



STATE OF INDIANA

AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
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November 10, 2016

TO: ALL NEWLY – ELECTED CLERKS OF THE CIRCUIT COURT AND
COUNTY RECORDERS

SUBJECT: TRAINING SEMINAR

The State Board of Accounts with the Association of Indiana Counties will conduct a training seminar for all newly-elected Clerks of the Circuit Court and County Recorders pursuant IC 5-11-14-1 to be held on December 15th and 16th, 2016, at the Sheraton Indianapolis Hotel at Keystone Crossing. The meeting will start at 9:00 A.M., December 15, 2016 and will adjourn at 3:30 P.M., December 16, 2016.

Each newly-elected official called shall be entitled to reimbursement from the county for actual lodging expenses for the night of December 15, 2016. A block of rooms has been set aside for this meeting at the rate of \$107 per night. You will need to contact the Sheraton Indianapolis Hotel at Keystone Crossing directly to make reservations if needed. The telephone number is 1-888-627-7814 and let them know you are with the Association of Indiana Counties.

Mileage at a rate per mile from the county seat to the meeting place and return will be certified for payment to the newly-elected Clerks and Recorders providing the conveyance. The mileage rate is determined by the county council. Reimbursement for meals in the amount determined by the county council for meals purchased for each day in attendance will also be allowed for payment to the newly-elected officials from unappropriated county general fund.

The conference will be geared to benefit newly-elected officials. Those Clerks and Recorders re-elected to office after a first term need not attend this conference. The training is geared for those officials new to the office, but feel free to attend if you so desire. This training is on the required training schedules and will count for credit for those officials that are required to obtain training post-election by law.

Registration for the conference may be done on-line at www.indianacounties.org. The registration fee is \$75 for one day or \$150 for the full conference.

If you should have any further questions, please contact Ms. Shannon Lopez or Ms. Lori Rogers at (317) 232-2512.

Sincerely,

Paul D. Joyce, CPA
State Examiner
State Board of Accounts

Sincerely,

David Bottorff
Executive Director
Association of Indiana Counties