RESOLUTION NO. 2020-13-CM

EMERGENCY CLAIM APPROVAL AND DEPOSIT PROCEDURES

WHEREAS, on March 6, 2020, the Governor of the State of Indiana issued Executive Order 20-02, declaring a public health emergency related to the spread of the COVID-19 virus; and

WHEREAS, the State Examiner of the State Board of Accounts issued State Examiner Directive 2020-01 ("Directive"), concerning emergency procedures for depositing accounts and approving claims; and

WHEREAS, the State Examiner has observed that IC 5-13-6-1 concerning deposit of public funds and IC 5-11-10 concerning the claim approval process remain in effect during the health emergency but has also stated that the State Board of Accounts will not take audit exception to modifications to those procedures specified in the Directive;

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. In consideration of the health emergency, the President of the Board of Commissioners may direct County officials responsible for the deposit of funds to limit deposits of Tippecanoe County funds to not less than two days per week. Such deposits shall be made on Tuesdays, Thursdays, and any other days that the President of the Board of Commissioners may designate. Such officials shall include, without limitation, the Treasurer, the Clerk, the Sheriff, and the Recorder. Funds shall be properly secured at all times they are in the possession of the County. Internal Controls to safeguard the County's assets shall continue to be observed.

Sec. 2. The President of the Board of Commissioners is hereby authorized to approve claims in advance of allowance by the full Board of Commissioners. Such claims must be reviewed and allowed by the Board of Commissioners at its earliest opportunity, but not later

than its first meeting following the end of the public health emergency. When reasonably possible, claims should be deferred until a meeting of the Board.

Sec. 3. If the President is unavailable, any authority given to the President of the Board of Commissioners under this resolution shall vest in the Vice-President. If the President and Vice-President are unavailable, any such authority shall vest in the remaining member of the Board.

Sec. 4. This resolution shall expire on the earlier of its revocation by the Board of Commissioners, the issuance of contrary guidance by the State Board of Accounts, or termination of the health emergency declared by the Governor.

Adopted this 24 day of March 2020.

BOARD OF COMMISSIONERS OF
TIPPECANOE COUNTY

Tracy A. Brown, President

Thomas P. Murtaugh, Vice President

David S. Byers, Member

ATTEST:

Robert Plantenga, Auditor of Tippecanoe County

DIRECTIVE CONCERNING DEPOSIT FREQUENCY

This directive is being issued pursuant to Resolution 2020-13-CM and State Board Examiner Directive 2020-01 concerning the deposit frequency of funds held by Tippecanoe County Government.

Due to the need to limit in-person contact, Tippecanoe County Departments should limit deposit frequency to twice per week on the following schedule:

Thursday, March 26, 2020

Tuesday, March 31, 2020

Thursday, April 2, 2020

Tuesday, April 7, 2020

Thursday, April 9, 2020

Daily deposits will be scheduled to resume on Monday, April 13, 2020. However, this is subject to change if the needs of the health emergency required.

Funds shall be properly secured at all times they are in the possession of the County. Internal Controls to safeguard the County's assets shall continue to be observed.

Dated this 24 day of March, 2020.

Tracy A. Brown 03-24-2020

Tracy A. Brown, President
Tippecanoe County Board of Commissioners