

WHITESTOWN

OFFICE OF THE CLERK TREASURER

**May 2015 Town Council Meeting
Update from Amanda Andrews**

Operational Duties Summary:

- Management Reports – Monthly Department Head meetings
 - Fire, Town/WPC/RDC/Clerk, Utility, MVH, Parks, Police: This is where we go over the management report after bank reconciliation. We make changes here before the final management report is sent in the meeting agenda.
- Trained staff on purchase order processing. *New training date set: May 14th-May 15th Frey Rep.
- Permit Deposits; increasing dramatically and doubled with Park Impact Fees.
- Worked with Reedy associates on meeting all Gateway deadlines.
- Started an SOP (Standard Operating Procedure). I believe this is imperative to create for the CT department. I have started by capturing screenshots of how to: add funds in Frey, create a budget, enter in the budget into Gateway, and what to do after adoption. This also goes on to show how to send ACH payments, do payroll transfers, receipt in funds by revenue codes, create journal entries to just name a few of the things that are necessary to know for new staff. We have never had anything like this in the clerk-treasurer's office. It's time that changed!
- Manage H.S.A. set-up, 457 contributions, and health insurance adjustments to bills, adding individuals. Set up a meeting with Edward Jones financial to come talk to the individuals who invest in their 457.
- Updated the payroll transfer sheets to include every employee by name, and not lumped together by title. This ensures that as firefighters move up and down the rank of full-time and part-time, we are able to plug and chug for payroll processing more efficiently.
- Monthly reconciliation of all accounts within the first 5 days of the month.
- Reconciliation of projects and accounts such as court due county and WMU due town.
- Payroll transfers, training new hire on payroll procedures amongst many other items.
- Working progress with address changes; to Room departments
- A/P receipting of fees, late court payments, deferrals, PDUF, COIT, failed inspection fees, tax reimbursements, gun permits, gym rentals, grant money, weather radios, event sponsorship
- Receipted and monitor the rental of buildings owned by the town and utility.
- Recorded multiple ordinances, maps, and property deeds with the County Recorder/Assessor.
- New vehicles insured; new employees' oaths administered; individuals bonded.
- Reconciliation and payment from the town bonds. (ex. Town Hall bond and Road Bonds)

- Fight for reimbursements for sales tax on items; all recovered. Continually check every receipt to ensure the vendors are charging us correctly with no sales tax. (bill the employee if not)
- Coded Workers Comp to each department based on many factors. (ex. # of employees, vehicles, duties performed...etc.)
- Set-up new payment accounts for Brew Fest through Eventbrite.com.
- Sent W-9 requests out to vendors. Currently, we have 1,016 vendors within Frey we have remit payment to. We have asked each vendor to invoice the new address and for an updated W-9. (This is on-going. Many vendors do not update our address the first time we ask.)
- Changed the credit card company, provided new cards and destroyed old cards. Fuel cards were updated as well and new ones ordered for the new vehicles.

Projects:

Codification (Code Publishing) on-going

- ✓ Phase 1: (Sending/Sorting/Organizing)
- ✓ Phase 2: Retyping, reformatting, and creating the table of contents while creating references to amended listings.
- ✓ Phase 3: The format needs approved and ok'd by their editorial and legal review (Unger is updated periodically on this)
- ✓ Phase 4: Initial Manuscripts, Review and Production of website. Review of layout and organization of the code, accept or reject changes, and make any other changes to the code appropriate (Andrews/Unger)
- Phase 5: Add legislation passed since the start of project and continually update monthly for transparency and ease of access.
Since January, the update of Phase 4 has been completed. We are in the final step where proofer and editor in chief of Code Publishing is finalizing the code before it goes live. Questions come along the way, and I try to answer them as quickly as possible...some of them are tricky, especially the ones dating back to the 1940s! So close now! Also, looks like we are under budget for the project!

Recent Accomplishments:

- Attended ILMCT (Indiana League of Municipal Clerks and Treasurers) and DLGF (Department of Local Govt. Finance) Classes.
 - ✓ SBOA (State Board of Accounts) School, changes in legislation
 - ✓ ILMCT School, learned how an SOP (Standard Operating Procedure) is imperative to create for the CT department.
 - ✓ DLFG free training for Gateway. Learned hands-on how to use the new Gateway features to submit our annual budget. I do these alongside Brandon or Gary from Reedy Financial.
 - ✓ Interviewed 5 candidates for the Deputy Clerk position, and hired a Mrs. Shannon Metzger after her bonding application came through as approved. Shannon lives in Lebanon with her husband is has told me many times how excited she is to have this position. We are happy to have her on, she will be an integral team player passing on a longevity of knowledge the department needs!