



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
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MEMORANDUM

TO: All County Recorders

FROM: Paul D. Joyce, CPA
State Examiner

Paul D. Joyce

RE: Annual Conference

DATE: March 14, 2018

The State Board of Accounts is calling a conference of all County Recorders pursuant to IC 5-11-14-1 to be held **Tuesday, and Thursday, April 17th and 19th, 2018 at the Hilton Hotel, Indianapolis, Indiana.**

The meeting will start promptly at **1:00 P.M., Eastern Daylight Savings Time**, on Tuesday and **10:15 A.M.** on Thursday.

Each County Recorder may require the attendance of;

- (1) each of his appointed and acting chief deputies or chief assistants; and
- (2) if the number of deputies or assistants employed:
 - (A) does not exceed three (3), one (1) of his appointed and acting deputies or assistants; or
 - (B) exceeds three (3), two (2) of his duly appointed and acting deputies or assistants.

Each County Recorder and each authorized deputy or assistant shall be entitled to reimbursement for two-thirds (2/3) of the cost of lodging expense under IC 5-11-14-1 for the Conference, in an amount equal to the single room rate.

Mileage at a rate per mile determined by the county fiscal body from the county seat to the meeting place and return will be certified for payment to the County Recorder, deputy or assistant furnishing the conveyance. Each official shall be reimbursed, in an amount determined by the fiscal body of the county, for two-thirds (2/3) cost of the meals purchased while attending a conference. Receipts for meals should be maintained in order to receive reimbursement.

The conference is called for the purposes stated in the above reference law. Your attendance at this meeting is respectfully requested.

LR/SH:tb