

**COMMON COUNCIL  
Agenda Request Form**

(Form B-01-2012)

*Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard. Please make sure that your contact information is accurate in case we need to get in touch with you. The Common Council meets on the 1st and 3rd Monday of each month at 6:30 p.m. in City Hall located at 70 E. Monroe Street.*

<b>Date Submitted:</b>	01/22/14	<b>Meeting Date:</b>	02-03-14
<b>Contact Information:</b>			
<b>Requested by:</b>	Clerk Treasurer		
<b>On Behalf of Organization or Individual:</b>		Clerk-Treasurer's Office	
<b>Telephone:</b>	317-736-3609		
<b>Email address:</b>	<a href="mailto:jalexander@franklin.in.gov">jalexander@franklin.in.gov</a>		
<b>Mailing Address:</b>	70 E Monroe St.		
<b>Describe Request:</b>			
Request to Void Two Year Old Checks Outstanding and Unpaid			
<b>List Supporting Documentation Provided:</b>			
List of Checks Outstanding & Unpaid			
<b>Who will present the request?</b>			
<b>Name:</b>	Clerk-Treasurer	<b>Telephone:</b>	317-736-3609

*In order for an individual and/or agency to be considered for new business on the Common Council agenda, this reservation form and supporting documents must be received in the Mayor's office no later than 4:00 p.m. on the Wednesday before the meeting.*

## MEMORANDUM

DATE: February 3, 2014  
TO: Common Council, Mayor Joe McGuinness,  
FROM: Janet P. Alexander, Clerk Treasurer  
RE: Checks Outstanding and Unpaid

At the direction of the State Board of Accounts, the attached list of two (2) year old checks has been prepared and is submitted to the Council with a request that the Council vote to void the checks as required by Indiana Code.

The instruction from the SBOA is as follows: *“Not later than March 1 of each year, the controller or clerk-treasurer shall prepare or cause to be prepared a list in duplicate of all checks outstanding for two or more years as of December 31.*

*Pursuant to IC 5-11-10.5, all checks outstanding and unpaid for a period of two years as of December 31 of each year shall be declared cancelled.*

*The original copy shall be filed with the city or town council and the duplicate copy maintained by the controller or clerk-treasurer of the city or town. The controller or clerk-treasurer shall enter the amounts so listed as a receipt to the fund or funds upon which they were originally drawn and remove the checks from the list of outstanding checks. If the fund from which the check was originally drawn is not in existence or cannot be ascertained, the amount of the outstanding check shall be receipted into the general fund of the city or town.”*

The action taken by the Council must be recorded in the minutes of the meeting.

Thank you for your assistance.

**City of Franklin Indiana "Checks Outstanding and Unpaid"**

Pursuant to IC 5-11-10.5, all checks outstanding and unpaid for a period of two years as of December 31 of each year shall be declared cancelled.

**Fifth Third Bank-Civil General Account**

Check #	Amount	Date	Fund	Fund/Dept
1304	\$ 65.00	12/6/2011	Gen Police	101 007
46821	\$ 11.67	3/8/2011	Gen Police	101 007
48374	\$ 1.00	8/16/2011	Gen BOW	101 005
48916	\$ 2.00	10/18/2011	Gen Planning	101 011
<b>Total</b>	<b>\$ 79.67</b>			

**Fifth Third Bank-Payroll Account**

Check #	Amount	Date	Fund	Fund/Dept

**Heartland Community Bank-Sewer Utility Account**

Check #	Amount	Date	Fund	Fund/Dept

**Total of voided checks:**

General checking account	\$	79.67
Payroll checking account	\$	-
Sewer checking account	\$	-
<b>Total</b>	<b>\$</b>	<b>79.67</b>

**Funds credited to:**

General Fund - 101 050	79.67
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