

# Transitions of Elected Officials After the Election

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Ancel Glink, P.C.

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# The new township team is coming!

- *The new Supervisor (CEO) is coming – This may cause:*
  - Celebration
  - Concerns about Job Security
  - Need for a Transition Plan
  - Panic
  - Fear of Changes
  - Fear of the unknown

# Succession Planning

## Opening of the Bell

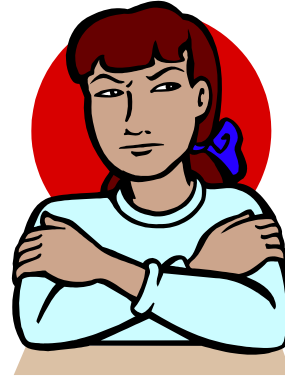
1. Preparing for the new beginning bell
2. Transition Committee
3. Schedule/Calendar
4. Keeping the ship afloat while waiting for the new captain



# Changing of the Guard

## Types


- Friendly
- Hostile
- Dark



# Transition Issues

1. Arrange for a meeting to discuss the transition process
2. Make arrangements for transfer of keys, combination numbers, computer program passwords, etc.
3. Provide contact persons for alarm systems, computer support, service contracts
4. Provide for introductions of employees to new leadership – Reception for new leaders
5. Leave adequate supplies and materials to allow for a smooth transfer

# Transition Issues

6. Make a checklist of immediate items that need attention along with a “think about it” list
  7. List of all financial resources and bank account numbers and locations
  8. Location of all critical files such as insurance, general assistance, etc...
  9. Destruction of all credit cards that no longer have bearing to new authority
  10. Prepare a list of all vendors to the township
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# Transition Issues

11. Provide the name and phone numbers for the township attorney, auditor and insurers
12. Prepare the employees for the transfer of authority
13. Identify all locations of record storage
14. Changing of names for stationary, signage, etc...
15. Tax forms and other legal signature name change requirements
16. Are you willing to provide further advice or comment to new leadership?
17. Prepare the work station for the new officials to make the transition smooth and to give a feeling of welcome and respect

# Review Processes & Procedures

- When was the last time a designated special person personally handed out payroll checks to verify against ghost payroll?
- How is cash transported to the depository bank and by whom?
- Does the same person who prepares township disbursement checks also have the responsibility of balancing the checking accounts?
- Have we reviewed robbery and emergency procedures with our front desk personnel recently?



# Review Processes & Procedures

- When was the last time we changed auditing firms?
- Do we take payment by credit card and, if so, have we shopped around recently for lowest processing costs?
- How is cash handled for storage overnight at our facilities?
- How is petty cash accounted for?

# Review Processes & Procedures

- Are we correctly categorizing employees as exempt or non-exempt?
- Can we get our financial reports more user friendly for my understanding?
- When was the last time we changed the combination on our cash safes, entrance codes to our buildings and security passwords on our computer system dealing with finances?
- What is our investment policy?
- Where are our policy manuals? (Town, assessor, road district)

# Review Processes & Procedures

- When was the last time we changed our bond advisor or at least looked at fees?
- (If applicable) How are program fees determined and at what level in our township?
- When is the last time we updated our personnel policy manual?

# Review Processes & Procedures

- When did the township last review legal services?
- Have we completed a criminal background check on all persons handling money regardless of full-time verses part-time status?
- Are the personnel files in order for review?
- Do we have a current copy of the township's manuals available for review?
- Do we have a current listing of assets, facilities, and properties?
- Are our minutes (open and closed session) up to date and approved?

# Transition Issues

- Can we make our financial reports more user-friendly for my understanding?
- When was the last time we changed the combination on our cash safes, entrance codes to our buildings and security passwords on our computer system dealing with finances?
- What is our investment policy?
- Do we use the Illinois Treasurers Investment Pool?
- When was the last time we changed our bond advisor or at least looked at fees?
- How are program fees determined and at what level in our park district?

# Transition Issues

- Have we completed a criminal background check on all persons handling money, regardless of full-time verses part-time status?
- Are the personnel files in order for review?
- Do we have a current copy of the township's manuals available for review?
- Do we have a current listing of assets, facilities, and properties?

# Questions?

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