

Clerk-Treasurer's Report

January 15, 2014

<u>Vouchers:</u>	<u>90</u>	<u>#</u>	<u>Amount</u>	<u>\$215,445.10</u>
General Fund	49		\$148,932.99	
Water Utility	27		51,935.20	
Wastewater Utility	14		14,576.91	

Clerk-Treasurer Monticue will work with Keystone on January 28th to assist with Capital Assets reporting.

Clerk-Treasurer Monticue has submitted the 100R, Debt Reporting, Post-Employment Benefits, and Annual Report Forms to the State via Gateway. Keystone compiles the reports to be uploaded based on 2013 records.

Clerk-Treasurer Monticue will be working with the rest of the Redevelopment Commission to hold a meeting in January in order to discuss the use of TIF Funds in 2013 and the annual report to be uploaded to Gateway prior to March 15th. Clerk-Treasurer Monticue will be part of a webinar on February 25th to receive updated training on the process of TIF Reporting.

Clerk-Treasurer Monticue would like to attend a school in Muncie from March 10-13th. The following topics will be taught: Capital Assets reporting, record retentions, managing budget shortfalls, financial reporting, public works & purchasing law, preparing for SBOA audits, and impact of abatements on Town Budgets. The cost is \$425 for the week to be included on the February vouchers upon approval.

Clerk-Treasurer Monticue met with Zach Bernauer of Liberty National Insurance Company to discuss insurance for the employees. Due to the rates that have been locked in at younger ages with Aflac and reasonable rates with Humana, she does not feel it is in the best interest to change policies at this time. She has Mr. Bernauer's information in her office should employees wish to contact him regarding their individual policies.

Clerk-Treasurer Monticue has requested that the exterminator use a stronger solution for the Town Hall from this point forward to alleviate the pest problem experienced in 2013.

Clerk-Treasurer Monticue would like to reevaluate the Summer Sprinkling Program's regulations prior to Spring 2014. Due to a loss in revenue, it may be best to limit it to those customers with large pools. She has received guidance from other municipalities on their programs, and she is delivering those to Council for review.

Clerk-Treasurer Monticue has received emails from other Clerk-Treasurers on how their municipalities handle banked sick time, and she is delivering those to Council for review.

Respectfully submitted,
Shelley Monticue, Clerk-Treasurer