



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
302 WEST WASHINGTON STREET
ROOM E418
INDIANAPOLIS, INDIANA 46204-2765

Telephone: (317) 232-2513
Fax: (317) 232-4711
Web Site: www.in.gov/sboa

MEMORANDUM

TO: All County Clerks of the Circuit Court
FROM: Bruce A. Hartman, CPA
State Examiner
RE: Annual Conference
DATE: May 4, 2011

The State Board of Accounts is calling a conference of all County Clerks pursuant to IC 5-11-14-1 to be held **Tuesday, Wednesday, and Thursday, June 7th, 8th, and 9th, 2011 at the Blue Chip Hotel – Michigan City, Indiana.**

The meeting will start promptly at **9:00 A.M., Central Time**, on Tuesday, Wednesday, and Thursday.

Each County Clerk may require the attendance of;

- (1) each of his appointed and acting chief deputies of chief assistants; and
- (2) if the number of deputies or assistants employed:
 - (A) does not exceed three(3), one (1) of his appointed and acting deputies or assistants; or
 - (B) exceeds three (3), two (2) of his duly appointed and acting deputies or assistants.

Each County Clerk and each authorized deputy or assistant shall be entitled to reimbursement for actual lodging expense for the nights of June 6th, 7th, and 8th, 2011, in an amount equal to the single room rate.

Mileage at a rate per mile determined by the county fiscal body from the county seat to the meeting place and return will be certified for payment to the County Clerk, deputy or assistant furnishing the conveyance. Each official shall be reimbursed, in an amount determined by the fiscal body of the county, for meals purchased while attending a conference. Receipts for meals should be maintained in order to receive reimbursement.

The conference is called for the purposes stated in the above reference law. Your attendance at this meeting is respectfully requested.

DG:TRW/db