



IDAHO ASSOCIATION OF COUNTY RECORDERS AND CLERKS

MEETING AGENDA February 2, 2023 at 8:00 am – 3:00 pm

TOPIC

- I. Welcome – Lon Colton, President
Sharee Sprague – New Clerk Welcome
- II. Roll Call – Jason Dixon, Secretary/Treasurer
- III. Financial Reports – Jason Dixon, Secretary/Treasurer
- IV. Approval of Minutes

8:15 am State Tax Commission – Workgroup Update

- + Alan Dornfest
- + Ben Seloske, Research Analyst
- + Eric Wilson, New Research Analyst
- + Workgroup (Doug Miller, Jennifer Locke, Alesia Winner, Steve Onofrei, Kristina Glascock, Kristi Klausner, Sharee Sprague, Abbie Mace)

9:00 am Budget Committee Chair Mary Prisco – Manual Update

9:15 am State Controller's Office / Budget / Audit Committee

- New website walkthrough (with a big THANK YOU for all of your help)
- 2023 Budget Exercise (tweaks made from lessons learned and feedback from Schweitzer)
- 2023 Tentative Timeline (what we anticipate we will be asking for, and when)

10:00 am Secretary of State's Office Phil McGrane and IACRC Lobbyists Emily McClure and Blake Youde

11:00 am Committee Breakout: goals and planning

Lunch will be on our own, but we hope we can gather and share a meal together

1:00 pm New Clerk Training

1. Executive Committee – IACRC – Association Inner Workings
2. Ethan Draves, State Controller's Office – GASB 87
3. Mary Prisco – Budget Process

- Finance Calendar

- » 2nd 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)



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- » April – Begin the new Fiscal Year Budget Process
 - April – Send out Budget Worksheets ·
 - 3rd Monday in May – last day to return Budget Worksheets ·
 - 1st Monday in August – last day to present proposed Budget to BOCC ·
 - 3RD Week in August – Publish Budget Hearing Notice ·
 - Tuesday after the 1st Monday in September – last day for BOCC to adopt budget