

# WORKING WITH YOUR TREASURER

Presented by  
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## Goal of this presentation.

- ▶ To enhance teamwork and communication.
- ▶ To cultivate relationships (personal & professional) between county offices and to unite people for a shared purpose.
- ▶ Clerk's & Treasurer's - what do we have in common?

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# TEAMWORK

Coming together is a beginning.  
Keeping together is progress.  
Working together is success.

~ Henry Ford ~

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### Quote for Thought.....

The single biggest problem in communication is the illusion that it has taken place.

(George Bernard Shaw)



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### Look familiar?

- ▶ It's your Treasurer.
- ▶ You and your Treasurer work closely together in many phases of the accounting activities which occur in your county.
- ▶ What might the two of you frequently work on together?



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### Auditors Certificates

- ▶ Generates from the Clerk's Office.
- ▶ Official document of money's received in the county.
- ▶ IC 31-2103- Receipt of Money.
- ▶ Funds vs. banks

**Auditor's Certificate**

To the Treasurer of this State County of \_\_\_\_\_ \$ 1,070.00  
 On the \_\_\_\_\_ day of \_\_\_\_\_ 2015

By: \_\_\_\_\_  
 My Relation, Treasurer

DATE	DESCRIPTION	AMOUNT
08/14/15	...	...
08/15/15	...	...
08/16/15	...	...
08/17/15	...	...
08/18/15	...	...
08/19/15	...	...
08/20/15	...	...
08/21/15	...	...
08/22/15	...	...
08/23/15	...	...
08/24/15	...	...
08/25/15	...	...
08/26/15	...	...
08/27/15	...	...
08/28/15	...	...
08/29/15	...	...
08/30/15	...	...
08/31/15	...	...
TOTAL		1,070.00

Received From: J. ANTHONY \$ 1,070.00  
 An amount of money which should have been deposited to the various funds  
 of the County of \_\_\_\_\_

By: \_\_\_\_\_ County Treasurer

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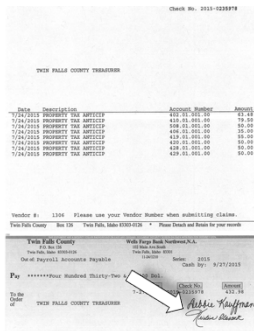
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### Warrants.

- Are both the county Auditors' and the county Treasurers' signatures required on warrants payable?



- IC 31-1511- Signatures Required on Warrants and Method of Payment.

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### Apportionments & Tax Turnover.

- What do you do the 2<sup>nd</sup> Monday of each month?
- What happens in January & July?
- IC 63-1202 - Settlement by County Auditor.




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### Accounts Payable.

- Something extremely helpful to the Treasurer's Office is having the Accounts Payable clerk advise the Treasurer of the amount of funds being sent to creditors.
- How do you think this helps the Treasurer?
- What do you do in your county?




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### Found personal property.

- ▶ What do you do in your county if someone brings you or your Treasurer \$150.00 in cash and says that they found it?
- ▶ IC 55-405 - Found Personal Property.




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### Tax calculation.

- ▶ Who computes property taxes in your county?
- ▶ Treasurer or Clerk?
- ▶ IC 63-811 - Computation of Property Taxes - Duty of County Auditor.




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### Fees.

- ▶ What is the procedure for a new fee or increasing an existing fee in your county?
- ▶ IC 63-1311A - Advertisement of and Hearing on Fee Increases.




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### Taylor Grazing.

- ▶ Taylor Grazing Act funds paid to the county or counties are deposited by the County Treasurer, paid to the grazing districts and paid out upon the warrant of the grazing district.
- ▶ IC 57-1202 - Deposit of Funds with County Treasurer—Grazing District Treasurer—Warrants Against Fund.
- ▶ What is the practice in your county?




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### Monthly settlements.

- ▶ How are the monthly, quarterly or annual settlements handled in your county?
- ▶ IC 31-2112 - Monthly Settlements and Statements - Annual Settlement.
- ▶ How do you handle your statement of cash?




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### Monthly settlements.

▶ **31-2112. Monthly settlements and statements - Annual settlement.**  
*The treasurer must settle his accounts relating to the collection, care and disbursement of public revenue, of whatsoever nature and kind, with the auditor, on the first Monday of each month. For the purpose of making such settlement, he must make out a statement under oath, of the amount of money or other property received prior to the period of such settlement, the sources whence the same was derived, the amount of payments or disbursements, and to whom, with the amount remaining on hand. In making such account, and for all other purposes, the treasurer shall report uncollected fees, personal property taxes or other revenue due but unpaid for a period of five (5) years and, at the end of such period, shall not be required to continue reporting such sums unless, in the opinion of the treasurer, such sums are collectible; provided, however, that this provision shall in no way alter or interfere with the obligation of the person or persons owing such amounts to pay the same. He must in such settlements, deposit all warrants redeemed by him and take the auditor's receipt therefore.*

**He must also make a full settlement of all accounts with the auditor annually on the first Tuesday after the first Monday of October, in the presence of the commissioners who have a supervisory control thereof.**

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### In conclusion.....

- › Effective communication and teamwork are key in cultivating good working relationships.
- › Stay connected – talk to each other and collaborate to develop consistent business practices and enrich teamwork.
- › Don't compete – we are all here for the same reason.
- › Be supportive and motivate each other. In doing so you will motivate staff and develop strong departmental partnerships.
- › Communication is essential for not only a positive work atmosphere but to deliver high quality service to our internal and external customers.

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### Questions ?



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