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Follow-Up From October



Annual Financial Report – due March 1, 2021

Form 100-R – due by January 31, 2021

Annual Uploads – due March 1, 2021



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Salary Ordinances



Cities – November 1, 2020

Towns – SBOA recommends by December 31, 2020

Considerations:

- How many pays in 2021
- Has enough been appropriated
- Are bonuses included
- Longevity
- Benefits (leaves, insurance, HSA's, deferred comp)



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Appreciation/Holiday "*Get Togethers*"



Can be paid from Promotion of Business appropriation only . . .

- If Home Rule ordinance creating the appropriation specifically permits the type of gathering

Excessive amounts for employee meals, awards, gifts, and similar expenses will be considered for a report comment

For more information – see Cities and Towns Bulletin, Dec 2015

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Appropriations

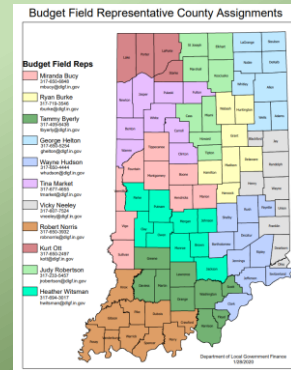


Check for line items that are overspent

- Transfer from other line items if necessary
- From one major classification to another – council approval by resolution

Need an additional??

- There still may be time
- Contact DLGF if you have questions
- www.in.gov/dlgf/files/Budget_Field_Reps.pdf



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Encumbrances



Unpaid approved purchase orders & contracts

- Can be encumbered – or carried forward – to 2021
- Show as separate amount on 2021 appropriation ledger

Make a listing

- List part of meeting minutes
- Not 'required' it be approved by council, but wouldn't hurt
- Last meeting of the year
- Have copy ready if DLGF requests it

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Payroll

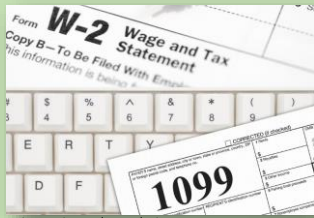


Reporting

- W-2s
- 1099s
- Plan ahead

Contact IRS with Questions

- www.irs.gov



www.innovativeemployeeesolutions.com

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Fire Protection Contracts

Year-end good time to review contract

- If changes are necessary, consult attorney

IC 36-8-12-4.5 requires

- Contract be in writing
- Contract be for a fixed term

Contract must provide for:

- Amount for fire protection services
- Consideration to include insurance premiums, clothing, car, and other allowances [IC 36-8-12-5 & 36-8-12-6]



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Miscellaneous

Bank Reconciliations

Financial Assistance to Non-governmental Entities

Debt Payments

Capital Assets

Certifications

- Nepotism – IC 36-1-20.2-16
- Contracting with a unit – IC 36-1-21-6
- Certifications are submitted to Mayor/Town Council President - not uploaded or sent to SBOA

Accounts Receivable / Payable





CARES

Public Health and Safety Payroll Reimbursements:

- Reimbursed money does not have to be spent by 12/31/2020



Safety Awareness:

- Costs associated with reviewing and/or implementing local event safety plans & local public health requirements
- Costs associated with increased on-site inspection of local businesses & facilities
- Costs associated with public education/awareness campaign
- Reimbursement requested on or before December 31, 2020

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CARES – www.in.gov/ifa

Information about novel coronavirus (COVID-19)
Get the latest information about coronavirus and the Indiana Department of Health preparations here - [coronavirus.in.gov](https://www.in.gov/coronavirus)

IN.gov Indiana Finance Authority About IFA Notices of Public Hearings

Online Services I Want To FAQs

IFA

- About IFA
- SAFETY AWARENESS Coronavirus Relief Fund Program
- Coronavirus Relief Fund Program**
- Notices of Public Hearings
- Credit Ratings
- Contact Us
- Calendar

See What IFA Can Do For Your Business or Community

Click here to read more

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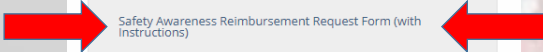
IN.gov Indiana Finance Authority

Online Services I Want To FAQs

IFA

About IFA

- SAFETY AWARENESS Coronavirus Relief Fund Program
 - OMB Letter announcing the Safety Awareness Program
 - Frequently Asked Questions
 - County, City and Town Safety Awareness Allocations
 - Safety Awareness Reimbursement Request Form (with instructions)



Questions

COVID-19@ifa.in.gov

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SBOA Contact Information



Susan Gordon, CPA
Director of Audit Services

Todd Caldwell
Director of Audit Services

cities.towns@sboa.in.gov
317-232-2513

Indiana State Board of Accounts
302 W Washington Street, Rm E418
Indianapolis, IN 46204



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