

**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.*

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:					
Name:	Lynnette Gray			Telephone:	(317) 738-3365
Title or Position:	City Attorney				
E-Mail:	<a href="mailto:lynng@jgmlawfirm.com">lynng@jgmlawfirm.com</a>				
Address:	63 E. Court Street				
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:	<a href="mailto:lynng@jgmlawfirm.com">lynng@jgmlawfirm.com</a>				

**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. 2016-14 – Resolution of the Common Council Regarding Internal Control Training
2. Exhibit "A" -- Internal Control Training Certification for Elected Officials, Appointees and Employees

**RESOLUTION NO.: 2016-14**  
**OF THE COMMON COUNCIL OF THE CITY OF FRANKLIN, INDIANA**  
**RESOLUTION OF THE COMMON COUNCIL REGARDING**  
**INTERNAL CONTROLS TRAINING**

**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 Common 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 the 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 Common Council 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 and elected officials on or before December 31<sup>st</sup>, 2016 and that each new employee, or newly elected official, shall complete said training by the end of the calendar year within which they are employed or elected.

**NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF FRANKLIN, INDIANA, ORDAINS AND ENACTS THE FOLLOWING:**

1) That the above recitations are adopted as findings by the Common Council; and

2) It is further ordered that Members of the Common Council of the City of Franklin will endeavor to use all good faith efforts to familiarize themselves with the Indiana State Board of Accounts Policies and Procedures related to Internal Controls, including watching the Indiana 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.

5) It is further ordained that this Resolution takes effect upon its adoption by the Common Council.

6) It is further ordained that this Resolution shall be in full force and effect immediately upon adoption as set forth herein and approval by the Mayor.

Introduced and Filed on the \_\_\_\_ day of August, 2016.

DULY PASSED on this \_\_\_\_ day of \_\_\_\_\_, 2016 by the Common Council of the City of Franklin, Johnson County, Indiana, having been passed by a vote \_\_\_\_ in Favor and \_\_\_\_ Opposed.

**City of Franklin, Indiana, by its Common Council:**

Voting Affirmative:

Voting Opposed:

\_\_\_\_\_  
Stephen Barnett, Council President

\_\_\_\_\_  
Stephen Barnett, Council President

\_\_\_\_\_  
Kenneth W. Austin, Vice President

\_\_\_\_\_  
Kenneth W. Austin, Vice President

\_\_\_\_\_  
Joseph P. Abban

\_\_\_\_\_  
Joseph P. Abban

\_\_\_\_\_  
Joseph R. Ault

\_\_\_\_\_  
Joseph R. Ault

\_\_\_\_\_  
Andrew Eggers

\_\_\_\_\_  
Andrew Eggers

\_\_\_\_\_  
Keith Fox

\_\_\_\_\_  
Keith Fox

\_\_\_\_\_  
Richard L. Wertz

\_\_\_\_\_  
Richard L. Wertz

**Attest:**

\_\_\_\_\_  
Jayne Rhoades  
City Clerk Treasurer

Presented by me to the Mayor of the City of Franklin for his approval pursuant to Indiana § 36-4-6-15, 16 this \_\_\_\_\_ day of \_\_\_\_\_, 2016 at \_\_\_\_\_ o'clock \_\_\_\_\_ .M.

\_\_\_\_\_  
Jayne Rhoades  
City Clerk Treasurer

This Resolution having been passed by the legislative body and presented to me was approved by me and duly adopted, pursuant to Indiana Code § 36-4-6-16a)(1) this \_\_\_\_\_ day of \_\_\_\_\_, 2016 at \_\_\_\_\_ o'clock \_\_\_\_\_ .M.

\_\_\_\_\_  
Joseph E. McGuinness, Mayor

**Attest:**

\_\_\_\_\_  
Jayne Rhoades  
City Clerk Treasurer

**Prepared by:**

\_\_\_\_\_  
Lynnette Gray, City Attorney

**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.

