

ORDINANCE # 2016-2

WHEREAS, after June 30, 2016, pursuant to Indiana Code 5-11-1-27(g) municipalities in the State of Indiana, including Camden, Carroll County, Indiana, and the Town Council of Camden, Indiana, are required to ensure that the acceptable minimum level of internal control standards and internal control procedures for internal control systems of political subdivisions must be developed and approved by the Audit and Financial Reporting Subcommittee of the Indiana Legislative Council, and,

WHEREAS, all erroneous or irregular variances, losses, shortages or thefts of One Hundred Dollars (\$100.00) or more, whether involving cash or other non-cash assets, shall be reported immediately to the State Board of Accounts (SBA). In addition, all erroneous or irregular variances, losses, shortages or thefts which occur more than two (2) times in a month and which are in the aggregate total of One Hundred Dollars (\$100.00) or more shall be reported immediately to the SBA, said **\$100.00** being the **threshold amount** referred to hereinafter.,

WHEREAS, the following conditions shall be met and actions shall be taken:

Knowledge of Misappropriations: A Public Officer who has knowledge or reasonable cause to believe that there has been a misappropriation of public funds or assets of the public office shall immediately notify the Town Council President or the Clerk-Treasurer. A log-in spreadsheet report shall be permanently maintained by the Town of Camden in the Office of the Clerk-Treasurer recording any irregular variance, loss shortage or theft regardless of whether or not the material threshold established by this policy is met.

Actions to be Taken Upon Receipt of Such a Report: Upon receipt of notice of an irregular variance, loss, shortage or theft the following actions shall be taken.

- a) The dollar amount of the variance, loss, shortage or theft shall be confirmed.
- b) An evaluation of the report against the established dollar threshold shall take place and a letter sent to the SBA when the report exceeds the threshold.
- c) An investigation into the cause of any variance, loss, shortage or theft shall be conducted.
- d) Corrective actions or internal control procedures shall be implemented to correct the cause(s) of the variance, loss, shortage or theft.
- e) Appropriate disciplinary action shall be taken against the employee responsible for the incident.

Maintenance of Documentation: The Town shall maintain permanent copies of relevant documentation, resolution of incidents and any reports to the SBA in a centralized data folder in the Office of the Clerk-Treasurer of the Town of Camden.

WHEREAS, a document labeled Internal Controls Policy and Procedures for the Town of Camden, Indiana, is attached to this ORDINANCE and by reference is included herein as if fully set out herein,

BE IT ORDAINED, that the Town Council of Camden, Indiana, now **ADOPTS** this Ordinance and said document entitled Internal Controls Policy and Procedures for the Town of Camden, Indiana, **ORDAINS** that this Ordinance be spread of record at the Office of the Clerk of Camden, Indiana, for enforcement thereof.

Dated: The _____ day of _____, 2016.

TOWN COUNCIL, CAMDEN, INDIANA

Andrew Robison, President

Mark Schock, Member

Brent Deel, Member

ATTEST:

Patricia Casserly, Clerk-Treasurer