

# Monthly Uploads in Gateway

[www.gateway.ifionline.org](http://www.gateway.ifionline.org)



Indiana State Board of Accounts

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## State Examiner Directive 2018-1



Link to State Examiner Directive 2018-1:

[https://www.in.gov/sboa/files/Directive\\_2018-1\\_Monthly\\_Uploads\\_10\\_30\\_2023.pdf](https://www.in.gov/sboa/files/Directive_2018-1_Monthly_Uploads_10_30_2023.pdf)

The purpose of this Directive is to provide guidelines for the use of the "Indiana Gateway for Government Units" (Gateway) application entitled "Monthly and Annual Engagement Uploads" (Engagement Uploads). The Engagement Uploads provide a more efficient and cost-effective audit process for governmental units.



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## Monthly Uploads in Gateway

- Bank Reconcilements, Bank Statements, Outstanding Check Lists
- Approved Board Minutes
- Funds Ledger (beginning balance, receipts, disbursements, and ending balance by fund)

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## Monthly Uploads in Gateway Schedule

### Monthly and Annual Engagement Uploads

**Deadlines:**

- January monthly files – March 15th
- February monthly files – April 15th
- March monthly files – May 15th
- April monthly files – June 15th
- May monthly files – July 15th
- June monthly files– August 15th
- July monthly files– September 15th
- August monthly files– October 15th
- September monthly files– November 15th
- October monthly files– December 15th
- November monthly files– January 15th
- December monthly files– February 15th
- Annual files - August 29th for schools and ECA, March 1st for all other units

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## Monthly Uploads in Gateway



### Bank Reconcilements

- Document showing the reconciliation between the bank and the ledger

Bank Balance  
 + Deposits in Transit  
 - Outstanding Checks  
 +/- Reconciling Items  
 Adjusted Bank Balance =  
 Ledger Balance

- Includes all depository accounts

### Bank Statements

- Received from the bank monthly showing the beginning balance, deposits, checks, and other activity.
- Include all pages of the bank statement
- Includes all depository accounts

### Outstanding Check Lists

- List of checks that have been written but not yet cleared the bank
- Include checks from all depository accounts
- Total should agree to the amount on the bank reconciliation



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## Monthly Uploads in Gateway




### Approved Board Minutes

- Required for any board or commission which has financial activity included in the city or town financial statements
- Financial impact could include, but not limited to: approving expenditures, applying for grants (state or federal), approve/recommend issuance of debt, receive/open sealed bids and award the contract, approve and sign contracts, approve change orders, etc...
- Upload to the month the meeting took place, not the month approved



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## Monthly Uploads in Gateway

### Funds Ledger


*Ledger of Receipts, Disbursements, and Balances (Form 208)*

For Each Fund


- Beginning Balance
- Total Receipts
- Total Disbursements
- Ending Balance

Excel File preferred


Hand-posted Records  
Photo or Scan is acceptable  
Template is available



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## Monthly Uploads in Gateway


Dashboard
Report Search
Download
Tools
Learn More

### An Open Door into Local Government Finance

Gateway collects and provides access to information about how taxes and other public dollars are budgeted and spent by Indiana's local units of government.



#### Taxpayer Portal


Access all of the Gateway tools relating to individual taxpayers, such as assessed value and tax bill lookups, the referendum impact calculator and more.

[Local Officials: Login Here »](#)

[Conflict of Interest Upload Tool »](#)

[Interlocal Agreement Upload Tool »](#)

[Food and Beverage Tax Form Upload Tool »](#)



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Monthly Uploads in Gateway

# Gateway INDIANA for government units

Home About User Guides

The Indiana Gateway for Government Units provides a central commons for local units to submit their financial forms to the State of Indiana.

*This site works best in Firefox and Chrome. Internet Explorer is not a supported browser.*

**Authorized Personnel Login**

User Name:

Password:

Forgot your password?

Please note: Passwords are CASE sensitive.  
After 5 failed attempts to log in, your account will be locked—notify [ibrtech@u.edu](mailto:ibrtech@u.edu).

[Request Authorization to Access Gateway](#)

**Announcements**  
Gateway Reporting Access Authorized User Policy  
The local official login portion of Gateway is accessible only by officials directly responsible for entering and submitting reports to the State. Usernames are specific to the person who receives authorization. [Read full policy »](#)

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Monthly Uploads in Gateway

## 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.

**Select Application**


Department of Local Government Finance (DLGF)	Deadline	State Board of Accounts (SBOA)	Deadline
Additional Appropriations	<a href="#">Details</a>	100R	Jan 31
Abstract	<a href="#">Details</a>	Annual Financial Report	<a href="#">Details</a>
Assessor Reports	Jan 15	Monthly and Annual Engagement Uploads	<a href="#">Details</a>
Budgets	<a href="#">Details</a>	E-1 Entity Annual Report	60 days after entity's fiscal year ends
Data Entry for CNAV and Form 22	<a href="#">Details</a>	ECA Risk Report	Aug 29
Debt Management	<a href="#">Details</a>	Conflict of Interest Disclosure	15 days after final action on the contract or purchase
Economic Development Reporting	Sep 30	Intergovernmental Agreement	60 days after agreement takes effect
File Transmission	<a href="#">Details</a>	Food and Beverage Tax	March 1st following entity's year end
Other Post-Employment Benefits	Mar 1		
SB 131 Reporting for SWMDs	Mar 1		
TIF Management	Apr 15		
<b>Indiana Education Employment Relations Board (IEERB)</b>	<b>Deadline</b>		
Revolving Status Form	Nov 15		

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## Monthly Uploads in Gateway




State Board of Accounts (SBOA)	Deadline
100R	Jan 31
Annual Financial Report	<a href="#">Details</a>
<b>Monthly and Annual Engagement Uploads</b>	<a href="#">Details</a>
E-1 Entity Annual Report	60 days after entity's fiscal year ends
ECA Risk Report	Aug 29
Conflict of Interest Disclosure	15 days after final action on the contract or purchase
Interlocal Agreement	60 days after agreement takes effect
Food and Beverage Tax	March 1st following entity's year end




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## Monthly Uploads in Gateway




Click a link below to select your year.

Select a Year	
<b>2024</b>	This year is ready for documents to be uploaded.
2023	This year is ready for documents to be uploaded.
2022	This year is ready for documents to be uploaded.
2021	This year is ready for documents to be uploaded.
2020	This year is ready for documents to be uploaded.
2019	This year is ready for documents to be uploaded.
2018	This year is ready for documents to be uploaded.



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## Monthly Uploads in Gateway

### Monthly and Annual Engagement Uploads


Use the form below to find and upload documents required for audit support. **Note: This information is for the State Board of Accounts internal use only and will not be made available on the Gateway Public site.**

**File Upload Status:** The current upload status is viewable in the table below. Any objects with a red X need to be uploaded. To view a previous upload, click on the download icon in the table. To delete a previous upload, click on the delete icon for that record in the status table.


**To upload new files:** Select which set of files need to be uploaded using the Select Upload Group dropdown. Next, select the specific file from the Select File Type dropdown on the right. The user will be able to upload files using the Browse and Upload buttons in the Provide File section. In some cases, an option will appear in the Provide File section allowing a user to provide a link instead of uploading a file. To do this, select the Web Link option and paste the link in the textbox labeled Provide Link.

**To complete the entry:** Click on the button marked Submit. The status table will be updated. Multiple files may be uploaded for each Upload Group and File Type. If a file needs to be reloaded, the user should delete that file from the status table first.

Select Upload Group	Select File Type	Provide File
November ▾	Bank Reconcilements, Bank Statements, Outstanding Check Lists	▾ Upload file (xls, xlsx, csv, doc, docx, jpg, pdf, gif, tif, png) <input type="button" value="Choose File"/> No file chosen



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Select Upload Group	Select File Type	Provide File
November ▾	Approved Board Minutes <small>The user may upload a file, or provide a link to an online version of the minutes.</small>	<input checked="" type="radio"/> File Upload <input type="radio"/> Web Link <input type="radio"/> No Meeting Upload file (xls, xlsx, csv, doc, docx, jpg, pdf, gif, tif, png) <input type="button" value="Choose File"/> No file chosen




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## Monthly Uploads in Gateway

November				
✓	<b>Bank Reconcilements, Bank Statements, Outstanding Check Lists</b>			
	<i>November Bank Rec</i>	12/21/2023 6:00:25 PM	sbyrns@sboa.in.gov	 
✓	<b>Approved Board Minutes</b>			
	<i>No board meeting was held.</i>	12/21/2023 5:58:05 PM	sbyrns@sboa.in.gov	
✓	<b>Funds Ledger (beginning balance, receipts, disbursements, and ending balance by fund)</b>			
	<i>November Funds Ledger</i>	12/21/2023 6:00:14 PM	sbyrns@sboa.in.gov	 
December				
X	<b>Bank Reconcilements, Bank Statements, Outstanding Check Lists</b>			
X	<b>Approved Board Minutes</b>			
X	<b>Funds Ledger (beginning balance, receipts, disbursements, and ending balance by fund)</b>			



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## Contact Information

**Beth Goss      Mitch Wilson**

**Government Technical Assistance  
& Compliance Directors**

[cities.towns@sboa.in.gov](mailto:cities.towns@sboa.in.gov)

**317-232-2513**

**Gateway Help Desk: [annualreports@sboa.in.gov](mailto:annualreports@sboa.in.gov)**

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