

## V. PROPERTY RECORDS

Certificate of Net Assessed Values to All Taxing Units  
 Receives, Maintains and Audits Deductions:  
 Homestead, Mortgage, Veteran, Age, Age Circuit  
 Breaker, Disability, Geo Thermal; Pesticide  
 Calculates and Applies Certificate of Errors & Added  
 Assessments  
 Calculates any Refunds  
 Maintains Subdivisions, Street Names, Splits, or  
 Combinations in GIS  
 Certify Signatures for Petitions  
 Maintains Aerial Plat Books  
 Urban Enterprise Zones  
 Certify Property Owners for Zoning and BZA's

## VI. PERSONNEL/PAYROLLS

Sits on Personnel Policy Committee

### Employee Files

- Service Record
- Job Description
- Wage Scale

### Payroll

- Prepares
- Advertises
- Payment of Taxes
- Preparation and submission of Quarterly and Annual Federal and State reports
- W-2's
- Unemployment Reports

### Employee Benefits

- Health Insurance
- Life Insurance
- Deferred Comp
- PERF
- Section 125 Cafeteria Plan
- Cobra
- Overtime
- Credit Union

The Auditor's Responsibilities require him/her to be flexible and to work variable hours.

## INDIANA COUNTY AUDITORS' ASSOCIATION

### 2009 OFFICERS

President .....Deborah Adams  
 1st. Vice President .....Bill Borne  
 2nd Vice President .....Bridgett Weber  
 Treasurer .....Angie Lawson  
 Secretary .....Gail Doades  
 Past President.....Denise Chandler

### DISTRICT VICE PRESIDENTS

Northwest .....Jill Guingrich  
 Northeast .....Lisa Blosser  
 West Central .....Angie Lawson  
 East Central .....Judy Rust  
 Southwest .....Bill Fluty  
 Southeast.....Pat Wolfe

### LEGISLATIVE COMMITTEE

1st Vice Chair .....Bill Borne  
 Co-Chair .....Lisa Blosser  
 Co-Chair .....vacant  
 Northwest .....Penny Lukenbill  
 Northeast.....Mike Burton  
 West Central .....Angie Lawson  
 East Central .....Suzanne Alexander  
 Southwest .....Sharon Duke  
 Southeast.....Teresa Vanarsdall  
 Lobbyist .....Gretchen K. Gutman

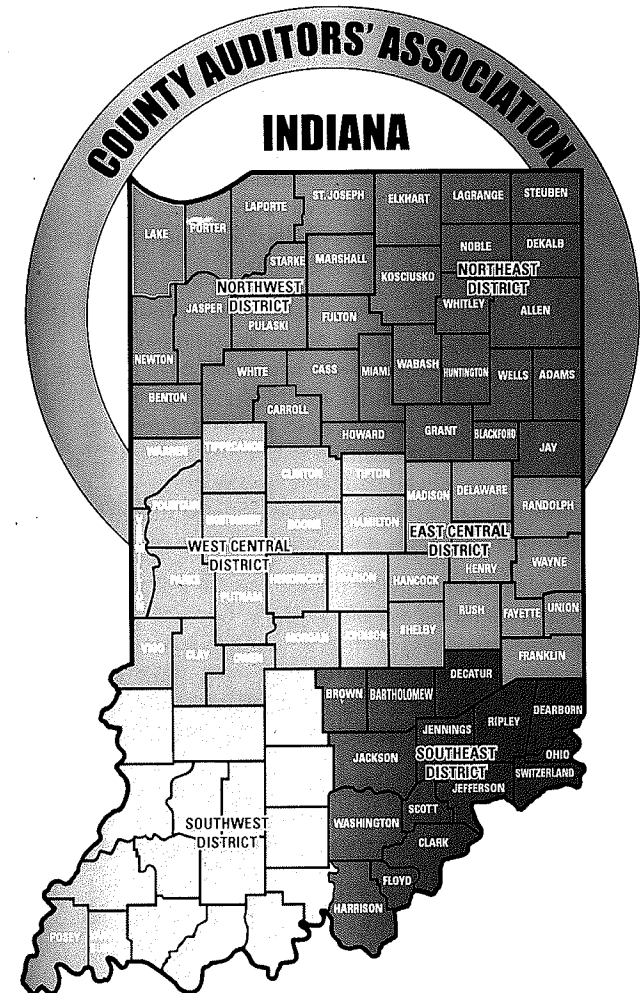
### EDUCATION COMMITTEE

President .....Deborah Adams  
 Secretary .....Gail Doades  
 North .....Pam Coleman  
 Central .....Kathy Bantz  
 South .....Sharon Duke

### LEGAL COUNSEL

Jim Gutting .....317-231-7234

## MEET YOUR COUNTY AUDITOR



Presented by the Indiana County Auditors' Association

# COUNTY AUDITOR'S DUTIES

## Dear Legislator and Taxpayer:

The Indiana County Auditors' Association hopes that you have the occasion to meet the several County Auditors who serve the constituents in your district. As County Auditors we must work together as a team with the Assessor and the Treasurer. Our duties are independent of one another, thus allowing us to reconcile against each other. Through the various applied checks and balances we are held to a high degree of accountability. This level of accountability is not only to the state agencies, but first and foremost we are accountable to the taxpayer.

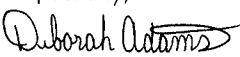
The Auditor, a Constitutional Office, wears many hats. We are here to serve and assist all who walk through our doors, call our office, or visit our county web sites. As a result, the Board of Commissioners and the Council along with other officials turn to the Auditor for insight regarding the fiscal affairs of county government.

The duties of the Auditor are all governed by Indiana State Statute. This requires us to be active in continual education. The furthering of our education have and will continue to allow us to build a solid foundation from which to better serve the taxpayers within our respective counties and the constituents in your district. Solid partnerships have developed with the Department of Local Government Finance, Association of Indiana Counties, State Board of Accounts, and Auditor of State offices.

We encourage you to better understand the many responsibilities facing our offices daily. Some tasks are simple ministerial tasks such as keeping minutes of the various board meetings for which we serve as secretary. Other tasks require highly technical understanding, such as the compiling of the annual financial statement and the preparation of the county abstract. The responsibilities of the County Auditor have evolved dramatically from a bookkeeper and part-time secretary to a **financial manager whose responsibilities impact the financial well-being of county government.**

We ask that you take a few moments to review the enumerated responsibilities encompassing our offices. Please take time to contact your local County Auditor(s) and remember "We are there when you need us."

Respectfully,



President  
Indiana County Auditors' Association

## I. SECRETARIAL

### Secretary to:

- County Commissioners
- County Council
- State Tax Adjustment Board
- County Drainage Board
- Board of Review
- Secretary/Chairman to Data Board

Record Changes of Venues  
Annual Office Supply Bids  
Prepare/Distribute Agendas  
Reassessment Notices and Schedules  
Receives Project Bids to be opened  
Keeps All Official Records (i.e.: contracts, letters of credit, bonds, minutes, bids, and correspondence for both the Commissioners and Council)

## II. ADVERTISEMENT

Notice of all meetings: Council, Commissioners  
Bids (Prepares and Distributes)  
Budget Rates (Proposed and Certified)  
Annual Abatements  
County Sale  
Payroll Claims  
Monthly Vendor Claims  
Employee Annual Wages  
Financial Report  
Proposed Budget  
Tax Sale List  
Ordinances (Commissioners & Council)

## III. FINANCIAL

Budget Preparation for Council Hearings  
Drain Records for Payment/Adjustments  
Application of Special Liens  
Tax Sale Appeals

Prepare Abstract (Initial Determination of Tax Rates for each County Unit, Calculate Taxes)  
Preparation of County Annual Financial Report  
GASB 45 Compliance  
Bond Bank  
Application Borrowing  
Additional Appropriations  
Transfer of Funds  
Administers All Funds and Grants  
Audit Claims  
Bond Payments  
Sells Aerial Plat Books  
Maintain Fixed Asset Records  
Manage Employee Health Insurance  
IOSHA Compliance  
Payroll Preparation  
Receipt in all County Money  
Maintaining all financial records and assisting State Board of Accounts during Annual Audits  
Issues Annually 1099-I, 1099-Misc, 1099-S

## IV. TAX

T.I.F.  
C.O.I.T. or C.A.G.I.T.  
F. I. T.  
E.D.I.T.  
C.V.E.T.  
E-911 Surcharge  
Innkeepers Tax  
Audits Treasurer's Books:  
Wheel Tax, Sur-Tax, Excise Tax, Lottery  
Auto Rentals & Aircraft Tax  
Property Tax:  
Notification of Tax Board Hearings & Rate  
Tax Adjustment Board – Tax Rate Chart for  
Publication (Proposed & Certified)  
Property Tax Calculations  
Tax Sale – Publication, Redemption, Records of Sale,  
Tax Sale Deeds  
Tax Abatement  
Transmit Budget Orders and Tax Rates for all units in  
Government in County  
Distributes Tax Collections to all Taxing Units.