

BOARD OF PUBLIC WORKS AND SAFETY
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 Board of Works meets on the 1st and 3rd Monday of each month at 5:00 p.m. in City Hall located at 70 E. Monroe Street.

Date Submitted:	08/08/2016	Requested Meeting Date:	08/15/2016
		Confirmed Meeting Date:	
Received by:			

Contact Information: Please provide all requested information in the fields below. (Print or Type)

On Behalf of Organization or Individual:		City of Franklin	
Name:	Lynnette Gray	Telephone:	(317) 738-3365
Title or Position:	City Attorney		
E-Mail:	lynng@jgmlawfirm.com		
Address:	63 E. Court St.		
City:	Franklin	State:	IN
		ZIP:	46131

Who will attend the meeting and present the request?

Name:	Lynnette Gray	Telephone:	(317) 738-3365
Title or Position:	City Attorney		
E-Mail:	lynng@jgmlawfirm.com		

Please describe the purpose or title of your presentation.

Request approval of a Resolution establishing internal control training procedures.

Supporting documents: All supporting documents should be submitted with the request form.

1. Resolution No. 2016-09 – Resolution of the Board of Works Regarding Internal Control Training
2. Exhibit "A" -- Internal Control Training Certification for Elected Officials, Appointees and Employees

**RESOLUTION NO: 16-09
OF THE CITY OF FRANKLIN
BOARD OF PUBLIC WORKS AND SAFETY**

**RESOLUTION OF THE CITY OF FRANKLIN BOARD OF PUBLIC WORKS AND
SAFETY REGARDING INTERNAL CONTROLS TRAINING**

WHEREAS, the City of Franklin, Indiana, acting by and through its Board of Public Works and Safety (hereinafter referred to as “City”) is a government organization providing services to the citizens of Franklin, Indiana; and

WHEREAS, I.C.5-11-1-27 requires each political subdivision in the State of Indiana to maintain a system of internal controls in order to promote accountability and transparency; and

WHEREAS, in accordance with I.C.5-11-1-27 the City of Franklin through its Board of Public Works and City Council adopted a policy establishing standards and procedures for an effective control system as required by law; and

WHEREAS, pursuant to I.C. 5-11-1-27, the City of Franklin through the Clerk Treasurer’s Office and with the consent and support of Board of Public Works and Common Council conducts training of its employees regarding the City’s Internal Control Standards and Procedures; and

WHEREAS, an effective system of Internal Control Standards requires that all employees, elected officials, appointed representatives and Boards overseeing the management, approval or disbursement of City funds and property should familiarize themselves with the system and procedures for Internal Controls; and

WHEREAS, pursuant to I.C. 5-11-1-27 the Clerk Treasurer of the City of Franklin shall certify upon submission of the City’s annual financial report that City personnel have taken the training required by the Internal Control Standards; and

WHEREAS, the Clerk Treasurer of the City of Franklin has instituted a policy that all employees of the City of Franklin shall participate in the training recommended by the Indiana State Board of Accounts and execute certification of said training in the form as evidenced by the attached Exhibit “A” which is maintained in the personnel file by the employee receiving the training; and

WHEREAS, the Board of Public Works is a body having a fiduciary duty to the taxpayers of the City of Franklin regarding the management and control of City funds and property believes it in the best interest of the City and the citizens it represents to also complete the training as provided by the State Board of Accounts and would request its members to familiarize themselves with the policies and procedures published by the Indiana State Board of Accounts including watching and reviewing the webinar located at <http://in.gov/sboa>.

WHEREAS, the City of Franklin endeavors to complete the training for all employees, appointed representatives and elected officials on or before December 31st, 2016 and that each new employee, newly elected official or appointed representative, shall complete said training by the end of the calendar year within which they are employed or elected.

BE IT THEREFORE RESOLVED, the Board of Public Works and Safety of the City of Franklin, Indiana, as follows:

- 1) Members of the Board of Public Works will endeavor to use all good faith efforts to familiarize themselves with the State Board of Accounts Policies and Procedures related to Internal Controls, including watching the State Board of Accounts webinar as referenced above.
- 2) Additionally, upon completion of reviewing the policies and procedures and following the training concerning internal controls as published by the State Board of Accounts, each member shall certify their training by executing the form attached to this Resolution as Exhibit “A” which shall be maintained by the City Clerk Treasurer’s Office as part of the records of the City of Franklin’s Internal Control Procedures.

INTRODUCED & APPROVED by the Board of Public Works and Safety of the City of Franklin, Johnson County, Indiana this ____ day of August, 2016.

City of Franklin, Indiana, By its Board of Public Works and Safety:

Voting Affirmative:

Mayor Joseph E. McGuinness

Stephen Barnett

Robert Swinehamer

Voting Opposed:

Mayor Joseph E. McGuinness

Stephen Barnett

Robert Swinehamer

Attest:

Jayne Rhoades, Clerk Treasurer

Prepared by: Lynnette Gray
Attorney No.: 11567-41

**INTERNAL CONTROL TRAINING CERTIFICATION
FOR ELECTED OFFICIALS, APPOINTEES, AND EMPLOYEES**

I, _____, the duly elected, appointed, or employed
(print name)

_____ for City of Frankin certify that I
(position or title) (political sbdivision)

received the following training concerning internal controls standards and procedures as required
by Ind. Code § 5-11-1-27(g)(2):

Title of Training	Time Spent
<u>Internal Controls Webinar</u>	_____
_____	_____
_____	_____

Date: _____

Signature

* This certification may be printed, signed, and retained in paper form or electronically. If signed electronically, the elected official, appointee, or employee must designate his or her signature by typing the last four (4) digits of their Social Security number in the signature line.

