

TOWN OF GREENVILLE  
ORDINANCE NO. 2011-TR-037

**RESOLUTION CONCERNING THE TRAINING COURSE FOR DEPUTY  
TOWN CLERK AMY STONE FOR THE KEYSTONE KEY-BUDGET  
SOFTWARE FOR BUDGET PREPARATION REQUESTED BY THE  
DEPARTMENT OF LOCAL GOVERNMENT FINANCE {DLGF} FOR  
THE TOWN OF GREENVILLE, INDIANA**

WHEREAS, the Town Council for the Town of Greenville, Indiana, in the interest of providing training for the Clerk / Treasurer position to best serve the citizen of the Town of Greenville and;

WHEREAS, the Department of Government Finance {DLGF} is offering a training course on July 12<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, and 21<sup>st</sup> of 2011 {date to be determined later} for entering information into the Keystone Key-Budget Forms and;

WHEREAS, this course is only being offered at the Department of Government Finance {DLGF} offices located at Daleville, Indiana it shall require this Resolution to be past to provide for Deputy Clerk Stone's salary, gasoline, meals and course registration fee. Estimated mileage round trip 337 miles, 11 hours travel and class time.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF GREENVILLE, INDIANA, AS FOLLOWS:

1. Mrs Amy Stone is authorized to register on line @ [www.boycesystems.com](http://www.boycesystems.com) for this course. The cost of registration is \$50.00 U.S. Dollars and shall be charged against the Greenville Water Utility Master Card Account. Invoice shall be submitted to the Greenville Clerk / Treasurer for reimbursement from The Town of Greenville Cumulative Capital Improvement Inter Fund Operation Account No. 401001520 to the Greenville Water Utility.
2. Mrs Amy Stone shall receive her normal compensation for eight {8} hours from the Greenville Water Utility on her normal pay check. Invoice shall be submitted to the Greenville Clerk / Treasurer for reimbursement from The Town of Greenville Cumulative Capital Improvement Inter Fund Operation Account No. 401001520 to the Greenville Water Utility for this eight {8} hours of compensation.
3. It is anticipated because of the distance to be travelled, the amount of hours required to travel that distance and course hours expected it will be necessary to allow four to five hours overtime compensation for Mrs Amy Stone at the rate of \$26.33 U.S. Dollars per hour. The Greenville Clerk / Treasurer shall issue a check to Mrs Amy Stone for these hours from The Town of Greenville Cumulative Capital Improvement Inter Fund Operation Account No. 401001520.
4. It is anticipated because of the distance to be travelled that the cost of fuel will be between \$75.00 to \$100.00 U.S. Dollars.

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5. It is anticipated because of the distance to be travelled that Mrs Amy Stone shall be allowed \$25.00 U.S. Dollars for meals and other refreshments.
6. An expense check shall be issued to Mrs Amy Stone for the sum of \$125.00 U.S. Dollars in anticipation of expenses in items 4 and 5 two days prior to leaving for this course. The Greenville Clerk / Treasurer shall charge as a credit this \$125.00 U.S. Dollars to The Town of Greenville Cumulative Capital Improvement Inter Fund Operation Account No. 401001520
7. It is estimated that the total cost to the Town of Greenville for this course will be \$500.00 U.S. Dollars.
8. Mrs Amy Stone shall provide receipts for all expenditures related to this course to the Town of Greenville Council President and generate a time sheet to be approved by the Town of Greenville Council President.
9. The Greenville Clerk / Treasurer shall charge all expenditures as a credit related to this course to The Town of Greenville Cumulative Capital Improvement Inter Fund Operation Account No. 401001520. These charges shall be reflective on the August Budget Sheet submitted to the Greenville Town Council at their August 8<sup>th</sup>, 2011 Monthly Meeting.

ADOPTED BY THE TOWN COUNCIL OF GREENVILLE, INDIANA, ON THE 13th DAY OF JUNE, 2011.

PRESIDENT OF THE TOWN  
COUNCIL OF GREENVILLE,  
INDIANA

  
TALBOTTE RICHARDSON,

  
JACK TRAVILLIAN,  
CLERK/TREASURER

PREPARED BY: RANDAL JOHNES

Amy Stone

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**From:** Ricki Wilkerson [noreply@boycesystems.com]  
**Sent:** Tuesday, May 31, 2011 3:23 PM  
**To:** amy-greenville-water@insightbb.com  
**Subject:** \*\*\*Key-Budget Gateway Classes\*\*\*

ATTENTION KEYSTONE KEY-BUDGET USERS!!

As you are all aware, the DLGF is introducing the "Gateway" which will be used for entering information into your budget forms. Most of you know we have been waiting for the DLGF to give us an upload. We have good news and other news.

Good news! We have now received the information for uploading figures for Budget Form 1 and Budget Form 2 from our Budget software to the Gateway. This is great, you won't have to enter figures twice and it should save you lots of time. Budget forms don't have to be uploaded until November. This takes effect beginning July 1 and we have our software ready.

Other news! You will have to enter more codes. These are codes required by the DLGF to accomplish this upload. We have tried to make this as painless as possible. You will have separate DLGF code fields on each fund, revenue and appropriation account. We have put pull down lists with built in tables in the program to make it easier. We will also list the tables in our help so they can be printed out. This will be easier than the annual report codes! Please give it a try! In addition, you will have the ability to input Revenue Estimates for Form 2 and the 2012 figures will rollover during the yearend process.

We are offering classes here at Boyce Systems on how to fill in the codes. The classes should only last <sup>1</sup>/<sub>i</sub> day and will cost \$50 per person. Continental Breakfast will be provided. Lunch will be on your own. We will be with you every step of the way! Sarah Ancel from the DLGF will also be available during the classes.

We also encourage you to attend the DLGF Gateway classes, if you haven't already. You need to know how to navigate the Gateway and you will still need to enter the remainder of budget forms online.

If you do not want to take advantage of the upload option you can enter your Form 1 and Form 2 manually through the Gateway, but you will still have to enter your budget figures through our program option "Setup Budget for Next Year" for Key-Budget. We are making the upload available so you do not have to enter Form 1 and Form 2 in two places.

**PRODUCT WILL BE RELEASED FOR DOWNLOAD AFTER JULY 12, 2011.**

**Class Schedule at our Daleville office, please register online @ [www.boycesystems.com](http://www.boycesystems.com) and choose the Calendar and then the appropriate date and event:**

July 12 - Daleville office - Registration 8 - 9 am Class begins promptly @ 9:00 am, class should end by noon. July

13 - Daleville office - Registration 8 - 9 am Class begins promptly @ 9:00 am, class should end by noon. July 20 -

Daleville office - Registration 8-9 am Class begins promptly @ 9:00 am, class should end by noon. July 21 -

Daleville office - Registration 8 - 9 am Class begins promptly @ 9:00 am, class should end by noon.