



Welcome to the office!

Here are a few tips and things to remember to help you get through your first 100 days.

Indiana County Treasurer's Association

- We highly recommend you be a member of our Treasurer's Association and membership fees should be paid out of your Travel and Training funds.
- Especially in your first year do your best to be available for our spring and annual conferences. These conferences provide tools you will need as well the time to network with other Treasurers and those relationships are priceless!
- Reach out to other Treasurers who have been around a while when you have a question or need help. There is a wealth of experience as close by as a phone call. You may even wish to visit a nearby county and sit with them and learn their best practices and ask your questions. You do not have to be in this alone.

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Important Contact Information

Indiana County Treasurers' Association

2018 Executive Board

Pres: Jennifer Templeton, *Hamilton County...* (317) 776-9684

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Past Pres: Paula Stewart, *Lawrence County...* (812) 278-5262

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District Representatives

Team Lead: Jane Grove, *Randolph County...* (765) 584-0704

Northwest: Kathy Adair, *Cass County...* (574) 753-7850

Northeast: Laurel Schroeder, *Whitley County...* (260) 248-3105

West Central: Carol Bartley, *Clinton County...* (765) 659-6325

East Central: Kathy Plunkett, *Shelby County...* (317) 392-6375

Southwest: Kathy Merkley, *Dubois County...* (812) 481-7080

Southeast: Pia O'Connor, *Bartholomew County...* (812) 379-1530

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Welcome to the office!

Here are a few tips and things to remember to help you get through your first 100 days.

Username/ Passwords

- Make sure you have access to all computers and software systems necessary to do your job.
 - You will need access to:
 - Tax software
 - Financial software
 - Email
 - Online Payment processor (if applicable)

Vendors

- Contact vendors used by your office and introduce yourself. Our vendor's help is vital to our success, so a good relationship with each of them is important.

Staff

- In this time period you will be going through a learning curve yourself so get to know your staff and know what their responsibilities are in the office. As Treasurers we are legally responsible for their work. Respecting their knowledge is important but if something doesn't seem right, reach out to other Treasurers.
- **Best Practice Tip:** Every job in your office should have someone else cross trained to do that job. In a small office that someone may be you. You need to be prepared should you no longer have that employee. Also, doing their job occasionally is an excellent security step so you can be confident everything is being done legally and correctly.

Investments

- After making sure you are a signer on all of your investments, be aware of all maturity dates on your investments.
- Be aware of your limitations. In Indiana there are specific guidelines on what we can legally invest in. Do your homework before you invest and feel free to reach out to other Treasurer's. We are all in this together.
- Know the Indiana Code 5-13-9-5.7

Banking

- Make sure you are a signer on ALL of your accounts. (Checking, savings, Certificate of Deposit, Bonds, etc.) Both you and your Auditor will be signors on your accounts and will need new signature cards.
- Get access to ALL online banking accounts and be sure to remove any individuals who should no longer have access to your banking information.
- If your county put electronic signatures on checks written by the Auditor, be sure to have that signature changed from the previous Treasurer to yours. You can only do this by working with your Auditor or contacting your financial software company directly.
- In some tax software systems, the Treasurer's name will need to be changed so that reports and other documents that run will have the correct Treasurer on them. Work with your Auditor or tax software vendor to make these changes.