

CLERK-TREASURER DIRECTIVE
Policy on Materiality and Process for Reporting Material Items

Whereas, IC 5-11-1-27(j) requires erroneous or irregular material variances, losses, shortages, or thefts of political subdivision funds or property shall be reported immediately to the State Board of Accounts; and

Whereas, State Examiner Directive 2015-6 directs each political subdivision to determine its own policy on materiality; and

Whereas, the Township does not condone any erroneous or irregular material variances, losses, shortages, or thefts of political subdivision funds or property but recognizes that relatively small items may not justify the cost of the involvement of the State Board of Accounts;

Now, therefore, I, Teresa Duke, Clerk Treasurer of the Town of Greentown, direct as follows:

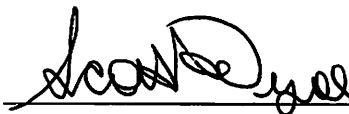
Section 1. All erroneous or irregular variances, losses, shortages, or thefts of the Town subdivision funds or property, or funds or property the Town holds in trust, shall be reported to the Clerk Treasurer or her designee promptly.

Section 2. It will be the policy of the Clerk Treasurer to report to the State Board of Accounts any erroneous or irregular variances, losses, shortages, or thefts of cash in excess of \$500, except for inadvertent clerical errors that are identified timely and promptly corrected with no loss to the Town.

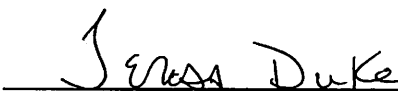
Section 3. It will be the policy of the Clerk Treasurer to report promptly to the State Board of Accounts any erroneous or irregular variances, losses, shortages, or thefts of non-cash items in excess of \$500, estimated market value, except for those resulting from inadvertent clerical errors or misplacements that are identified timely and promptly corrected with no loss to the Town, and except for losses from genuine accidents.

Section 4. All Town elected officials are asked, and all Town employees and agents are directed, to comply with this policy, and the Town Board is asked to endorse it.

Executed this 5th day of April, 2016



Greentown Town Council President



Greentown Clerk-Treasurer