minimum of ten (10) hours of education in four (4) years. They will then submit a formal letter requesting recertification, provide documentation of the 40 hours of education and pay a $25 recertification fee.
- A Clerk's Certification will expire if it is not renewed every four years. At the end of the four year-period, IIMC will send a letter informing the Clerk that their Certification is about to expire.
- If a Clerk's Certification is allowed to expire, the CMC status may be reinstated by completing a new application form for certification and paying the Certification fee. The Clerk will also have to document 50 hours of continuing education, 25 hours of which must have been acquired within the 12-month period prior to submitting an application for reinstatement as a CMC.
- Individual Clerks will be responsible for selecting, scheduling, attending and verifying completion of their ten recertification training hours each year. Training should be relevant to the Clerk's work or professional growth.
- Re-Certification training may include a variety of learning or study options, including home study courses, state, local or chapter meetings or conferences, IIMC Annual or Regional Conference attendance, on-the-job training programs, correspondence courses, college courses, independent study, MMCA courses and IIMC education sessions. Clerks are encouraged to consult with IIMC, state/provincial and regional associations, and Institute staff on learning resources in their areas, and on nontraditional, self study and distance learning opportunities.
- Recertification hours which meet MMCA standards and which were intended for use toward recertification may be used for MMC credit and the Clerk later chooses to enter the Master Municipal Clerks Academy, and pursue the MMC designation.

Reprinted from the September/October 2002 IIMC News Digest.
CONGRATULATIONS TO 2002 CERTIFICATION RECIPIENTS

LAMC:
Bargersville
Carthage
Cicero
Columbus
Hagerstown
Hudson
Jeffersonville
Jeffersonville
Jeffersonville
Munster
Munster
North Liberty
Orland
Westfield
Whiteland

Deputy Clerk-Treasurer
Clerk-Treasurer
Clerk-Treasurer
Deputy Clerk-Treasurer
Clerk-Treasurer
Clerk-Treasurer
Chief Deputy Clerk-Treasurer
Deputy Clerk-Treasurer
Clerk-Treasurer
Clerk-Treasurer
Clerk-Treasurer
Clerk-Treasurer

Billie Jo Shue
Jennifer L. Collins
Janice Unger
Betty Jean Beshear
Robin Ritter
Ata (Tatsy) Hayes
Peggy Wilder
Suzy Bass
Barbara Hollis
Patricia Abbott
David Shafer
Vickie Kitchen
Rhonda Engle
Cindy Gossard
Michelle Gabehart

MMC Academy:
Entry Level:
Goshen
Greenfield
Huntertown
Prince's Lake
Washington

Deputy Clerk-Treasurer
Clerk-Treasurer
Clerk-Treasurer
Clerk-Treasurer
Clerk-Treasurer

Bev Yoder
Larry Breese
Robin Riley
Jill Jackson
Rita Ducharme

1st Level:
Goshen
Highland
Nashville
Montpelier
W Lafayette

Clerk-Treasurer
Clerk-Treasurer
Clerk-Treasurer
Clerk-Treasurer
Clerk-Treasurer

Nancy Hoke
Michael Griffin
Brenda Young
Dennis Clouse
Judith Rhodes

2nd Level:
Frankfort

Clerk-Treasurer

Marilyn Chittick

CMC:
Bargersville
Dyer
Elletsville
Jaggerstown
Highland
Huntington
Kendallville
Kentland
Lowell
Lyons
Munster
Odon
Petersburg
Plymouth
Remington
Rising Sun
Schererville
Shelburn
St. John
Warsaw
Westfield
Whiteland

Clerk-Treasurer
Deputy Clerk-Treasurer
Clerk-Treasurer
Clerk-Treasurer
Deputy Clerk-Treasurer
Clerk-Treasurer
Clerk-Treasurer
Clerk-Treasurer
Clerk-Treasurer
Clerk-Treasurer
Clerk-Treasurer
Clerk-Treasurer
Clerk-Treasurer
Deputy Clerk-Treasurer
Clerk-Treasurer
Clerk-Treasurer
Clerk-Treasurer
Clerk-Treasurer

Gayle Allard
Nancy O'Drobinak
Sandra Hash
Robin Ritter
Carol Morrison
Jay Lahr
Kimberly Forker
Deborah Plunkett
Judy Walters
Bonnie Keene
David Shafer
Opal McDaniel
Mitchell Schapker
Toni Hutchings
Dian Flinn
Rae Baker Gipson
Carol Clark
Jay Southwood
Eunice Machalski
Elaine Call
Cindy Gossard
Michelle Gabehart

CMFA:
Remington
Angola

Clerk-Treasurer
Clerk-Treasurer

Kay Brown
Deb Twitchell

More News
Welcome New Clerks/Clerk Treasurers
Union City -
Brenda J. Campbell replaces Sandy Devaney

ILMCT in Nashville
Right: ILMCT was
well represented at the
Region V meeting held
in Nashville, TN.

Bottom: The League's
district meetings offer
members up-to-the-
minute information
from SBOA and DLGE

In Memoriam

Dave Hurst former representative of the old State Board of Tax Commiss-ioner passed away in October. Dave was also an Honorary Member of our League, inducted at the 2000 Conference. Memorial contributions can be made to either: The Friends of the Library or the American Cancer Society. His wife's name is Gail Hurst, 408 Linwood Drive, Greencastle, IN 46135.