

# UNLOCKING KNOWLEDGE FOR A BETTER FUTURE



# JOIN US!

The ILMCT 81st Annual Conference & State Board of Accounts School will be held June 11-15 at the Belterra Casino Resort in Florence, Indiana. ILMCT President Tamara Runyon, Clerk-Treasurer, Bluffton, will preside over the Opening and Closing Business Sessions. Hear vital information from a number of state agencies, including the State Board of Accounts. Monday will highlight educational classes that will provide important information on public records retention and internal controls.

## LEARNING OPPORTUNITIES

### STATE BOARD OF ACCOUNTS SCHOOL

State Board of Accounts School is a "called meeting". 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.

For officials who are unable to attend the full conference, State Board of Accounts School is an opportunity to focus on education by attending events on Tuesday and Wednesday or Wednesday only.

### EDUCATIONAL CLASSES

#### INTERNAL CONTROLS

**Harlita R. Tomlinson, CPA, ACPFA, CPFIM**, Director of Finance & Tax Administrator  
Forest Park, Ohio

This presentation is designed to assist treasury and finance officers in assessing, documenting and enhancing their internal control environ-

ment. Participants will learn how to develop an internal control policy and utilize internal control checklists to draft narratives and flowcharts that outline an entities control environment. Included in the workshop is a copy of the Guide to Internal Controls Handbook, published by the Association of Public Treasurers of the United States and Canada (APT US & C).

#### UNPACKING THE MANY FACETS OF PUBLIC RECORDS RETENTION AND PRESERVATION

**Jim Corridan**, Director and State Archivist, Indiana Archives and Records Administration  
**Michael Griffin, IAMC, MMC, CPFA, CPFIM**, Clerk-Treasurer, Highland  
**Linda Moeller**, Controller, New Albany

As use of technology grows, so does the confusion regarding how, when and where to retain public records. Archiving emails, listserve and social media posts is a challenge. Add in differing software capabilities and understanding when typical retention turns into historic preservation and your mind starts spinning! After a thorough walk-through of the many laws and rules surrounding the retention of public records, participants will tackle several hands-on scenarios to foster greater understanding of how to apply the requirements in their city or town.

## HOTEL INFORMATION

#### BELTERRA CASINO RESORT

777 Belterra Drive  
Florence, IN 47020  
(812) 427-7777

**CHECK IN:** 4:00 p.m.  
**CHECK OUT:** 11:00 a.m.

**ROOM RATES:**  
\$99 plus tax (currently 12%)

**RESERVATION DEADLINE**  
May 26, 2017

Hotel reservations should be made by contacting Belterra directly at (888) 235-8377 and requesting the Indiana League of Municipal Clerks and Treasurers block (Group Code: S0617IL). Reservations must be made by May 26, 2017 to receive the special rate.



## DOOR PRIZES

Please bring a door prize from your hometown! Attendee door prizes and \$200 cash door prizes will be distributed at the Opening and Closing Business Sessions.

Don't miss the Grand Prize Giveaway, a computer donated by Jones & Henry Engineers, to be distributed at the closing of the Exhibit Hall. Additionally, a Vera Bradley giveaway sponsored by Beam, Longest and Neff will take place at the Annual Banquet.



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## 1920'S WELCOME PARTY

Join us for a 1920's themed Welcome Party on Monday evening at the Resort. Pull out your flapper dresses, ostrich feathers and zoot suits for this Gatsby inspired event. Enjoy an evening of Jazz music and even get your picture with a Ford Model A.

## ANNUAL BANQUET

Be sure to stick around for the President's Reception and Annual Banquet on Wednesday night, featuring the well-known and always enjoyed Endless Summer Band.



# AGENDA

All times in Eastern Standard Time.

## SUNDAY, JUNE 11

2:30 p.m. – Conference Registration  
5:00 p.m.

3:00 p.m. – Executive Committee Meeting  
5:00 p.m.

6:00 p.m. – Executive Committee Dinner  
8:00 p.m.

5:00 p.m. – Conference Networking Suite  
Midnight

## MONDAY, JUNE 12

7:00 a.m. – Conference Registration  
5:00 p.m.

8:00 a.m. – Class: Internal Controls  
12:00 p.m.

12:00 p.m. – Luncheon  
1:00 p.m.

1:00 p.m. – Class: Unpacking the Many Facets of Public Records  
Retention and Preservation  
4:00 p.m.

5:30 p.m. – Welcome Party  
8:30 p.m.

7:00 p.m. – Conference Networking Suite  
Midnight

## TUESDAY, JUNE 13

7:00 a.m. – Conference Registration  
5:00 p.m.

7:30 a.m. – State Board of Accounts School Continental Breakfast  
8:45 a.m.

9:00 a.m. – State Board of Accounts Resource Center  
1:00 p.m.

9:00 a.m. – State Board of Accounts School  
12:00 p.m.

12:00 p.m. – State Board of Accounts School Luncheon  
1:00 p.m.

1:30 p.m. – Opening Business Session  
3:30 p.m.

6:00 p.m. – Conference Networking Suite  
Midnight

## WEDNESDAY, JUNE 14

7:00 a.m. – Conference Registration  
9:00 a.m.

7:30 a.m. – Exhibit Hall Open  
4:30 p.m.

7:30 a.m. – Continental Breakfast with Exhibitors  
8:45 a.m.

9:00 a.m. – State Board of Accounts Resource Center  
3:30 p.m.

9:00 a.m. – State Board of Accounts School  
11:30 a.m.

11:30 a.m. – Lunch with Exhibitors  
1:00 p.m.

1:00 p.m. – State Board of Accounts School  
3:30 p.m.

3:30 p.m. – Break with Exhibitors  
4:30 p.m.

4:30 p.m. – Grand Prize Giveaway, Vendor Door Prizes & Exhibit  
Hall Closes

4:30 p.m. – Conference Networking Suite  
6:00 p.m.

5:00 p.m. – Conference Registration  
6:00 p.m.

6:00 p.m. – President's Reception  
7:00 p.m.

7:00 p.m. – Annual Banquet  
11:00 p.m.

## THURSDAY, JUNE 15

8:00 a.m. – Closing Session & Breakfast  
10:00 a.m.

# REGISTRATION FORM

**PRE-REGISTRATION DEADLINE: Friday, May 26, 2017**

Indiana League of Municipal Clerks and Treasurers 81<sup>st</sup> Annual Conference and State Board of Accounts School  
Belterra Casino Resort  
June 11-15, 2017

YOUR INFORMATION		
<b>Name</b>		
Please check applicable designations: <input type="checkbox"/> IAMC (Indiana Accredited Municipal Clerk) <input type="checkbox"/> CMC (Certified Municipal Clerk) <input type="checkbox"/> MMC (Master Municipal Clerk) <input type="checkbox"/> CPFA (Certified Public Finance Administrator) <input type="checkbox"/> CPFIM (Certified Public Funds Investment Manager)		
Preferred Name for Badge		
Municipality/Company		
Title		
Address		
City	State	Zip
Phone		
Email		
If applicable, please check one: <input type="checkbox"/> First Time Attendee <input type="checkbox"/> Past President		
Name of Spouse/Guest (if attending)		
Special Needs and Dietary Restrictions		

Conference Events
Please check the events you plan to attend. This is for planning purposes only. No extra fees apply.
<input type="checkbox"/> Monday Lunch
<input type="checkbox"/> Monday Welcome Party
<input type="checkbox"/> Tuesday Continental Breakfast (State Board of Accounts School)
<input type="checkbox"/> Tuesday Lunch (State Board of Accounts School)
<input type="checkbox"/> Wednesday Continental Breakfast (Exhibit Hall)
<input type="checkbox"/> Wednesday Lunch (State Board of Accounts School)
<input type="checkbox"/> Wednesday President's Reception and Banquet
<input type="checkbox"/> Thursday Breakfast Buffet (Closing Business Session)

### Conference Attire

Except for the Welcome Party and Annual Banquet, business casual attire is suggested for conference events. For the Welcome Party, dress in your favorite 1920's or cocktail attire. For the Annual Banquet, cocktail attire is suggested. Event room temperatures may vary beyond ILMCT control; please wear layers of clothing for your comfort.

### Special Needs

ILMCT will make all conference events accessible to you. If you require special arrangements, or a special diet, please notify ILMCT on your registration form. ILMCT may not be able to accommodate such requests the day of the event.

## REGISTRATION FEES

	On/ Before May 26	After May 26	Enter Amount
<b>Full Registration ILMCT Members</b> Includes entry and meals to all conference events Monday through Thursday, including classes, Welcome Party, State Board of Accounts School, Opening Business Session, Exhibit Hall, President's Reception, Annual Banquet, and Closing Business Session.	\$400	\$450	
<b>Full Registration Nonmembers of ILMCT</b> Includes same as above.	\$500	\$550	
<b>State Board of Accounts School Only</b> (Tuesday and Wednesday) Includes entry and meals to Welcome Party (Monday evening), State Board of Accounts School, Opening Business Session, Exhibit Hall, President's Reception, Annual Banquet, and Closing Business Session (Thursday morning).	\$355	\$405	
<b>State Board of Accounts School Only</b> (Wednesday) Includes entry and meals to State Board of Accounts School, Exhibit Hall, President's Reception, Annual Banquet, and Closing Business Session (Thursday morning).	\$210	\$260	
<b>Retiree</b> The retiree registration fee is restricted to those that served as a clerk or clerk-treasurer for a minimum of 8 years before their retirement. The fee includes admission to all conference events and meals.	\$250	\$300	
<b>President's Reception/Annual Banquet Only</b> (Wednesday evening)	\$75	\$90	
<b>Guest</b> The guest registration fee must accompany a full registration and is restricted to those who are not municipal officials and who have no professional interest at the conference. The fee includes admission to all conference events and meals.	\$250	\$300	
<b>Total Amount Due: \$ _____</b>			

## MAIL COMPLETED REGISTRATION FORM WITH CHECK MADE PAYABLE TO ILMCT:

ILMCT / 125 W Market Street, Suite 100 / Indianapolis, IN 46204

### Cancellation Policy

Written cancellations received on or before Friday, May 26 will be refunded less a \$50 administrative fee. Cancellations should be faxed to (317) 237-6206, or sent to [aspurgeon@aimindiana.org](mailto:aspurgeon@aimindiana.org). No refunds after May 26. ILMCT is not responsible for hotel reservations or cancellations.