



125 W Market Street, Suite 100, Indianapolis, IN 46204 Phone 317.237.6200 Fax 317.237.6206

December 20, 2021

Dear Colleagues,

Please find enclosed with this letter your city or town 2022 dues invoice for membership in the Indiana League of Municipal Clerks & Treasurers.

If you are not already a member, I would like take this opportunity to invite you to join ILMCT. The League was formed in the mid 1930's and consists of City or Town Clerk-Treasurers, Clerks, City Controllers, Deputy Clerk-Treasurers, other Clerk Staff, Affiliates and Honorary members.

By being an ILMCT member, you will have access to a world of information from other cities and towns throughout Indiana. ILMCT exists to provide a network for municipal Clerk-Treasurers and Clerks (such as yourself) to promote development through training and information sharing, to encourage sharing of resources and advice among peers, and to advance the profession of Municipal Clerk-Treasurers. We are excited about the momentum of 2021 and hope to see more individuals have access to these valuable resources.

Once you pay your membership dues, you will have joined one of the most professional, dedicated groups in the State of Indiana. The League provides opportunities to attain continuing education through the institute/academy classes. State Board of Accounts state called meetings are held during the annual conference and fall district meetings. At these events, various state and federal agencies are invited to present the latest information relative to our everyday responsibilities. Your league membership will prove to be cost effective as there are reduced registration fees for attending various events.

MEMBERSHIP BENEFITS

❖ **Notice of League Events (includes training and professional development opportunities)**

The League prides itself on the educational and professional development of our members.

Listed below are networking opportunities that will assist and guide you in performing your duties and enhance your professionalism.

March 13-17 ILMCT Institute and Academy

The Institute and Academy is four days of learning, networking with peers, and a little fun to make the week interesting. You can choose to attend one day or all week. The Education and Professional Development Committee is working with Aim to develop a program with informative instructors and state agencies as well as veteran city and town officials.

June 12-16 ILMCT 85th Annual Conference and State Board of Accounts School

Our annual conference will take place in Michigan City, Indiana. The League will conduct its annual business meeting during the conference as well as the election and installment of officers. ILMCT will offer a day of education. The State Board of Accounts School is a two-day state called meeting. In addition to the State Board of Accounts, representatives from the Department of Local Government Finance, Indiana Department of Revenue, the Internal Revenue Service, the Indiana Public Retirement System and other agencies are invited to provide updates. There will be an exhibit hall for connecting with vendors as well.

District Meeting in October 2022

The League holds a two-day event. One day is dedicated to the ILMCT Institute and Academy and the second day is a State Board of Accounts state called meeting.

❖ **Quest subscription**

The official League newsletter is distributed digitally on the listserv and the website at least three times per year. The newsletter contains dates to remember, updates from across the state, and notes of encouragement from the officers.

❖ **Access to the League website (www.ILMCT.org) and listserv**

The website and listserv were developed to post useful and pertinent information or pose a question to the membership. Sample ordinances, resolutions and policies are available on the website for reference as well.

❖ **League membership roster**

The League membership roster lists contact information for all Indiana cities and towns. In addition, the roster includes the League's constitution, bylaws and history.

ADDITIONAL INFORMATION

❖ **Professional Certification Opportunities**

Through the League institute and academy programs there are certification opportunities available for educational attainment. For additional information, contact Education and Professional Development Co-Chairs:

Vicki Kitchen
Clerk-Treasurer, North Liberty
574-656-4447
vkitchen@northliberty.in.gov

Cindy Morrison
Clerk-Treasurer, Dale
812-937-2086
daleclerktreas@psci.net

❖ **Mentoring Program**

Our responsibilities can sometimes be overwhelming. The League has developed a mentoring program for anyone in need of help. Contact a League officer for help in reaching out to a mentor.

❖ **Education and Professional Development Scholarships**

The League offers scholarships to those clerks and clerk-treasurers who wish to attend but do not have the resources to do so. For additional information contact an officer of the League.

Thank you for your support of the Indiana League of Municipal Clerks & Treasurers. With your

involvement, our League grows stronger each year. As always, if you have any questions or concerns, feel free to contact me.

Respectfully,

Jane Jordan

Jane Jordan, IAMC, MMC, CPFA, CPRIM
Clerk-Treasurer
Town of Burns Harbor
ILMCT President

Enclosure



2022 ILMCT ANNUAL DUES NOTICE

Claim and Invoice

Due Date: 2022 Dues for all Classes of Membership due on or before March 1, 2022

This invoice and claim for payment is made upon the Clerk, Controller or Clerk-Treasurer of the City or Town, for payment of membership dues for the **Indiana League of Municipal Clerks and Treasurers**. You may pay from this invoice for any classes of membership. Please check the appropriate box to indicate the class of membership and dues schedule which applies. **An individual (including staff) must be a member to received the discounted pricing for League sponsored events.**

Active Members: (Clerk-Treasurer, Clerk, Controller)

Towns with population under 700

Towns or Cities with population of 701 to 5,000

Towns or Cities with population of 5,001 to 20,000

Towns or Cities with population over 20,001 to 35,000

Towns or Cities with population over 35,000

Fee Costs:

\$ 82.00 ☐

\$107.00 ☐

\$150.00 ☐

\$200.00 ☐

\$282.00 ☐

Municipality population: _____ *Number of employees in respective office:* _____

Active Member Name: _____

Title: ☐ Clerk-Treasurer ☐ Clerk ☐ Controller

Name of Municipality: _____ County _____

Office Address: _____

City/Town/Zip: _____

Office Phone: _____ Fax: _____

Office e-mail: _____

Home Address: _____ City/Town/Zip: _____

Home Phone: _____

Financial computer software used _____

(This question is being asked to assist the Mentor Committee in placing people with like software.)

Complete information on back of form for the following:

Associate Members: (Deputy or staff member)

\$82.00 each member

Associate Members: (Retired or former active member)

\$82.00 each member

Affiliate Members: (Any person in municipal government (elected or appointed) who does not already qualify for another membership class)

\$82.00 each member

PLEASE RETURN A COPY OF THIS INVOICE/CLAIM WITH YOUR REMITTANCE

Associate Members: (Staff of an active member of the league):

- Associate Member Name: _____ Title: _____
Address: _____ City/Town/Zip: _____ \$82.00 ☐
Email address: _____
- Associate Member Name: _____ Title: _____
Address: _____ City/Town/Zip: _____ \$82.00 ☐
Email address: _____

(Please copy form for additional Associate Members)

Associate Members: (Retired or former active member):

- Associate Member Name: _____ Title: _____
Address: _____ City/Town/Zip: _____ \$82.00 ☐
Email address: _____
- Associate Member Name: _____ Title: _____
Address: _____ City/Town/Zip: _____ \$82.00 ☐
Email address: _____

(Please copy form for additional Associate Members)

Affiliate Members: (Any person in municipal government (elected or appointed) who does not already qualify for another membership class)

- Affiliate Member Name: _____ Title: _____
Address: _____ City/Town/Zip: _____ \$82.00 ☐
Email address: _____
- Affiliate Member Name: _____ Title: _____
Address: _____ City/Town/Zip: _____ \$82.00 ☐
Email address: _____

(Please copy form for additional Affiliate Members)

TOTAL ACTIVE MEMBER

\$ _____

TOTAL ASSOCIATE MEMBER

\$ _____

TOTAL AFFILIATE MEMBER

\$ _____

TOTAL AMOUNT ENCLOSED

\$ _____

Checks to be made payable to:

**Indiana League of Municipal Clerks
and Treasurers or ILMCT**

Please remit payment to:

**ILMCT
125 W. Market Street, Suite 100
Indianapolis, Indiana 46204**

I hereby certify that the foregoing is just and correct, that the amount claimed is legally due after allowing for just credits and that no part of the same has been paid.

Karen Heim Secretary-Treasurer

ILMCT Membership Benefits Include:

- Notice of League events (includes training and professional development opportunities)
 - A subscription to the QUEST, the ILMCT official newsletter
 - In some cases, discounts for League sponsored events
 - Access to League Listserve
 - Membership Roster