

County Officials Orientation Program (COOP)

County Mayor/Executive Checklist

- Oaths of office taken, signed, and filed with County Clerk.
- Surety bond is approved by the CLB, recorded with Register of Deeds, and filed with County Clerk. Note: the bond must be transmitted to the County Clerk for filing within either forty (40) days after the election or twenty (20) days (September 21st) after the term of office begins. If obtaining insurance instead of a bond, the certificate of insurance must be recorded with the Register of Deeds.
- Review personnel policy - Check with County Clerk.
- Review county ethics policy - Check with County Clerk.
- Do not fire anyone or make any other personnel changes without checking with the county attorney.
- Review current year budget (begins July 1st). If not in office file, check with County Clerk.
- Review county's current financial/purchasing policies.
- Check for letters of agreement or court orders for fee officials. Note: New fee officials have thirty (30) days from taking office to file a salary suit or sign a letter of agreement.
- Review boards and commissions to which you make appointments. Appointments are made at the September meeting.
- Review committees of the county.
- Review fixed asset inventory list. For decentralized counties, this list should be found in your office or the county's budget office. For centralized counties, check with the finance or budget office for this list.
- Review documented internal controls, risk assessments, and the office's list of capital assets.
- Do not throw anything away without checking with the records commission.