



# IDAHO ASSOCIATION OF COUNTY RECORDERS AND CLERKS

## MEETING AGENDA February 3, 2022 at 8:00 am – 3:00 pm

### TOPIC

- I. Welcome – Sharee Sprague, President  
Welcome Gifts New Clerk Camille Messick, Clark County
- II. Roll Call – Doug Miller, Secretary/Treasurer
- III. Financial Reports – Doug Miller, Secretary/Treasurer
- IV. Approval of Minutes
- V. Legislative Committee Update & Lobbyist Intro  
– Emily McClure and Blake Youde

8:30 am

State Controller's Office / Budget / Audit Committee

- + What to expect – How to help.
- + Reporting
- + Auditing

9:30 am

State Tax Commission – Workgroup Update

- + Alan Dornfest
- + Ben Seloske, Research Analyst
- + Eric Wilson, New Research Analyst
- + Workgroup (Abbie Mace, Carrie Bird, Angela Barkell, Steve Onofrei)

10:30 am

Secretary of State's Office – Jason Hancock

11:00 am

Committee breakout: Goals and planning

- + Indigent Committee – Tonya Page (New Structure – What do you need)
- + Judicial Committee – Sharee Sprague
- + Recording Committee – Pam Eckhardt
- + Ad Hoc Committee Call Sign up – New Clerks

CAI/HARRIS FOLLOWUP MEETING IF NEEDED

1:00 pm New Clerk Training

1. How to navigate and follow the Legislative Session (Overview of areas to access information and what to be on the lookout for)
2. Welcome to the Auditor Position, where to start??
  - Understanding the financial lingo
  - Difference between Revenue and Expenditures and how to monitor between them
  - Revenue
    - ≈ How to figure out what Revenue you should be expecting
    - ≈ List of Revenue that everyone gets and who it would come from
    - ≈ Examples of other Revenue that you may get
  - Expenditure Funds
    - ≈ The importance of having documentation before we expense county funds
    - ≈ Difference between Expenditure Funds and how they function
      - Regular
      - Enterprise
  - Finance Calendar
    - ≈ 2<sup>nd</sup> Friday in January – Last day to finalize audit materials with outside auditor
    - ≈ Quarterly Financial Statement – what is the Role of the Auditor/Treasurer (January/April/July/October)
    - ≈ April – Begin the new Fiscal Year Budget Process
      - April – Send out Budget Worksheets
      - 3<sup>rd</sup> Monday in May – last day to return Budget Worksheets
      - 1<sup>st</sup> Monday in August – last day to present proposed Budget to BOCC
      - 3<sup>RD</sup> Week in August – Publish Budget Hearing Notice
      - Tuesday after the 1<sup>st</sup> Monday in September – last day for BOCC to adopt budget