

Trustee Breakout Session

CHECKLIST

Legal Requirements and Initial Filings

- Oaths of office should be taken, signed, and filed with the County Clerk.
- The surety bond should be approved by the county mayor, recorded with the Register of Deeds, and filed with the County Clerk. Official bonds required to be transmitted to the County Clerk must be filed within thirty (30) days after election.
- Determine whether the office operates under the budgetary system or the fee system.
- Review the county's ethics policy. A copy may be obtained from the County Clerk.
- New fee officials have thirty (30) days from taking office to sign a letter of agreement or file a salary suit regarding staffing levels and funding.

Secure Office Access and Continuity of Operations

- Contact the computer vendor and/or county network services to establish access to all office systems and applications.
- Review office bank accounts, investments, petty cash funds, and existing contracts. Complete any required signature cards and verify account status, authorized users, and account privileges.

Review Financial and Administrative Information

- In the county's budget or finance office (or the mayor's office in decentralized counties), obtain and review the office budget and the most recent expenditure reports.
- Obtain a current list of office fixed assets and review it for accuracy.
- Review the county's current purchasing policies.

Personnel and Human Resources Review

- Review the office personnel policy. If a copy cannot be located, one should be available through the County Clerk's office.
- Consult with the County Attorney before dismissing employees or making personnel changes.

Internal Controls, Records, and Compliance

- Review documented internal controls, risk assessments, and office policies and procedures.
- Review records management requirements, including CTAS-197, before destroying any records. When applicable, obtain approval from the county public records commission prior to records disposition.

Additional Resources and Assistance

- Contact your CTAS County Government Consultant for additional information, guidance, training opportunities, and transition assistance.