



Department of Local Government Finance

Gateway 101

Data Analysis Division
May 2020



Agenda

- This training session will help you to better understand the following:
 - How to both gain and delegate access to the various Department of Local Government Finance (“Department”) applications in Gateway;
 - What reports you are required to submit to the Department in Gateway; and
 - What information is available to the general public on Gateway.



Gateway



A Brief History of Gateway

- Launched in 2010, Indiana Gateway for Government Units (“Gateway”) is the collection platform for local units of government to submit required data to the State of Indiana, as well as a public access tool for citizens.



A Brief History of Gateway

- As of April 2020, 23 different applications are used by hundreds of local units of government, schools, state agencies, casino operators, and others to submit financial and operational data to the State of Indiana.
- Data submitted includes budgets, debt issuances, TIF district summaries, annual financial reports, employee compensation reports, local development agreements, and school district collective bargaining reports, among others.



Gateway Username

- Per the Authorized User Policy (<https://gateway.ifionline.org/UserPolicy.aspx>), an authorized users' Gateway login information and PIN number is exclusively for individual use and should not be shared.
- Per the [Authorized User Policy](#), in order for an email address to be used as a [Gateway username](#), the email address:
 - Must be a working/valid email address.
 - May not include the name, nickname, or initials of anyone other than the associated Gateway user.
 - Must be an email address in which the associated Gateway user is the only individual with the ability to view any and all emails sent to it.
 - Must be an email address in which the associated Gateway user is the only individual with the ability to send emails using that email address.



Defining the Fiscal Officer in Gateway



Fiscal Officer for Department Gateway Applications

- The Department considers the employee who all other employees of the unit ultimately report to is the “Fiscal Officer.” The Fiscal Officer is the default submitter/delegating official for the reports located within the applicable Department Gateway applications.
 - Please Note: An independent contractor (i.e. an outside CPA/consulting firm/consultant that the unit has hired) would not be considered the Fiscal Officer of the unit.
 - For special district units who do not have any actual employees, the Department considers the President of the Governing Board to be the default submitter/delegating official for the reports located within the applicable Department Gateway applications.



Fiscal Officer for Department Gateway Applications

- Please Note: The Fiscal Officer is the employee of the unit who all other employees of the unit ultimately report.
 - This is not necessarily referring to the employee of the unit who will be the primary person to enter data into the Department Gateway applications.
 - It is possible that the Fiscal Officer may not be the employee who enters in the majority of the data into Gateway for the unit.
 - If the unit only has one employee, then by default, they are the Fiscal Officer.
 - It is possible that the “DLGF Fiscal Officer” may be different than the SBOA Fiscal Officer.



Fiscal Officer for Department Gateway Applications

- It is the responsibility of the Fiscal Officer to personally log into Gateway under their specific Gateway username to “submit” any forms or reports located within the Department Gateway applications (with the exception of the Budgets/Additional Appropriation applications).
- If the unit is subject to binding review, then the Head of the Governing Body is the default submitter/delegating official for the Budgets/Additional Appropriation applications.



Fiscal Officer for Department Gateway Applications

- Only the Fiscal Officer is permitted to have submission rights in the following Department Gateway applications:
 - Other Post-Employment Benefits (OPEB);
 - Economic Development Reporting (EDR); and
 - SB131 (Solid Waste Management Districts ONLY).



Fire Protection District Department Fiscal Officer

- The Department considers the “Bonded Employee” ultimately responsible for the unit’s finances to be the “Fiscal Officer.” The Department Fiscal Officer is the default submitter/delegating official for the reports located within the Department Gateway applications (other than the Budgets/Additional Appropriation applications).
- Please Note: The Fiscal Officer for Fire Protection District Units must be BOTH: 1) Bonded; and 2) an actual employee of the Fire Protection District.



How to Delegate Access to Gateway Applications

- It is easy to delegate access to the Gateway applications to other individuals via a valid Limited Delegation of Authority (“LDA”) form.
- To delegate access to a Gateway application, please email gateway@dlgf.in.gov and provide the name, title, start date of position, and an email address that complies with the Gateway Username requirements of the applicable individual who will be assisting with entering data into the Department Gateway applications, and the Gateway team will provide access under their own specific Gateway username.
- If an individual will not be assisting with entering data into the Department Gateway applications, the Department recommends that they view completed reports on the Gateway Public Site.



Relinquishment of Authority Process

- The default submitter/“Delegating Official” to the Department Gateway applications for school corporations is the current official Superintendent (provided the Superintendent is an actual employee of the School Corporation and not an outside consultant/independent contractor).
- The Superintendent may relinquish their authority to submit the forms/report located within the Department Gateway applications to the Chief Financial Officer/Business Manager/Corporation Treasurer by submitting a “Relinquishment of Authority” (ROA) Form.
 - Relinquishing “submit” access is “all or nothing.” In other words, it is not possible to relinquish submit access to just one application.
 - In order to ensure that our records are accurate and that all fields are filled out correctly, the Department requests that units relinquish submit access via a pre-populated DLGF ROA Form that the Department sends to the Delegate.



Relinquishment of Authority Process

- It is the responsibility of the school corporation to notify the Department in a timely manner any time a) there is a change in Superintendent and/or Chief Financial Officer/Corporation Treasurer or b) any time that the Superintendent and/or Chief Financial Officer/Corporation Treasurer begin an extended leave.
- This notification should be sent to the Department's Gateway Inbox at gateway@dlgf.in.gov.
- When there is a change in Superintendent and/or Chief Financial Officer/Corporation Treasurer, the school submission permissions for Department Gateway applications will reset back to the default of the Superintendent.



Relinquishment of Authority Process

- In the event a school corporation's Chief Financial Officer/Corporation Treasurer has been granted "submit" access by the Superintendent via the ROA process:
 - When the current official Chief Financial Officer/Corporation Treasurer begins an extended leave of absence, "submit" access to the Department Gateway applications is removed from the current Chief Financial Officer/Corporation Treasurer and granted to the current Superintendent.
 - Additionally, when there is a vacancy in the Chief Financial Officer/Corporation Treasurer position, the Superintendent will be responsible for submitting reports located in the Department Gateway applications.



Gateway Applications



Gateway “Select Application” Page



- [Home](#)
- [About](#)
- [Account Settings](#)
- [User Guides](#)
- [Logout](#)

Welcome to the Indiana Gateway for Government Units

As an authorized user, you will have at least one application to use. Each of these applications enables a local unit to submit its required forms, reports or files to the appropriate state agency. Agencies currently include [Department of Local Government Finance](#), [State Board of Accounts](#), [Indiana Education Employment Relations Board](#) and [Indiana Gaming Commission](#).

The State of Indiana has implemented a mandatory “stay-at-home” order until April 7 per Executive Order #20-008. During this time, please email the agency instead of calling if you have questions about a specific Gateway application. Gateway agencies will continue to monitor and respond to your email questions.

For any inquiries pertaining to the applications listed under the DLGF section below, please email gateway@dlgf.in.gov. For all sales disclosure related questions pertaining to Gateway SDF, please email gateway@sdf.in.gov. IEERB – gateway@ieerb.in.gov IGC – gateway@igc.in.gov SBOA Annual Financial Report – gateway@sboa.in.gov | AnnualReports@sboa.in.gov | Nonprofits@sboa.in.gov.

Select Application

Department of Local Government Finance (DLGF)	Deadline
New* Additional Appropriations	Details
Abstract	Details
Assessor Reports	Mar 31
Budgets	Details
Data Entry for CNAV and Form 22	Details
Debt Management	Details
Economic Development Reporting	Sep 30
File Transmission	Details
Other Post-Employment Benefits	Mar 1
SB 131 Reporting for SWMDs	Mar 1
TIF Management	Apr 15

Indiana Education Employment Relations Board (IEERB)	Deadline
Bargaining Status Form I	Nov 15
Collective Bargaining Reporting	Apr 15
Collective Bargaining Contract Upload	Nov 15
Exclusive Representative Organization Membership Verification	Oct 1

State Board of Accounts (SBOA)	Deadline
100R	Jan 31
Annual Financial Report	Details
Monthly and Annual Engagement Uploads	Details
Conflict of Interest Disclosure	15 days after final action on the contract or purchase
E-1 Entity Annual Report	60 days after entity's fiscal year ends
ECA Risk Report	Aug 29

Indiana Gaming Commission (IGC)	Deadline
Local Development Agreement	Mar 1

Bureau of Motor Vehicles	Deadline
Ordinance Portal	Sep 1



Department v. SBOA

- It is important when you have a question related to Gateway that you contact the agency that handles the application. The Department Gateway team does not have access to the SBOA applications and vice versa.
- The “Select Application” page of Gateway lists all of the current applications in Gateway. The applications are color-coded based on the agency that oversees that application.

Department of Local Government Finance (DLGF)	State Board of Accounts (SBOA)
Debt Management	100R
Economic Development Reporting	Annual Financial Report
File Transmission	Monthly and Annual Engagement Uploads
Other Post-Employment Benefits	Conflict of Interest Disclosure
	E-1 Entity Annual Report
	ECA Risk Report



Gateway Applications – All Unit Types

- Gateway applications containing reports that all applicable unit types are required to submit:
 - Debt Management;
 - Other Post-Employment Benefits (OPEB);
 - Economic Development Reporting (EDR); and
 - File Transmission.



Gateway Applications – City/Town/County ONLY

- Gateway applications containing reports that only **city/town/county units** are required to submit:
 - TIF Management.



Gateway Applications – County ONLY

- Gateway applications containing reports that only **county** units are required to submit:
 - Data Entry for CNAV and Form 22 (DECAF) (Auditor Only);
 - Abstract (Auditor Only); and
 - PTABOA (Assessor Only).



Gateway Applications – SWMD ONLY

- Gateway application containing reports that only **solid waste management district units** are required to submit:
 - SB 131 Reporting for SWMDs.



Gateway Submission Deadlines in 2020

Due Date	Task
February 28	Deadline for submission of annual Debt Affirmation in Debt Management.
March 2	Deadline for submission of Other Post-Employment Benefits (OPEB)(Retiree benefits & expenditures).
March 2	Deadline for solid waste management district units to submit of SB 131 Report
March 16	Deadline for county units to submit Gateway Abstract.
March 31	Deadline for county units to submit PTABOA Report
April 15	Deadline for city/town/county units to submit TIF Management Report.
May 30	Deadline for submission of Pre-Budget Worksheet.



Gateway Submission Deadlines in 2020

Due Date	Task
August 1	Deadline for county units to submit Certified Net Assessed Values (CNAV).
September 1	Deadline for employees of units subject to Binding Review to enter/edit information in the Budget Forms.
September 30	Deadline for Gateway submission of Economic Development Reporting (EDR).
December 16	Deadline for Gateway submission of additional appropriation requests pertaining to the 2020 budget year



Gateway Submission Deadlines

Due Date	Task
*Ongoing	Debt Management: Units are required under IC 5-1-18-6 to report new debt as it is incurred. New legislation effective July 1, 2020 changes the reporting deadline. For debt issued before October 1, units must complete a report in the Gateway Debt Management application no later than one month after the date on which the bonds are issued, the loan is closed, or the lease is executed. For debt issued after September 30, units must complete a report in the Gateway Debt Management application no later than five business days after the date on which the bonds are issued, the loan is closed, or the lease is executed.
*Ongoing	File Transmission/Contract Upload: IC 5-14-3.8-3.5 required each political subdivision to upload contracts that were entered into after June 30, 2016 and exceed \$50,000 to be uploaded into the Gateway File Transmission application not later than 60 days after the date the contract is executed.



Department Budget Form Submission Deadline

Due Date	Task
10 Calendar Days prior to Date of Public Hearing	Deadline for Submission of Budget Form 3.
5 Days After Date of Adoption	Deadline for submission of all Budget Forms in Gateway for units with Date of Adoption Meeting before November 2.
November 9	Deadline for submission of all 2021 Budget Forms in Gateway for units with Date of Adoption Meeting on November 2.



Assessor Reports – PTABOA – County units



Department of Local Government Finance - Assessors

[Home](#)

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[Account Settings](#)

[User Guides](#)

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[Select County](#) > [Reporting Requirements](#) > [PTABOA Report Form](#)

ADAMS COUNTY PROPERTY TAX ASSESSMENT BOARD OF APPEALS REPORT

State Form 55889 (8-15)

Prescribed by the Department of Local Government Finance

INSTRUCTIONS:

Indiana Code 6-1.1-28-12 requires each Property Tax Assessment Board of Appeals ("PTABOA") to submit a report to the Department of Local Government Finance, Indiana Board of Tax Review, and Legislative Services Agency ("LSA") before April 1 annually (the report to LSA must be in an electronic format under IC 5-14-6). This report documents the notices for review (Form 130 appeals) filed with the PTABOA for the preceding year. This report may not include any confidential information.

The PTABOA of Adams County, Indiana, reports the following for the 2017 year. (The year preceding the year in which this report is filed, referred to as "the subject year" for the purposes of this form.)

(1) The total number of notices for review filed with the PTABOA in the subject year.	53
(2) Notices for review that were resolved in the subject year by a preliminary informal meeting.	46
a. Of the total above, how many notices were filed in the subject year?	27
b. Of the total above, how many notices were pending at the end of the year preceding the subject year?	19
(3) Notices for review in which a hearing was conducted in the subject year by the PTABOA.	0
a. Of the total above, how many notices had been filed in the subject year?	0
b. Of the total above, how many notices were pending at the end of the year preceding the subject year?	0
(4) The number of written decisions issued in the subject year by the PTABOA.	0
a. Of the total above, how many decisions were issued in response to notices filed in the subject year?	0
b. Of the total above, how many decisions were issued in response to notices pending at the end of the year preceding the subject year?	0



Assessor Reports – PTABOA – County units

- Indiana Code 6-1.1-28-12 requires each Property Tax Assessment Board of Appeals ("PTABOA") to submit a report to the Department, Indiana Board of Tax Review, and Legislative Services Agency ("LSA") before April 1 annually.
- This report documents the notices for review filed with the PTABOA for the preceding year.
- The Gateway PTABOA report is a summary level report. Data on individual appeals will not be collected through the report.
- This report may not include any confidential information.
- The county assessor is responsible for submitting the PTABOA report in Gateway.



Gateway Abstract – County units

INDIANA Gateway for government units



Department of Local Government Finance - ABSTRACT

[Home](#) [About](#) [Account Settings](#) [Help](#) [Logout](#)

Boone County: 2020 Tax Year

Menu Close Menu

- County Select
- Abstract Home**
- Pre-Abstract Survey

Welcome to Gateway Abstract!

- County auditors should submit the pre-abstract survey no later than January 30th, 2019. A link to the pre-abstract survey may be found in the menu on the left side of this page.
- Please work with your software vendor to produce the Abstract data upload files. Those files are to be loaded in the File Upload area located on the menu. Gateway Abstract training tools and tutorials can also be found on the DLGF's website at <http://www.in.gov/dlgf/9618.htm>.

Data

- Tax District Configuration & Info
- File Upload

Contact

- For error reports, questions, or comments, please contact Gateway@dlgf.in.gov. Please include as much detail as possible for any errors, including screenshots or error messages.

Abstract Sections

- AV Summary more ▾
- Rate and Levy Summary more ▾
- Total Taxes Summary



Gateway Abstract – County units

- Beginning in 2019, all Abstracts were submitted using the Gateway Abstract application.
- The manual data entry onto the Excel template was eliminated as part of the new Gateway Abstract process.
- County auditors generate from their local tax and billing systems a series of text files that they, then, upload into Gateway Abstract.
- After the text files have been successfully uploaded, county auditors click a button to run the Abstract calculations and then, can review the results in Gateway.
- The information reported in Gateway Abstract provides greater detail than what was reported on the previous Excel version of the Abstract



DECAF (CNAV) – County units

- IC 6-1.1-17-1 requires that Net AVs be certified on or before August 1 of each year and be submitted to the Department by that date.
- All counties must upload CNAV parcel-level data to the DECAF application using a file export process from their tax & billing systems.
- If necessary, the end user can manually edit the data after the files have uploaded to Gateway.

[Manage CNAV](#)

CNAV Submitted on 10/3/2019 4:54:27 PM by Heather R Myers - Auditor

CNAV Reports

- [CNAV Districts Data \(Step 1\)](#)
- [CNAV District-Fund Data \(Step 3\)](#)



DECAF (Form 22) – County units

[Select County](#) > Manage County Functions

Manage County Functions

Boone County: Reporting Year 2019

June 2019 Form 22 Now Open for Data-Entry & Upload!

[Manage Units and Distributions](#)

Last Activity at: 12/27/2019 10:32:00 AM

June Certified Pay 2019 Settlement Period:

25 of 25 units were submitted 7/3/2019 10:24:58 AM by Heather R Myers - hmyers@co.boone.in.us

\$58,721,821.65 in distributions entered for this county

December Certified Pay 2019 Settlement Period:

25 of 25 units were submitted 12/27/2019 12:08:59 PM by Heather R Myers - Auditor

\$49,509,266.28 in distributions entered for this county

Distributions Reports

- [June Distributions](#)
- [December Distributions](#)



DECAF (Form 22) – County units

- Form 22 distribution data is submitted to the Department in June and December each year very shortly after a county has completed its semi annual settlement process with the Auditor of State's office.
- County auditors may upload files containing distribution data into the DECAF – Form 22 Gateway application. The files can be exported from the county's tax and billing system.
- County auditors may also choose to enter Form 22 data manually for all distribution types directly into the Form 22 area of the DECAF application.



Additional Appropriations

gateway.ifonline.org/AdditionalAppropriations/UnitInfo.aspx

INDIANA Gateway for government units



DLGF - Additional Appropriations

[Home](#)

[Admin Home](#)

[Account Settings](#)

[Help](#)

[Logout](#)

Select Unit > **Manage Petitions**

Selected Year 2020 Select Unit: ADAMS CENTRAL COMMUNITY SCHOOL CORPORATION, Adams Co. - 0015

[Create new Additional Appropriations Petition](#)

ID	Year	Public Hearing Date	Resolution Date	Advertising Date	Email Recipient	Submitted By	Submission Date	Fund Preview	Request Amount Preview	Number of Funds	Petition Status	View/Edit Petition	DLGF Reviewed Order	Unlock	Delete Petition
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No Records Found

[About Gateway](#) · [Contact Us](#) · [Contact Officials](#)

Indiana Gateway for Government Units is the collection platform for local units of government to submit required data to the State of Indiana, as well as a public access tool for citizens. It represents a unique partnership between the State of Indiana and the Indiana Business Research Center at IU's Kelley School of Business, with initial support from the Lilly Endowment and sustainable support from the State of Indiana.

Participating state agencies currently include the Department of Local Government Finance, the State Board of Accounts, and the Indiana Education Employment Relations Board.





Additional Appropriations

- Launched in April 2020, the Additional Appropriations application is the newest Department administered Gateway application.
- IC 6-1.1-18-5 outlines a series of steps that need to be completed by a local unit to receive an additional appropriation: 1. SBOA Reporting, 2. Public Notice, 3. Public Hearing/Adoption. The Department is only changing the submission, review, and response procedures for additional appropriations – none of the reporting items required as part of the additional appropriations process have changed.
- All additional appropriation requests must now be submitted via the Additional Appropriation application in Gateway.
- The new submission process in Gateway will streamline the review and approval of a unit's additional appropriation requests.



Budgets

Gateway INDIANA
for government units

An *Information for Indiana* Data Site

Home About Account Settings User Guides Logout

Department of Local Government Finance

Select Unit > Unit Main Menu

Selected Year: 2020 | Selected Unit: Tipton County - 0006 Wildcat Township, Tipton Co.

Unit Main Menu - 0006 Wildcat Township, Tipton Co.

Select from the options below to customize your unit's funds, departments, and/or publications.

Department of Local Government Finance Tasks

- Pre-Budget Worksheet** - Submitted on 4/23/2019 2:25:32 PM
Provide information and estimates in advance.
- Customize Funds, Departments, Debts, Rev. Codes**
View and edit lists of funds, depts., debts by fund and rev. codes.
- View Forms, Enter and Edit Budgets**
View, edit and submit Forms to DLGF.
- Submit Signed Form 4 and Other Documents**
View, upload and submit budget-related documents to DLGF.
- Property Tax Cap Info**
View Property Tax Cap Data Currently Entered on all Forms
- Optional Flat File Upload**
Fund List, Department List, Fund-Dept Relationship, Form 1, Form 2

Other Items

- Gateway Survey**
- Unit Specifications**
- Browser ID**



Budgets

Gateway INDIANA
for government units

An *Information for Indiana* Data Site

Home About Account Settings User Guides Logout

Department of Local Government Finance

Select Unit > Unit Main Menu > Budget Form Menu
Selected Year: 2020 | Selected Unit: Tipton County - 0006 Wildcat Township, Tipton Co.

Select from Available Forms

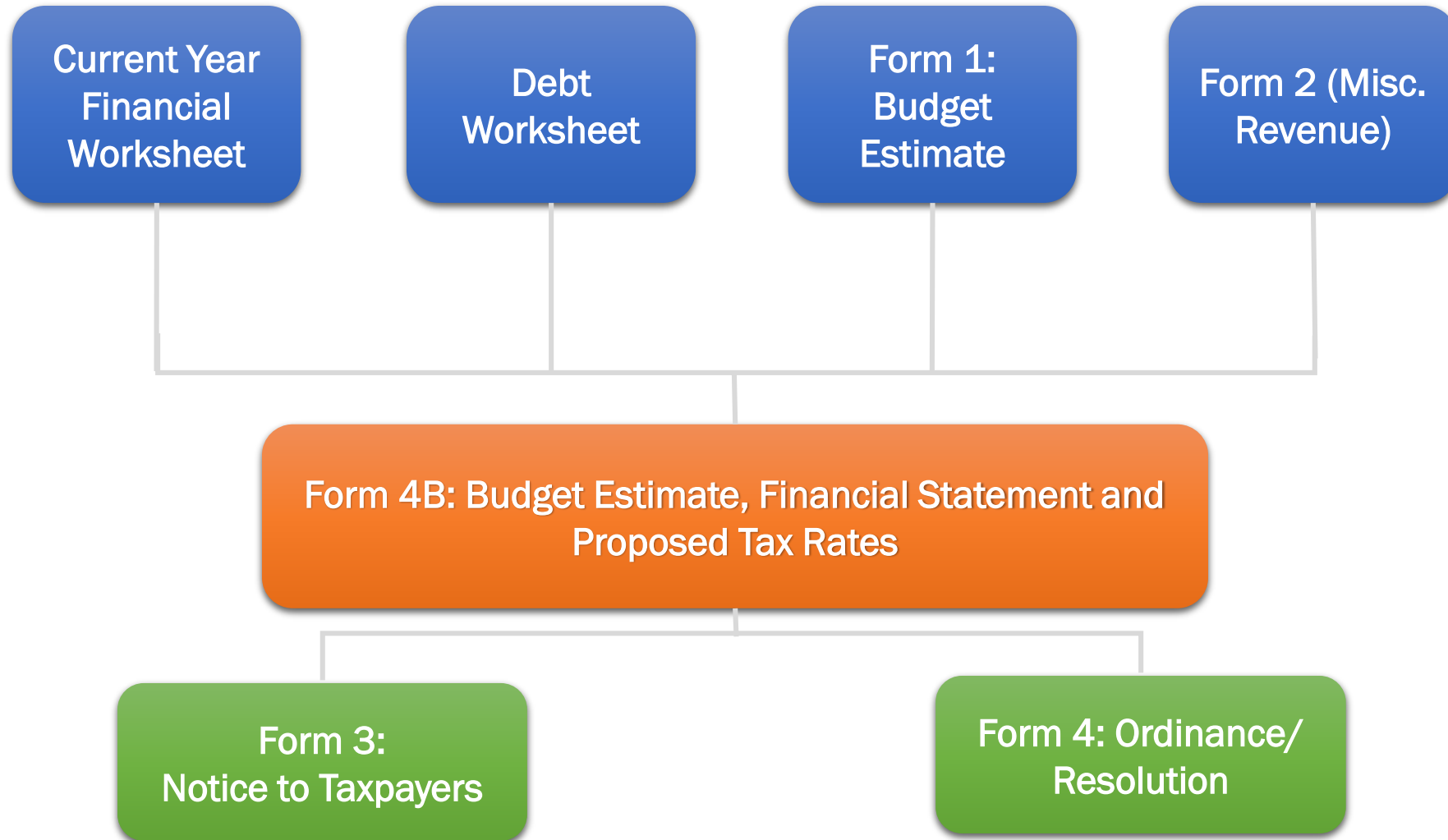
[Chart](#) [Error Prevention Report](#) [Budget Forms Flow](#)

The budget form submission deadline for this unit and budget year has passed. The budget forms are closed to editing.

Current Year Financial Worksheet: Additional Calculations for Form 4B ✓
Click to view form ✓ This form has been submitted. Submitted on 5/6/2019 9:35:40 AM
Debt Worksheet ⚠
Form 1: Budget Estimate ✓
Form 2: Estimate of Miscellaneous Revenues ✓
Form 3: Notice to Taxpayers ✓
Form 4: Ordinance / Resolution of Appropriations and Tax Rates ✓
Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate ✓
1782 Recipients: Registration of 1782 Notice E-mail Recipients ✓



Budget Forms – Flow Chart





Budgets

- All units that have their budget reviewed and certified by the Department must submit their proposed and adopted budget information in Gateway.
- The Pre-Budget Worksheet is the first form (for a particular budget cycle) that must be completed and submitted in Gateway. The 2021 Pre-Budget Worksheet is due by May 30, 2020.
- Starting in 2019 and going forward, units now have up to five days after the date of budget adoption to submit their adopted budget information in Gateway.
- Additional webinar training sessions will be provided on the various steps of the annual budgeting process for local units of government and will be available for review on the Department's website.



Debt Management

[Select Unit](#) > [Select Debt](#)

Debt Affirmation

Due March 1, 2018

By checking this box, I affirm that the selected unit has fully complied with the debt reporting requirement described in IC 5-1-18. I affirm that the debt reports listed below are accurate and correct. If no debt report is listed or all reports listed are marked as retired, I affirm that the selected unit has no outstanding debt.

Name

Title

Signature/PIN

Date

Sign and Submit

Gateway1 - Dlgf City 10

[File Upload](#)

Bond Name Link	Retired	Status
decimal debt	<input type="checkbox"/>	Submitted
General Obligation Bond 2012	<input type="checkbox"/>	Submitted

Add New Debt



Debt Management – Debt Affirmation

- The Debt Affirmation must be submitted in the Debt Management application by March 1 each year. In 2020, the deadline was February 28 due to March 1 falling on a weekend.
- Please Note: Even if a unit does not have any debt, the Debt Affirmation is still required to be submitted.



Debt Management – Debt Affirmation

- An authorized user with submit access to the Debt Management application may submit the annual Debt Affirmation by taking the following steps:
- Access the Debt Management application for your unit (see instructions above on how to access);
- Check the box affirming that the debt reports listed below are accurate and correct as shown below;

Select Unit > Select Debt

Debt Affirmation Due March 1, 2018 ⚠

By checking this box, I affirm that the selected unit has fully complied with the debt reporting requirement described in IC 5-1-18. I affirm that the debt reports listed below are accurate and correct. If no debt report is listed or all reports listed are marked as retired, I affirm that the selected unit has no outstanding debt.

Name

Title

Signature/PIN

Date



Debt Management – Debt Affirmation

3. Enter your first and last name in the “Name” box as shown below;

Name

Bugs Bunny



Debt Management – Debt Affirmation

4. Enter your title in the “title” box (i.e. “Conservancy Financial Clerk/Fiscal Officer”) as shown below.

Title

Financial Clerk



Debt Management – Debt Affirmation

5. Enter your specific 4-digit PIN number in the “Signature/PIN” box as shown below:

Signature/PIN



Debt Management – Debt Affirmation

6. Click the gray “Sign and Submit” button as shown below:

[Select Unit](#) > [Select Debt](#)

Debt Affirmation Due March 1, 2018

By checking this box, I affirm that the selected unit has fully complied with the debt reporting requirement described in IC 5-1-18. I affirm that the debt reports listed below are accurate and correct. If no debt report is listed or all reports listed are marked as retired, I affirm that the selected unit has no outstanding debt.

Name

Title

Signature/PIN

Date





Other Post-Employment Benefits (OPEB)

OPEB Reporting Functions



Step 1: Initial Configurations

Declare full-time employees and any health insurance plans.



Step 2: Health Insurance Plans

Enter health insurance plan(s)



Step 3: Expenses

Figures into expenses paid in the last year.



Step 4: Liability

Figures into liability and unfunded liability.



Step 5: Assets

Figures into assets and contributions to asset fund.



Final Step: Submission

Manage the OPEB submission status for this unit.



Other Post-Employment Benefits (OPEB)

- IC 36-1-8-17.5 requires political subdivisions to report by March 1 of each year on all other post-employment benefits. In 2020, the deadline was March 2 due to March 1 falling on a weekend.
- The definition of OPEB includes healthcare and other nonpension benefits provided to employees.
 - Benefits required include medical, prescription drug, dental, vision, hearing, life insurance, long-term care benefits, and long-term disability benefits (not covered under a pension plan) that are provided AFTER employment ends.
- Please Note: All political subdivisions are required to report, even if the unit does not offer OPEB.



Economic Development Reporting (EDR)

[Select Unit and Year](#) > Economic Development Reporting

County: **Shelby county**
Unit: **MARION TOWNSHIP unit**
Year: **2020**

Did your unit receive economic development payments under a local development agreement between July 1, 2018 and June 30, 2019?

Yes No

This form has been submitted.

Submitted at 11/9/2019 4:31:25 PM

Form Signature

NAME

DARLENE JOHNSON

TITLE

mariontwpselby@outloo

SIGNATURE/PIN



DATE

11/9/2019 4:31:25 PM

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-3-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purpose as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.



Economic Development Reporting (EDR)

- All taxing units are required to submit the Economic Development Reporting (EDR) report in Gateway by September 30 each year, regardless of whether the unit receives economic development payments or does not receive economic development payments.
- The economic development payments subject to reporting are monetary disbursements initially provided by a licensed owner of a riverboat, an operating agent of a riverboat, or an affiliate of an owner or operating agent.



Economic Development Reporting (EDR)

- IC 4-33-23-4 defines an economic development payment as a monetary disbursement paid under a local development agreement that is:
 - Received by a unit of government or any other person; and
 - Not paid in exchange for anything of value.
- If you have additional questions as to whether items would qualify as an economic development payment, the Department recommends speaking with your local counsel.



Economic Development Reporting (EDR)

- If the answer to the question below is “No”, then all the authorized submitter needs to do is click “No”, sign and submit.
- If the answer is “Yes”, then the authorized submitter will need to complete the EDR report.

[Select Unit and Year](#) > Economic Development Reporting

County:
Unit:
Year: 2019

Did your unit receive economic development payments under a local development agreement between July 1, 2017 and June 30, 2018?

Yes No



Gateway File Transmission/Contract Upload

Select Unit > File Transmission Menu > Contracts Upload

Dlhf City 1 - Gateway1 County

Contracts Upload

1 active contracts

+ Add a Contract

Filter

Category	Vendor	Est. Cost	Sign Date	End Date	Purpose	Date Added	Status	Amend
▶ Capital Outlays	TETST	\$0.00	06/07/2017	06/07/2017		06/30/2017	Active	

◀ 1 ▶ Page size: 10 1 items in 1 pages



Gateway File Transmission/Contract Upload

- IC 5-14-3.8-3.5 states that if a contract was entered into after June 30, 2016 and exceeds \$50,000, then it should be uploaded into the Gateway File Transmission/Contract Upload application by an authorized user. This requirement pertains to any political subdivision that has the authority to impose property taxes.



Gateway File Transmission/Contract Upload

- Statute does not provide a definition for “contract” or “amendment” in IC 5-14-3.8-3.5, other than to say that a contract includes all pages and attachments. The Department’s guidance to units that ask has been to interpret the term broadly.
- It is certainly ok to speak with local counsel about whether items would qualify, but in general, where questions exist, the Department has been encouraging units to err on the side of uploading files.



SB131 – SWMD Only

[Select Unit](#) > [Main Menu](#) > [Step 1](#) > [Customize Revenue Codes](#) > [Step 2A](#) > [Step 2B](#) > [Step 3](#) > [Step 4](#)

Selected Year: 2018 | Selected Unit: 9953 - Dlgf City 14

User Level: Submitter

- [View/Print PDF](#)

Step 1: Adding Funds

Current Total Funds: 0

[Click to add funds](#)

Step 2: Financial Data by Fund

Add funds in Step 1 to continue

Step 3: Upload Encumbrance Documentation

Add funds in Step 1 to continue

Step 4: Additional Information

Not ready to submit

[Click to edit form](#)



SB131 – SWMD Only

- Per IC 13-21-3-13.5, Solid Waste Management Districts have until March 1 each year to submit the required financial and programmatic information into the Gateway “SB 131 Reporting for SWMDs” application and upload any necessary supporting documentation.
- The deadline for reporting this information in 2020 was March 2 since March 1 fell on a Sunday this year.
- Data points collected via the SB131 application include the cash balance as of December 31 of the prior year for the SWMD’s funds, expenditures from these funds, and revenues received by the district.
- Additionally, items like tonnage of solid waste disposed and tonnage of recycling carried out in the district are reported.



TIF Management – City/Town/County Units

- All County/City/Town taxing units are required to submit the annual redevelopment commission report in Gateway TIF Management by April 15 each year, regardless of whether the unit has TIF Districts.

Manage Redevelopment Items and Settings

- Customize Redevelopment Unit**
Verify Redevelopment commission and enter commission name.
- Manage TIF Districts**
Manage TIF Districts.
- Manage TIF Areas**
Manage TIF Areas.
- Manage Debt Links**
Report which obligations are supported by TIF districts.
- Manage Funds**
Manage Redevelopment Funds and TIF District links.
- Document Files**
Upload, view, and manage files related to redevelopment activities.

Redevelopment Commission Report 2019

Submitted 5/8/2019 1:18 PM.

- View/Download Report**
View or download a summary of submitted data.
- Personnel**
Report commissioner and employee information.
- Finances**
Report TIF disbursement information.
- Fund Balances**
Report TIF fund balances.
- Debt Payments**
Report Debt Payments made in the prior year.
- Parcels**
Upload parcel files and view data/files.
- Review & Submit**
Manage the TIF submission status for this unit.



TIF Management – City/Town/County Units

- The TIF Management application contains two components: a year-round section and an annual section.
- **Year-round Section:** The year-round section will be used to update information on the redevelopment commission and TIF districts. Users are welcome to use the year-round section throughout the year. Users will use the year-round section to add new TIF districts, to describe TIF expansions, and to manage documents associated with the TIF district. HEA 1290-2016 introduced a requirement that redevelopment commissions must submit copies of each resolution that establishes or alters a TIF district. These documents can be managed using the year-round section of TIF Management.
- **Annual Section:** The annual section will be used to update information specific to a reporting year. Information reported through April 15, 2019 will pertain to calendar year 2018. Users will use the annual section to report information pertaining to personnel, revenues, expenditures, fund balances, and debt payments. Users will also use the annual section to report the assessed values for parcels within TIF districts. The upload specifications remain the same as they have been in prior years.



Gateway Public Reporting Site



[Dashboard](#)

[Report Search](#)

[Download](#)

[Tools](#)

[Learn More](#)

Report Search

Local governments are required by state law to submit reports to the State of Indiana. A significant number of those reports related to taxing, budgeting and spending are now collected and available for public viewing through Gateway. Explore by unit or by report type.

[Browse Reports](#)

[Search by Unit](#)

[Search by Address](#)

Select by Report Type [View data release calendar >](#)



[Annual Financial Report](#)

Multiple reports detail the receipts and expenditures of each local government unit, reflecting income and expenditures for a full calendar year. The primary purpose is to assist in the auditing of government units.



[Assessed Value](#)

The Certified Net Assessed Value (CNAV) data provides information on the tax base.



[Budgets](#)

Every local government unit with authority to levy a property tax must submit a budget for the coming calendar year to DLGF, which has the responsibility to review and certify budgets and set tax levies and tax rates.



[Collective Bargaining](#)

Each public school corporation is required to report on their collective bargaining with the Indiana Education Employment Relations Board. Gateway is now being used to collect and publish those data.



[Conflict of Interest Disclosure](#)

Public servants are required to disclose conflicts of interest to the State Board of Accounts.



[County Abstract Public Reports](#)

County auditors must submit an annual summary of property assessments, taxes, deductions and tax exemptions, as well as unpaid taxes, to the State Auditor.



[Debt Management](#)

These reports help the public know how much local government debt has been



[Employee Compensation by Unit](#)

The Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R) provides taxpayers with compensation information for public employees of state and local government.



[Entity Annual Report](#)

Financial reports from organizations that receive financial assistance from governmental sources (federal, state or local).



[Local Development Agreements](#)

Gaming establishments may have local development agreements with various groups in their area. These are reported to the Indiana Gaming Commission each year along with the amount disbursed.



[Property Tax](#)

Property taxes are a primary source of funding for local governments. These summary reports provide an overview of the property taxes paid and distributed.



[Redevelopment Commissions](#)

Redevelopment Commissions are required to submit a report (not standardized at this time) for review to DLGF. These reports are submitted in PDF and available via the Gateway in the form in which they were submitted.



[School Extra-Curricular Accounts](#)

School corporations must file a report of their fund balances, receipts and expenditures for their extra-curricular accounts each fiscal year. This is used by SBOA to develop criteria to exam the extra-curricular accounts.

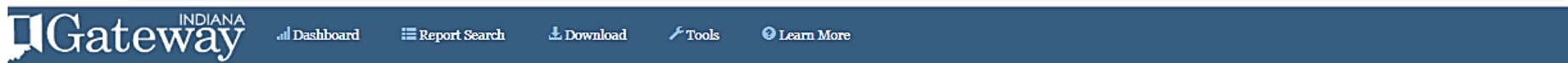


[Solid Waste Management Districts](#)



Gateway Public Reporting Site

- The Gateway Public Reporting Site offers a variety of reports to the general public; you do not need a Gateway account to access this read-only information.
- Information contained in these reports comes from the data that has been submitted by them local units of government via the different applications.



Report Search

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Gateway Public Reporting Site

- Members of the public can also do a search for a particular local unit of government and see what applicable Gateway reports are associated with that unit.

Report Search

Local governments are required by state law to submit reports to the State of Indiana. A significant number of those reports related to taxing, budgeting and spending are now collected and available for public viewing through Gateway. Explore by unit or by report type.

[Browse Reports](#)

[Search by Unit](#)

[Search by Address](#)

Search By Unit

Start typing the name of a governmental unit. When the desired unit appears in the autocomplete list below the textbox, select the unit.

Type in the name of a reporting unit:

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Gateway Public Reporting Site

- Members of the public can also enter a particular address to see what local units of government are associated with that address and can, then, also access the reports that are associated with those particular units.

Report Search

Local governments are required by state law to submit reports to the State of Indiana. A significant number of those reports related to taxing, budgeting and spending are now collected and available for public viewing through Gateway. Explore by unit or by report type.

Browse Reports

Search by Unit

Search by Address

Search By Address

Choose a location, either by entering an address or by clicking directly on the map, to find government units or other reporting entities associated with that address.

Address:





The address selected is located within the boundaries for the following Taxing District: 101 - INDPLS CITY - CENTER TWP

Government Units

The units below are taxing units associated with this address.



Resources

- User Guides 
- Information Icons 
- YouTube Training Videos
 - www.youtube.com/user/dlgfgateway
- Department Memos: www.in.gov/dlgf/2444.htm
- Department Gateway Email: gateway@dlgf.in.gov
- Call: 317-234-4480
 - *Note: The Department requests that unlock/un-submit requests and password resets are provided via email.



Questions?



Thank you!

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Website: www.in.gov/dlgf

“Contact Us”: <http://www.in.gov/dlgf/2338.htm>