GATEWAY

Live Demo

GATEWAY HELP DESK

To contact the State Board of Accounts Gateway Help Desk email - gateway@sboa.in.gov

STATE BOARD OF ACCOUNTS GATEWAY APPLICATIONS

- 100R
- Annual Financial Report (AFR)
- Monthly and Annual Engagement Uploads
- Conflict of Interest Disclosure
- E-1 Entity Annual Report (Not applicable to Cities/Towns)
- ECA Risk Report (Not applicable to Cities/Towns)

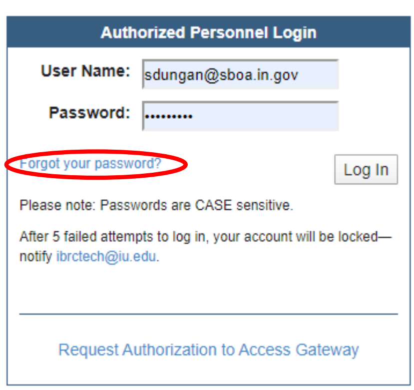
GATEWAY - [HTTPS://GATEWAY.IFIONLINE.ORG/DEFAULT.ASPX](https://gateway.ifionline.org/default.aspx)

LOGIN

- What you will need
  - Username
  - Password
- Do not have a username and password?

  Send an email to gateway@sboa.in.gov with the following:
  - First & Last Name
  - Title
  - Unit Name
  - County
  - Email
  - Name (of Fiscal Officer you are replacing)
  - Email (of prior Fiscal Officer)

FORGOT YOUR PASSWORD?



- If you forgot your password you can use the "Forgot your password?" link. All you will need is your Username (email address) to reset it your self.
- Once you reset your password you will receive an email from ibrctech@iupui.edu with your new password.

INDIANA Gateway for government units

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.

Select Application

Department of Local Government Finance (DLGF)	Deadline
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

GATEWAY APPLICATIONS

Once logged in you will see each Government Units Gateway applications

State Board of Accounts (SBOA) applications are under the red section

Department of Local Government Finance (DLGF) applications are under the green section – we cannot grant access to DLGF Gateway applications you will need to contact gateway@dlgf.com for access.

STATE BOARD OF ACCOUNTS APPLICATION SUBMISSION DATES

Submission dates for each application are included on the home page.

Please make note of the submission deadlines, these are important.

State Board of Accounts (SBOA)	Deadline
100R	Jan 31
Annual Financial Report • Schools, charter schools and turn-around academies: August 29 • All other units: March 1 (February 29 on a leap year)	Details
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	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

100R

Link to the User Guide:
https://gateway.ifionline.org/userguides/100Rguide

File Specs:
https://www.in.gov/sboa/files/Gateway100R_Upload_Specs.pdf

SELECT 100R APPLICATION

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

SELECT UNIT AND YEAR

Select Unit

Select Unit

Select Unit from List

Click a link below to select your unit.

Unit Code	Unit Name Link	Unit Type	Unit County
9996	Sboa City Unit	CITY	sboatest
9994	Sboa Library Unit	LIBRARY	sboatest
1001	Sboa Special District	OTHER SPECIAL DISTRICT	sboatest

Select Year

Select a Unit > **Select Year**

Select a Year	
2019	This report is open for editing and submission.
2018	This report is not open for editing and submission. It was last submitted on 12/7/2018 11:19:00 AM.
2017	This report is not open for editing and submission. It was last submitted on 2/22/2019 3:48:00 PM.
2016	This report is not open for editing and submission. It was last submitted on 1/4/2017 10:56:00 AM.
2015	This report is open for editing and submission.
2014	This report is open for editing and submission.
2013	This report is not open for editing and submission. It was last submitted on 1/12/2015 2:36:00 PM.
2012	This report is open for editing and submission.

100 MAIN MENU

Select Unit and Year > **100R Main Menu**

County: **sboatest County**
Unit: **Sboa City Unit**
Year: **2019**

100R Main Menu

The sections below are the ones that are required to complete your report. Some of these sections are based on the answers that you gave to the questions on the previous screen. To change any of the answers to those questions, click on the Unit Questions option on the menu.

		Status
Unit Questions	The answers to these questions help tailor the form and validation to your unit.	Complete
Employee Data Entry	Use the form entry for manual entering of the information or to edit what you uploaded.	0 Rows Entered
Nepotism Policy Upload	It was indicated that the unit has a nepotism policy. If a policy was uploaded in a previous year, and that policy is current, no further action is needed. Use this application to upload a copy of the file containing that policy if necessary.	Uploaded for 2018 on Dec 7 2018 11:18AM
Contracting Policy Upload	It was indicated that the unit has a contracting policy. If a policy was uploaded in a previous year, and that policy is current, no further action is needed. Use this application to upload a copy of the file containing that policy if necessary.	Uploaded for 2018 on Dec 7 2018 11:18AM
100R Report Outputs	Once you have entered or uploaded your information, you can use this option to view your entries, print them, or download them into an Excel file.	Available
Submit 100R	This process includes validation to ensure the information has been entered properly and that the number of records matches the number of employees you indicated in the Questions section. Once any errors have been corrected, you will see the Proceed to Submit button appear and you will click on that to complete the submission.	Not Submitted

UNIT QUESTIONS

100R Unit Questions

County: sboatest County
Unit: Sboa City Unit
Year: 2019

Please answer all of these questions – they help determine what is required for your unit to complete the 100R submission via Gateway.

1. Please enter the number of employees (full and part time) that you paid compensation to **anytime during the past year**. Use IRS guidelines to determine employment status and compensation. If you did not have any paid employees, enter 0. **This will delete any employee records for this unit for this year.**	10
	Proceed Cancel

Enter the number of employees (full and part time) paid during the year.

Once the number of employees has been entered you will then click "Proceed".

Select Unit and Year > Main Menu > Unit Questions

100R Unit Questions

County: sboatest County
Unit: Sboa City Unit
Year: 2019

Please answer all of these questions – they help determine what is required for your unit to complete the 100R submission via Gateway.

2. Will you enter the data manually or upload a file?	Manual Upload

	Full-Time	Part-Time
3. Are health benefits provided to employees?	Yes No	Yes No
4. Are pension/retirement benefits provided to employees?	Yes No	Yes No
5. Are any other benefits provided to employees?	Yes No	Yes No

Has your unit implemented the following?	
6. A nepotism policy per IC 36-1-20.2	Yes No There is a policy on file for this unit.
7. A contracting policy per IC 36-1-21	Yes No There is a policy on file for this unit.

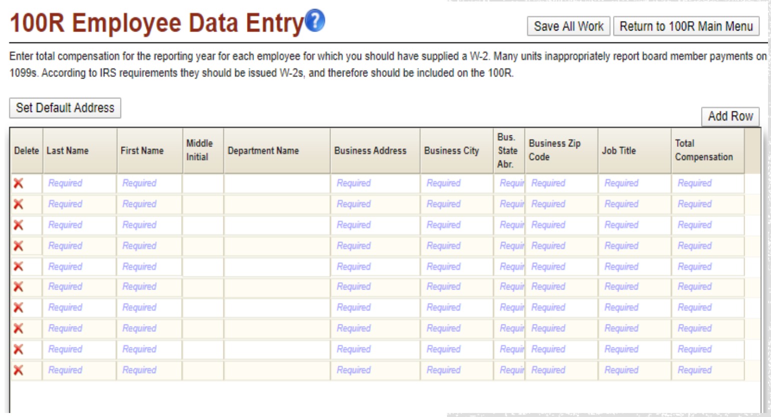
Proceed Cancel

UNIT QUESTIONS (CONTINUED)

- Manual – manually enter information for employee compensation
- Upload – upload a file with employee compensation, created using the 100R upload specifications
  - https://www.in.gov/sboa/files/Gateway100R_Upload_Specs.pdf
- If nepotism and contracting policies were previously uploaded you will see "There is a policy on file for this unit"
- When finished you will click "Proceed"

MANUALLY ENTER EMPLOYEE DATA

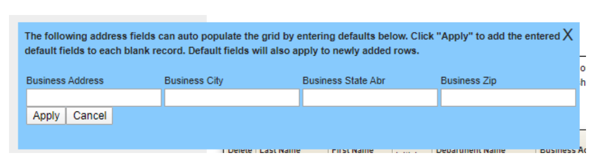
- The number of employees you entered in Unit Question 1 will automatically add the number of rows that you are required to complete.
- All required fields will need to be completed
- Additional rows can be added using the "Add Row" button
- Make sure to use the "Save All Work" once information has been entered.



SET DEFAULT ADDRESS

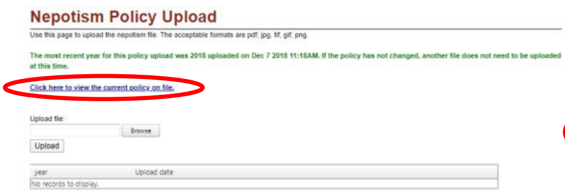
If all employees work at the same address you can use the "Set Default Address"

Enter the address, city, state, and zip. Once entered click "Apply" and the address will be added to all the rows in the employee data section.

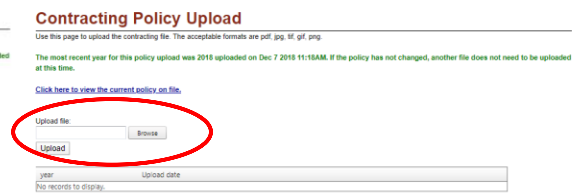


VIEWING OR UPLOADING NEPOTISM AND CONTRACTING POLICIES

View a policy previously uploaded



Upload a policy



OUTPUT REPORTS

Employee Listing Output Report – lists all employee data entered in the 100R "Employee Data Entry" section

Unit Questions Output Report – reports the answers to the initial "Unit Questions" for the 100R

Make sure to review the Employee Data for accuracy prior to submission

100R Report Outputs

These reports are available for you to view, print or download at your convenience. The content will change if/when you change or add additional information into the system.

Report Output Format: PDF	Select the output method for the report that you prefer. Choices include Adobe PDF or Microsoft Excel Format
Employee Listing	This report lists all employees entered in the system for the 100R.
Unit Questions	This report shows the unit questions as answered in the system for the 100R.

HOW TO SUBMIT THE 100R

To submit the 100R click the "Submit 100R" link at the bottom of the screen.

		Status
Unit Questions	The answers to these questions help tailor the form and validation to your unit.	Complete
Employee Data Entry	Use the form entry for manual entering of the information or to edit what you uploaded.	4 Rows Entered
Nepotism Policy Upload	It was indicated that the unit has a nepotism policy. If a policy was uploaded in a previous year, and that policy is current, no further action is needed. Use this application to upload a copy of the file containing that policy if necessary.	Uploaded for 2018 on Dec 7 2018 11:18AM
Contracting Policy Upload	It was indicated that the unit has a contracting policy. If a policy was uploaded in a previous year, and that policy is current, no further action is needed. Use this application to upload a copy of the file containing that policy if necessary.	Uploaded for 2018 on Dec 7 2018 11:18AM
100R Report Outputs	Once you have entered or uploaded your information, you can use this option to view your entries, print them, or download them into an Excel file.	Available
Submit 100R	This process includes validation to ensure the information has been entered properly and that the number of records matches the number of employees you indicated in the Questions section. Once any errors have been corrected, you will see the Proceed to Submit button appear and you will click on that to complete the submission.	Not Submitted

HOW TO SUBMIT THE 100R (CONTINUED)

Review 100R Submission Screen. Click "Proceed to Submit the 100R".

Submit 100R

County: sboatest County
Unit: Sboa City Unit
Year: 2019

Please review the following summary before certifying that the 100R data is complete.

100R Data Summary

Employee Counts	
Count Stated in Unit Questions	5
Count From Entered Records	4
Compensation Summary	
Maximum Salary	$60,000.00
Minimum Salary	$48,000.00
Total Salary	$207,500.00
Nepotism Policy Upload	Loaded
Contracting Policy Upload	Loaded

Submit Report

Warning: It was stated in the unit questions that there were 5 employees for this unit. However there are only 4 employee entries in the database. Please make sure that all employee records have been entered.

Proceed to Submit the 100R

Then certify that the data contained is accurate and agrees with employment records by clicking "Submit This Report"

Submit 100R

County: sboatest County
Unit: Sboa City Unit
Year: 2019

CERTIFICATION: This is to certify that the data contained in this report is accurate and agrees with the employment records, to the best of my knowledge and belief.

Submit This Report

How to Submit the 100R (continued)

Submit 100R

County: **sboatest County**
Unit: **Sboa City Unit**
Year: **2019**

The 100R Report has been submitted. Units are **no longer required** to complete and mail in an attestation form.

Return to the 100R Main Menu

Once submitted you will see that the report has been submitted.

You will also receive an email stating that the 100R has been submitted with the date and time.

If you realize that the 100R contains errors you will need to contact gateway@sboa.in.gov to have the report unlocked to make corrections.

Once corrections have been made make sure to resubmit your 100R.

The 100R is due every year on January 31st.

Annual Financial Report (AFR)

Link to the User Guide:
https://gateway.ifionline.org/userguides/AFRguide

SELECT AFR APPLICATION

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

UNIT SELECT AND YEAR

Select Unit

Unit Code	Unit Name Link	Unit Type	Unit County	Role
9999	Sboa Charter School Unit	CHARTER SCHOOL	sboatest	Submitter
9996	Sboa City Unit	CITY	sboatest	Submitter
9998	Sboa County Unit	COUNTY	sboatest	Submitter
9999	Sboa Hospital Unit	HOSPITAL	sboatest	Submitter
9994	Sboa Library Unit	LIBRARY	sboatest	Submitter
9995	Sboa School Unit	SCHOOL	sboatest	Submitter
1001	Sboa Special District	OTHER SPECIAL DISTRICT	sboatest	Submitter
9997	Sboa Township Unit	TOWNSHIP	sboatest	Submitter

Select Year

Select a Year	
2019	This report is available for editing.
2018	This report is available for editing.
2017	This report is available for editing.
2016	This report is available for editing.
2015	This report is available for editing.
2014	This report is available for editing.
2013	This report is available for editing.
2012	This report is available for editing.
2011	This report is available for editing.

AFR UNIT QUESTION

Select Unit and year > Unit Questions

County: sboatest County
Unit: Sboa City Unit
Year: 2019

AFR Unit Questions

Please answer all of the questions below by clicking Yes or No as appropriate. Please make sure you answer the questions correctly as they will determine the information required for you to complete your annual report.

1. Has your unit received or disbursed any Federal money from grants? The amount of Federal funding that is received or disbursed during the year affects the type of engagement that you are required to have performed by the State Board of Accounts as well as the format and content of the Financial Statements. Federal grants can come to you in different forms including: direct grants from Federal agencies; Amounts passed through from the State; Loan and Loan guarantee programs; Receipt of Donated property; Food commodities; Interest subsidies; Insurance; Endowments; and Program income. Click below for more information on grants. Additional Information	Yes No
2. Did your unit disburse money for financial assistance to non-governmental entities? Examples include Volunteer Fire Departments, 4H, YMCA, Youth Leagues, Senior Citizen Centers, etc. Do not consider amounts you paid for goods or services in answering this question.	Yes No
3. Does your unit have any Utilities or other Enterprises? Governmental units often provide services that are operated like a business and charge fees to external users for goods or services rather than receiving tax dollars. These activities are called Enterprises. The most common Enterprises are utilities such as Water and Wastewater. Other types of Enterprises could include Public Transportation, Convention Centers, Parking Garages, Airports, Internet Services, etc.	Yes No
4. Does your unit departmentalize? Departments are areas of responsibility within a unit that do not act like enterprises. Examples of departments include: Auditor, Sheriff, Mayor.	Yes No
5. Does your unit have any outstanding debt? Debt can be in the form of bonds, notes, loans, or judgments payable over more than one year. Leases are considered separately (see question 6 below).	Yes No
6. Does your unit have any outstanding leases? A contract by which one party conveys land, property, services, etc., to another for a specified time, usually in return for a periodic payment.	Yes No
7. Do you maintain records listing the types and values of assets owned by the unit? Assets include land, buildings, infrastructure, vehicles, equipment, etc.	Yes No

AFR UNIT QUESTION (CONTINUED)

8. Do you have data files from your accounting system to upload your beginning fund balances, receipts and disbursements? You must get these files from your vendor's accounting system. If you have questions on how to get these files, please contact your vendor.	Yes No
9. What accounting system is used to maintain the entity's financial activity? This is the system where you obtained the information reported in the Annual Financial Report on Gateway. This does not include software used by other departments for supplemental Annual Financial Reports.	Hand Posted
10. Do you anticipate that you will produce GAAP statements for your unit as a whole and require an audit of these statements? As a reminder, only regulatory statements are compiled from AFR gateway data submissions. The unit is responsible for compilation of GAAP statements, either through its own employees or contract, and must have these statements available at the time of audit.	Yes No
11. Does your unit provide other post-employment benefits (OPEB) to employees? OPEB are benefits other than pensions that are provided to retired employees. These benefits principally involve health care benefits, but may also include life insurance, disability, legal and other services.	Yes No
12. Did your unit make interfund transfers during the year? An interfund transfer moves money from one fund to another fund. For example, moving General Fund money to the Rainy Day Fund.	Yes No
The following must be filed with the Annual Report per IC 5-11-1-27 (h).	
I certify that my unit has adopted the minimum internal control standards as required per IC 5-11-1-27(e).	Yes No
If yes, I certify that all personnel defined by IC 5-11-1-27(c) received training concerning the internal control standards adopted by my unit.	Yes No
Proceed Cancel	

IDENTIFY ENTERPRISES (IF APPLICABLE)

Select Unit and Year > AFR Main Menu > **Identify Enterprises**

County: **sboatest County**
Unit: **Sboa City Unit**
Year: **2019**

IMPORTANT: Click on 'Save All Work' to save changes before leaving data entry pages. Also, avoid using double quotes.

Identify Enterprises

Save All Work | Return to AFR Main Menu

Identify and describe your utilities and other enterprises that operate like a business. Examples of other types of enterprises include: Public Transportation, Convention Centers, Parking Garages, Airports, Internet Services, etc.

Make sure to press the ENTER key on the keyboard after entering a number to make sure it is saved!

Add Row

Delete	Name	Enterprise Type	Description
✗	Storm Water	Storm Water Utility	Storm Water
✗	Wastewater	Wastewater Utility	Wastewater
✗	Water	Water Utility	Water

Save All Work | Return to AFR Main Menu

SELECT DEPARTMENTS (IF APPLICABLE)

Select Unit and Year > AFR Main Menu > **Departments**

County: **sboatest County**
Unit: **Sboa City Unit**
Year: **2019**

Return to AFR Main Menu

Departments

Check to Include	Department Number	Standard Department Name	Local Department Name	Add
☐	0040	Controller		
☑	0041	Clerk-Treasurer (City/Town Units Only)		
☐	0042	Clerk (Clerk/Treasurer)		
☐	0043	Treasurer (City/Town Units Only)		
☑	0044	Mayor		
☐	0050	Deputy Controller		
☐	0054	Deputy Mayor		
☐	0066	PTABOA Board		
☐	0067	Board Of Education		
☑	0069	City Council/Town Board (Common Council)		
☐	0070	Town Board Of Trustees		
☐	0071	Police Merit Board/Commission		
☐	0072	City-County Council		
☐	0073	Port Authority		
☐	0074	Council Of Governments		
☐	0075	Board Of Public Works		
☐	0076	Board Of Public Safety		
☐	0077	Board Of Public Works & Safety		
☐	0078	Board Of Zoning Appeals		
☑	0079	Plan Commission		
☐	0080	Fire Commission		
☐	0081	Board Of Examiners		
☐	0101	Planning & Zoning		
☐	0102	Regional Planning (NEIRCC)		
☐	0103	Community Planning & Development (Chamber Of Commerce)		
☐	0104	Election Expense		

SCHEDULE OF OFFICIALS

Select Unit and Year > AFR Main Menu > Schedule of Officials

County: sboatest County
Unit: Sboa City Unit
Year: 2019

Schedule of Officials

Please fill out the form below as completely as possible. You may leave an item blank if it is not applicable. Check the Mark Complete checkbox at the bottom of the screen when finished.

Save All Work | Return to AFR Main Menu

Legal Name of City:	Sboa City Unit
Primary Contact Person:	Marsh Brady
County City Resides In	sboatest
Office Address:	123 Main Street
Office Phone:	1234567891
Fax	
Email Address:	test@gmail.com

OFFICIALS: (Please complete the following with names, dates, & addresses of officials.) (Make sure to include the entire term for elected officials. Others will be on an annual basis.)

Controller/Clerk Treasurer (Name):	
Current Term Begin Date:	
Current Term End Date:	
Beginning Date of Initial Term:	
Current Home Address:	
Email:	

Please list prior Controller, if person held position since prior audit.

CORE REPORTING

Sections are included into the AFR depending on the answers to the Unit Questions.

Example; if you answered that you have Debt, then the Debt Section of the AFR will be included. If you answered that you do not have Debt then the Debt Section will not appear on the AFR.

Core Reporting

		Status
Financial Data by Fund	Enter or change basic financial information for the year. This includes adding or deleting funds, entering beginning cash and investment balances, receipts and disbursements for each fund.	56 Fund(s)
Capital Assets	Using your Capital Asset records, complete the Schedule of Capital Assets (land, building, machinery, etc.) as of the end of the year. Show the total purchases of capital assets during the year (if any) in the Additions column; Show sales or other dispositions of capital assets during the year (if any) in the Reductions column.	$3,501 in Assets
Grants	Complete the Grant Schedule for grants you received or disbursed money from during the year.	1 Grant(s)
Accounts Payable/Receivable	Accounts Payable/Receivable	4 Record(s)
Transfer Schedule	Complete the Transfer Schedule with all transfers made between funds during the year.	1 Record(s)
Debt	Complete the Debt Schedule (bond issues, notes and loans payable, etc) as of the end of the year. Show the total additions and reductions in debt.	2 Record(s)
Leases	Amount of lease payments due durring the following year.	1 Record(s)
Financial Assistance to Non Governmental Entities	Enter financial assistance your unit has given to entities such as: Volunteer Fire Depts, YMCA, Senior Citizen Centers, etc.	1 Record(s)
OPEB	Information about what other postemployment benefit (OPEB) plans the unit administers or participates in.	1 Record(s)
Pensions	Information about what pension plans the unit administers or participates in.	Complete
Risk Assessment	Annual questions to assist in determining risk.	Complete
Upload Public Official Surety Bonds	Per IC 5-4-1-5.1(e) upload a copy of bonds filed.	4 Uploaded

Select Unit and Year > AFR Main Menu > **Financial Data by Fund**

County: sboatest County
Unit: Sboa City Unit
Year: 2019

IMPORTANT: Click on 'Save All Work' to save changes before leaving data entry pages. Also, avoid using double quotes.

Financial Data by Fund

Save All Work | Return to AFR Main Menu

Enter or change basic financial information for the year. This includes adding or deleting funds, entering beginning cash and investment balances, receipts and disbursements for each fund. **Beginning Balance Investments** and **Beginning Balance Cash** fields may be edited by clicking directly on the grid.

Make sure to press the ENTER key on the keyboard after entering a number to make sure it is saved!

Governmental Activities (Add a fund to this grid)

Delete	Edit	Local Fund Name	Beginning Balance Investments	Ending Balance Investments	Beginning Balance Cash	Receipts	Disbursements	Ending Balance Cash
		0000000007 - POLICE BUILDING & EQUIPMENT 902800 POLICE BUILDING & EQUIPMENT	$0.00	$0.00	$39,573.51	$48,372.29 Add/Edit	$67,593.68 Add/Edit	$20,352.12
		0000000008 - GO BOND DEBT CASH 904067 GO BOND DEBT CASH	$0.00	$0.00	$0.00	$500.00 Add/Edit	$0.00 Add/Edit	$500.00
		0000000009 - CUM CAPITAL IMPROVEMENTS 104001 Cumulative Capital Improvement Cigarette Tax	$0.00	$0.00	$489,888.67	$1,277,587.23 Add/Edit	$1,320,015.28 Add/Edit	$447,460.62
		0000000010 - FIRE DEPT CUM CASH 104026 Cumulative Fire	$0.00	$0.00	$388,122.91	$1,296,632.25 Add/Edit	$1,314,053.08 Add/Edit	$370,702.08

Storm Water (Add a fund to this grid)

Delete	Edit	Local Fund Name	Beginning Balance Investments	Ending Balance Investments	Beginning Balance Cash	Receipts	Disbursements	Ending Balance Cash
		0000000065 - STORMWATER OPERATING 106850 Enterprise Operating	$800,000.00	$40,960.51	$1,658,296.81	$1,659,423.37 Add/Edit	$1,271,446.88 Add/Edit	$2,046,273.30

FINANCIAL DATA BY FUND SECTION

- Beginning Balance Investments – carried forward from the prior years ending Investment Balance
  - Can be manually adjusted on this screen (if necessary)
- Beginning Balance Cash – carried forward from the prior years ending Cash Balance
  - Can be manually adjusted on this screen (if necessary)
- Receipts and Disbursements – to add or edit information click the "Add/Edit" button in blue
- Ending Balance Investments and Ending Balance Cash – amounts are calculated using beginning balance + receipts – disbursements data

ADDING A FUND

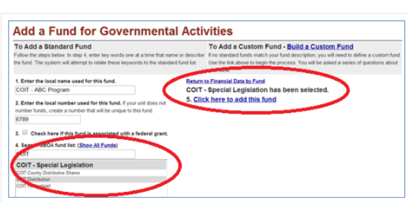
Adding a Fund

The first 3 steps when adding a fund are the same regardless of whether it is a standard fund or custom fund.

1. Step 1: "Enter the local name used for this fund." This name should match your accounting records.
2. Step 2: "Enter the local number used for this fund." This number should match your accounting records. If your local unit does not number funds, create a number that will be unique to this fund. The report sort order is based upon the beginning digits of your local fund number. Depending upon how many digits are in your fund numbers you may want to add any necessary leading zeros so that your funds are not listed in an unexpected order.
3. Step 3: "Check here if this fund is associated with a federal grant." This step is designed to help ensure grant information is entered, when necessary. For additional information related to grants, see the Grants section of this User Guide and/or Frequently Asked Questions.

Adding a Standard Fund

To create a standard fund, begin on the Financial Data by Fund section. Click on the "Add a fund to this grid" link. Complete steps 1, 2 and 3 according to the instructions on the screen. In step 4 enter a key word related to the fund you are attempting to add. Select the most appropriate fund name that appears in the search results. If the search results do not generate an appropriate standard fund name, or if the results state "No Matches Found", you may want to search using another key word. In a hypothetical example below, suppose a local unit received COIT funds based upon special legislation. The local unit named this fund "COIT – ABC Program". To determine if there is an appropriate standard fund that has not been used yet, the best search criteria would be "COIT". Note below that the search results indicate there are three available standard funds that contain "COIT". If "COIT – Special Legislation" adequately describes the local unit's fund, click on this standard fund name within the search results. This standard fund name will then appear in bold and appear on the right hand side of the screen. To add this standard fund, click on the "Click here to add this fund" link.



In some instances you may not be able to find a standard fund even though it is commonly used (e.g. payroll, bond and interest). This is because a standard fund can only be used once, but a local unit could have multiple funds with similar purposes. For example, a local unit could have multiple Bond and Interest funds, one for each bond issue, so each fund needs to be added separately as a custom fund.

ADDING A CUSTOM FUND

Adding a Custom Fund

If you can't find a suitable standard fund, then you need to build a custom fund. To build a custom fund, click on the "Build a Custom Fund" link (shown above) on the initial Add a Fund screen. At that point a similar screen appears, but questions will display to help determine if the custom fund should be added to the Governmental Activities grid or an Enterprise grid.

Add a Fund to Governmental Activities

(Return to Standard Fund Entry)

This page will ask a series of questions to determine what type of fund you wish to add. You must complete all questions presented, and click on the Proceed to next step link to finish adding a fund.

1. Enter the local name used for this fund.
Parking Garage Bond - 2004

2. Enter the local number used for this fund. If your unit does not number funds, create a number that will be unique to this fund.
678

3. ☐ **Check here if this fund is associated with a grant.**

Q. Is this fund part of a utility? (Ex. Water, Wastewater, Gas, Electric, Storm Water, Trash, etc.)
○ **Yes** ● **No**

Q. Is this fund used to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the cost (expenses, including depreciation) of providing goods or services to the general public on a continuing basis is financed or recovered primarily through user charges? (Transit systems, airports, swimming pools, golf courses, parking garages or cemeteries are some examples of operations that might quilty.)
● **Yes** ○ **No**

This fund should be associated with an enterprise. You can either select an enterprise from the list below, or go to the enterprise management page to add a new enterprise WASTEWATER

WASTEWATER
WATER
WEST STREET PARKING GARAGE

Proceed to

After answering any questions that appear on the screen, click on the "Proceed to next step" link. If you decide not to add the custom fund at this time, click on the "Return to Standard Fund Entry" link or click on one of the breadcrumbs and the entry will not be saved.

CAPITAL ASSETS

- Beginning Balances as of 1/1/2019 is carried forward from prior ending balance
- All "Required" fields must have data entered, even if 0
- Ending Balance as of 12/31/19 is calculated
- Make sure to "Save and Recalculate" once data is entered

Capital Assets

Save And Recalculate | Return to AFR Main Menu

Using your Capital Asset records complete the Schedule of Capital Assets (land, building, equipment, etc) as of the end of the year. If you have infrastructure, but don't have valuations for it, submit the Annual Report with a temporary value of $ 9.99 and estimate the value later. See this page for information on various methodologies for estimating the value of infrastructure. Once you have estimated the value, correct the Annual Report and resubmit.

Make sure to press the ENTER key on the keyboard after entering a number to make sure it is saved!

Governmental Activities

Government or Enterprise	Beginning Balance as of January 1, 2019	Additions	Reductions	Ending Balance as of December 31, 2019
Land	$0.00	Required	Required	$0.00
Infrastructure	$0.00	$0.00	$0.00	$0.00
Building	$0.00	$0.00	$0.00	$0.00
Improvement	$0.00	$0.00	$0.00	$0.00
Machinery	$0.00	$0.00	$0.00	$0.00
Construction	$0.00	$0.00	$0.00	$0.00
Books	$0.00	$0.00	$0.00	$0.00

Select Unit and Year > AFR Main Menu > Grants

County: sboatest County
Unit: Sboa City Unit
Year: 2019

IMPORTANT: Click on 'Save All Work' to save changes before leaving data entry pages. Also, avoid using double quotes.

Grants

Save All Work | Return to AFR Main Menu

Complete the Grant Schedule for grants you received or disbursed money from during the year.

Make sure to press the ENTER key on the keyboard after entering a number to make sure it is saved!

Add Row

Delete	Local Project Name/Description	Federal Program Title/Project Name	Federal Agency	Pass Through Agency	CFDA Number (##.###)	Award Name	Award Number	Grant Type
✕	RockyRipple Test	Highway Planning and Construction	20.205	INDOT				Reimbursement

GRANTS

- Make sure to enter data in all "Required" fields
- Make sure to scroll all the way over to the right side, there are more "Required" fields

ACCOUNTS PAYABLE/RECEIVABLE

Select Unit and Year > AFR Main Menu > Accounts Payable/Receivable

County: sboatest County
Unit: Sboa City Unit
Year: 2019

IMPORTANT: Click on 'Save All Work' to save changes before leaving data entry pages. Also, avoid using double quotes.

Accounts Payable/Receivable

Save All Work | Return to AFR Main Menu

Please enter the total dollar amount of your Accounts Payable and Accounts Receivable for your Governmental Funds and each enterprise.

Make sure to press the ENTER key on the keyboard after entering a number to make sure it is saved!

Government or Enterprise	Accounts Payable	Accounts Receivable
Governmental Activities	$0.00	$0.00
Storm Water (Storm Water Utility)	$0.00	$0.00
Wastewater (Wastewater Utility)	$0.00	$0.00
Water (Water Utility)	$0.00	$0.00

Save All Work | Return to AFR Main Menu

Accounts Payable
Accounts payable consist of amounts for goods and services that your unit received or used during the year, but hasn't paid for by the end of the year. Most units of government will probably have some accounts payable. For example for units on the calendar year, claims submitted in December, but not paid until January would be accounts payable. For schools, it would be claims submitted in June, but not paid until July.

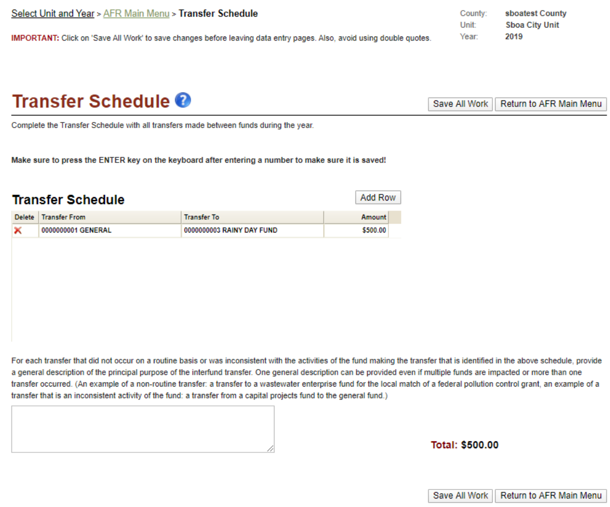
Accounts Receivable
Accounts receivable are amounts that are owed to your unit that haven't been received by the end of the year. . The best example of accounts receivable in a governmental setting are utility fees that have been billed to the customers and are still unpaid at the end of the year. Additional accounts receivable could include grants or property tax distributions that are due, but haven't been received by year end. For schools, the year end is June 30. For most other units it is December 31.

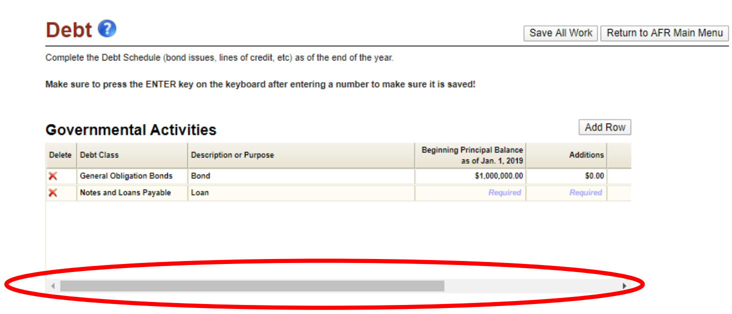
Units of government that have utilities or other services where the customer is sent a bill rather than paying at the time of service will have accounts receivable. Other units of government may or may not have accounts receivable depending on their situation.

Make sure to complete accounts payable and accounts receivable information for all enterprises

TRANSFERS SCHEDULE

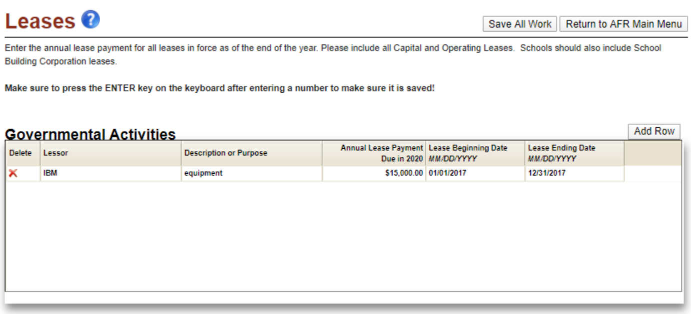
- To add a row, click "Add Row"
- To delete a row, click the red X
- To select a fund, select from the dropdown list
- Funds will only populate the dropdown list if the Financial Data by Fund section has been completed.
- Schedule should include all transfers
- Only note unusual or uncommon transfers in the comment box
- Make sure to "Save All Work"





DEBT

- Make sure to enter data in all "Required" fields
- Make sure to scroll all the way over to the right side, there are more "Required" fields
- Beginning Principal Balance as of 1/1/2019 is prepopulated with the prior ending balance form 12/31/18
- Ending Principal Balances calculated using the beginning + additions - reductions


Leases
Save All Work | Return to AFR Main Menu
Enter the annual lease payment for all leases in force as of the end of the year. Please include all Capital and Operating Leases. Schools should also include School Building Corporation leases.

Make sure to press the ENTER key on the keyboard after entering a number to make sure it is saved!

Governmental Activities
Add Row

Delete	Lessor	Description or Purpose	Annual Lease Payment Due in 2020	Lease Beginning Date MM/DD/YYYY	Lease Ending Date MM/DD/YYYY
X	IBM	equipment	$15,000.00	01/01/2017	12/31/2017

LEASES

- Select "Add Row" to add a new lease
- Make sure to complete all "Required" fields
- To delete a row, click the red X
- Make sure to "Save All Work" prior to continuing on

OPEB – OTHER POST EMPLOYMENT BENEFITS

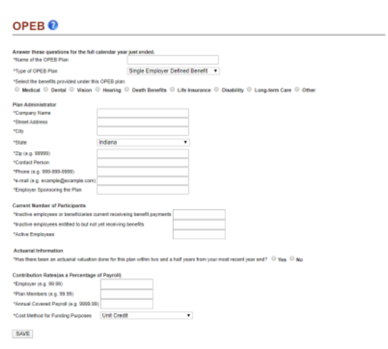
"Add a OPEB Plan" to add a new plan


OPEB
Information about what other postemployment benefit (OPEB) plans the unit administers or participates in.
Add a OPEB Plan

OPEB Plan Name	Edit	Delete
Test Plan	Edit Plan	Delete OPEB

Return To the Main Menu

Complete plan information and "Save"


OPEB
Answer these questions for the full calendar year just ended.
*Name of the OPEB Plan
*Type of OPEB Plan: Single Employer Defined Benefit
*Select the benefits provided under this OPEB plan:
Medical, Dental, Vision, Hearing, Death Benefits, Life Insurance, Disability, Long-term Care, Other

Plan Administrator
*Company Name
*Street Address
*City
*State: Indiana
*Zip (e.g. 99999)
*Contact Person
*Phone (e.g. 999-999-9999)
*e-mail (e.g. example@example.com)
*Employer Sponsoring the Plan

Current Number of Participants
*Inactive employees or beneficiaries current receiveing benefit payments
*Inactive employees entitled to but not yet receiving benefits
*Active Employees

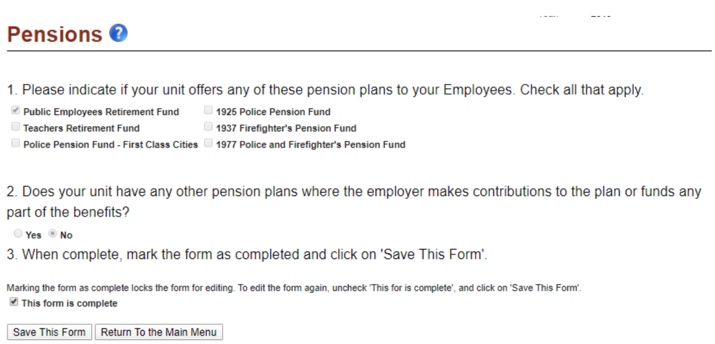
Actuarial Information
*Has there been an actuarial valuation done for this plan within two and a half years from your most recent year end? Yes No

Contribution Rates(as a Percentage of Payroll)
*Employer (e.g. 99.99)
*Plan Members (e.g. 99.99)
*Annual Covered Payroll (e.g. 9999.99)
*Cost Method for Funding Purposes: Unit Credit

SAVE

OPEB Main

PENSIONS



Pensions

1. Please indicate if your unit offers any of these pension plans to your Employees. Check all that apply.

- [x] Public Employees Retirement Fund
- [ ] 1925 Police Pension Fund
- [ ] Teachers Retirement Fund
- [ ] 1937 Firefighter's Pension Fund
- [ ] Police Pension Fund - First Class Cities
- [ ] 1977 Police and Firefighter's Pension Fund

2. Does your unit have any other pension plans where the employer makes contributions to the plan or funds any part of the benefits?

Yes No

3. When complete, mark the form as completed and click on 'Save This Form'.

Marking the form as complete locks the form for editing. To edit the form again, uncheck 'This for is complete', and click on 'Save This Form'.

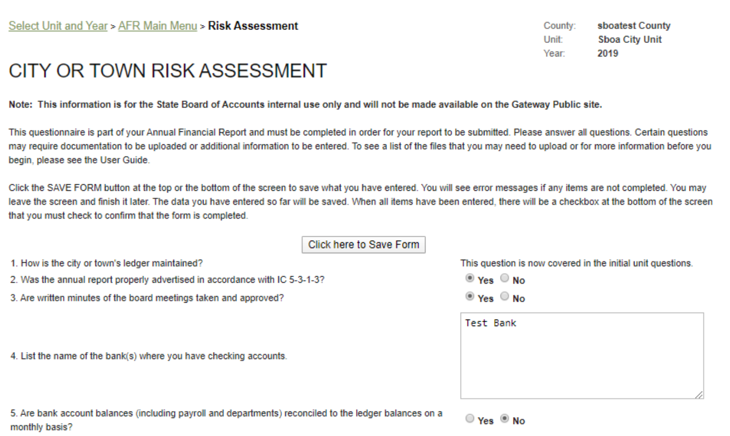
- [x] This form is complete

Save This Form | Return To the Main Menu

- Select the pension plan that is offered
- Select if you offer other pension plans
  - If "No" mark "This form is complete" and save this form
  - If "Yes" add the other plan that is offered
- To complete this section you must click the "This form is complete" box and save the form

RISK ASSESSMENT

- Complete all risk assessment questions
- Make sure to "Click to Save Form"
- To mark the form complete you must click the box next to "I have completed all of these questions, and I am ready to submit this form"



Select Unit and Year > AFR Main Menu > **Risk Assessment**

County: **sboatest County**
Unit: **Sboa City Unit**
Year: **2019**

CITY OR TOWN RISK ASSESSMENT

Note: This information is for the State Board of Accounts internal use only and will not be made available on the Gateway Public site.

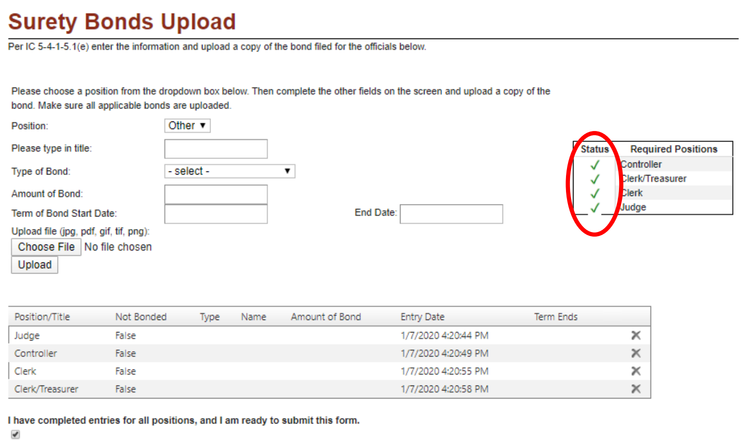
This questionnaire is part of your Annual Financial Report and must be completed in order for your report to be submitted. Please answer all questions. Certain questions may require documentation to be uploaded or additional information to be entered. To see a list of the files that you may need to upload or for more information before you begin, please see the User Guide.

Click the SAVE FORM button at the top or the bottom of the screen to save what you have entered. You will see error messages if any items are not completed. You may leave the screen and finish it later. The data you have entered so far will be saved. When all items have been entered, there will be a checkbox at the bottom of the screen that you must check to confirm that the form is completed.

Click here to Save Form

1. How is the city or town's ledger maintained?	This question is now covered in the initial unit questions.
2. Was the annual report properly advertised in accordance with IC 5-3-1-3?	Yes No
3. Are written minutes of the board meetings taken and approved?	Yes No
4. List the name of the bank(s) where you have checking accounts.	Test Bank
5. Are bank account balances (including payroll and departments) reconciled to the ledger balances on a monthly basis?	Yes No

SURETY BONDS



Surety Bonds Upload

Per IC 5-4-1-5.1(e) enter the information and upload a copy of the bond filed for the officials below.

Please choose a position from the dropdown box below. Then complete the other fields on the screen and upload a copy of the bond. Make sure all applicable bonds are uploaded.

Position: Other

Please type in title:

Type of Bond: - select -

Amount of Bond:

Term of Bond Start Date: End Date:

Upload file (jpg, pdf, gif, tif, png):

Choose File No file chosen

Upload

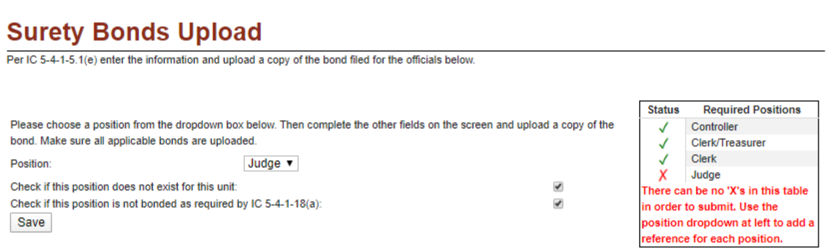
Status	Required Positions
✓	Controller
✓	Clerk/Treasurer
✓	Clerk
✓	Judge

Position/Title	Not Bonded	Type	Name	Amount of Bond	Entry Date	Term Ends
Judge	False				1/7/2020 4:20:44 PM	
Controller	False				1/7/2020 4:20:49 PM	
Clerk	False				1/7/2020 4:20:55 PM	
Clerk/Treasurer	False				1/7/2020 4:20:58 PM	

I have completed entries for all positions, and I am ready to submit this form.

- All required positions must entered to complete this form
  - If a green check mark is included in the "Status" column the requirement is fulfilled
  - If a red X is included in the "Status" column the requirement has not been fulfilled
- You must check the "I have completed entries for all positions, and I am ready to submit this form." to complete this section

SURETY BONDS (CONTINUED)



Surety Bonds Upload

Per IC 5-4-1-5.1(e) enter the information and upload a copy of the bond filed for the officials below.

Please choose a position from the dropdown box below. Then complete the other fields on the screen and upload a copy of the bond. Make sure all applicable bonds are uploaded.

Position: Judge

Check if this position does not exist for this unit:

Check if this position is not bonded as required by IC 5-4-1-18(a):

Save

Status	Required Positions
✓	Controller
✓	Clerk/Treasurer
✓	Clerk
✗	Judge

There can be no 'X's in this table in order to submit. Use the position dropdown at left to add a reference for each position.

- If a position does not exist and is not bonded you will check both boxes
- "Save" the entry and it will be added to the completed status

Annual Report Outputs

These reports are available for you to view, print or download at your convenience. The content will change if/when you change or add additional information into the system.

Report Output Format: PDF	Select the output method for the report that you prefer. Choices include Adobe PDF or Microsoft Excel Format
Accounts Payable/Receivable	Lists Accounts Payable/Receivable entries for the governmental unit and enterprises.
Capital Asset Statement	Lists the Capital Assets (land, building, equipment, etc) as of the end of the year.
Cash Fund Statement	Lists the Beginning Balance (Cash Only), Total Receipts, Total Disbursements, and the Ending Balance (Cash Only) by Fund.
Cash and Investment Fund Statement, Zero Balance Funds	Lists funds that have receipts, disbursements and an ending balance of zero. This indicates funds with no activity. These funds must be deleted before you can submit.
Beginning & Ending Cash Balance Comparison	Lists funds that have a beginning balance that does not match the previous years ending balance.
Beginning & Ending Investment Balance Comparison	Lists funds that have a beginning balance that does not match the previous years ending balance.
Cash & Investment Combined Statement	List the Beginning Balance (Total of Cash and Investments), Total Receipts, Total Disbursements, and the Ending Balances (Total of Cash and Investments) by Fund. Note: The receipt and disbursement figures are net of the investment transactions.
Custom Funds	Lists the custom funds added by the unit. These are the funds that aren't linked to a Fund in the Standard Fund list.
Debt Statement	Lists the units debts, by debt class.
Deficit Fund Balance	Lists the funds with a negative cash and investment balance as of the end of the year.
Detailed Disbursements for All Funds	Lists the disbursements by fund and disbursement category.
Detailed Disbursements for Funds with Departments	Lists the disbursements by fund and disbursement category.
Detailed Receipts	Lists the receipts by fund and receipt category.
Financial Assistance to Non Governmental Entities	Lists the detailed financial assistance to non governmental entities.
Grant Schedule	Lists the detailed grant information.
Investment Fund Statement	Lists the Beginning Investment Balance, Total Investments Purchased, Total Investments Sold, and the Ending Investment Balance by Fund.
Leases	Lists the amount of lease payments in force as of end of year..
OPEB	Information about what other postemployment benefit (OPEB) plans the unit administers or participates in.
Schedule of Officials	Printable output of your Schedule of Officials.
Transfers	This report is based upon your Receipt and Disbursement entries within the Financial Data by Fund section. Lists the Transfers In and Out by fund. If the Transfers do not balance (Total Transfers In should equal Total Transfers Out), this report can be used to start your research.
Transfer Schedule	This report is based upon the entries within the "Transfer Schedule" section found on the Main Menu, which lists all transfers made between funds during the year.
Unit Questions	Lists the unit questions that are required at the beginning of the annual report process. Answers to these questions determine the information required for you to complete your annual report.
Pension	Unit reported pension information here.
Risk Assessment Form	Risk Assessment Form.
Full Report	
Full Report	This report contains all AFR report components in one document.
Advertising Outputs - Only reports listed below need to be advertised.	
Cash & Investment Combined	Version of the statement for advertising purposes

REPORT OUTPUTS

Report outputs are included for all sections completed of the AFR

You can download these in pdf or excel

You can print the completed "Full Report"

This is also where you print the report of advertising

Submit Annual Report

Your report entries have been reviewed to make sure that it meets minimum standards for submission. The results are below. A successful review at this level should not be considered a final approval of this submission.

Submission Errors

No errors were found that would prevent submission.

Submission Warnings

There are no warnings for this submission.

Submit Report

Proceed to Submit the Annual Report

After reading and agreeing to the certification statement, click on the "Submit This Report" button. The online certification includes these two lines for **non-school units**: "I understand that if an audit is required due to the level of Federal funding expended by this entity, the data entered here will be used to generate a financial statement in accordance with the regulatory basis of accounting. I understand that this financial statement will be audited by the State Board of Accounts unless I choose to provide financial statements in accordance with another acceptable basis of accounting."

Submit Annual Report

CERTIFICATION: This is to certify that the data contained in this report is accurate and agrees with the financial records, to the best of my knowledge and belief. I understand that if an audit is required due to the level of Federal funding expended by this entity, the data entered here will be used to generate a financial statement in accordance with the regulatory basis of accounting. I understand that this financial statement will be audited by the State Board of Accounts unless I choose to provide financial statements in accordance with another acceptable basis of accounting.

Submit This Report

After submission, a confirmation screen appears as below. **The attestation form is no longer required.**

Submit Annual Report

The Annual Report has been submitted. Units are **no longer required** to complete and mail in an attestation form.

SUBMITTING THE ANNUAL FINANCIAL REPORT

You will click "Submit Annual Report"; review submission errors or warnings (if applicable)

"Proceed to Submit the Annual Report"

"Submit This Report"

You will receive an email from no-reply-ibrc@iupui.edu saying "The annual report for (your unit) has been submitted on (date/time) by (username)."

Link to the User Guide - https://gateway.ifionline.org/userguides/AFRguide#nav_SubmitAnnualReport

MONTHLY AND ANNUAL ENGAGEMENT UPLOADS

Link to the User Guide:
https://gateway.ifionline.org/userguides/engagementguide

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

SELECT MONTHLY AND ANNUAL ENGAGEMENT UPLOADS APPLICATION

- You can select "Details" to see all the Monthly and Annual Engagement due dates
- 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 - March 1st for all other units

UNIT SELECTION AND YEAR

Select Unit

Unit Code	Unit Name Link	Unit Type	Unit County	Role
9999	Sboa Charter School Unit	CHARTER SCHOOL	sboatest	Submitter
9996	Sboa City Unit	CITY	sboatest	Submitter
9998	Sboa County Unit	COUNTY	sboatest	Submitter
0190	Sboa County Unit - County Clerk	COUNTY TREASURER	sboatest	Submitter
0193	Sboa County Unit - County Recorder	COUNTY RECORDER	sboatest	Submitter
0194	Sboa County Unit - County Sheriff	COUNTY SHERRIFF	sboatest	Submitter
0192	Sboa County Unit - County Treasurer	COUNTY TREASURER	sboatest	Submitter
7738	Sboa Eca Unit	ECA	sboatest	Submitter
7738	Sboa Eca Unit 2	ECA	sboatest	Submitter
7738	Sboa Eca Unit 3	ECA	sboatest	Submitter
7738	Sboa Eca Unit 4	ECA	sboatest	Submitter
7738	Sboa Eca Unit 5	ECA	sboatest	Editor
9994	Sboa Library Unit	LIBRARY	sboatest	Submitter
9995	Sboa School Unit	SCHOOL	sboatest	Submitter
1001	Sboa Special District	OTHER SPECIAL DISTRICT	sboatest	Submitter
9997	Sboa Township Unit	TOWNSHIP	sboatest	Submitter
9999	Sboa Turnaround School	TURNAROUND SCHOOL	sboatest	Submitter

Select Year

Select a Year	
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.

To Upload a document

Select Upload Group	Select File Type	Provide File
January ▼	Bank Reconcilement ▼	Upload file (*xls, xlsx, doc, docx, jpg, pdf, gif, tif, png*) Choose File No file chosen

Submit

- **SELECT UPLOAD GROUP** – MONTH OR ANNUAL
- **SELECT FILE TYPE** – TYPE OF FILE YOU ARE UPLOADING
- **CHOOSE FILE** – FIND FILE YOU WANT TO UPLOAD ON YOUR COMPUTER
- **SUBMIT** – SUBMIT FILE YOU WISH TO UPLOAD

MONTHLY UPLOADS

Direct Link to Monthly Uploads in the User Guide -
https://gateway.ifionline.org/userguides/engagementguide#nav_MonthlyUploads

4. Monthly Uploads

Each month **cities, towns, townships, libraries, special districts and school corporations** are required to upload the following:

- Bank Reconcilement - A bank reconcilement is a document that shows how you balanced the bank statement balance to your ledger balance by showing the amount of outstanding checks, deposits in transit and any reconciling items. You should upload a bank reconcilement for each bank account. You can upload one document or multiple documents. Bank statements, images of checks or other information are **NOT** required to be uploaded, but may be uploaded if it is easier for you to do so.
- Board Minutes - Approved board minutes are required for any board or commission if their financial activity is included in the financial statements. If the minutes are online, you can provide the link instead of uploading the minutes. If the board does not meet each month, only upload the minutes for the months that they do meet. Upload the minutes to the month that the meeting took place, not the month they were approved.
- Funds Ledger - A report that shows the beginning balance, total receipts, total disbursements and ending balance of each fund as of the end of the month. If you have a computer system and are not sure what report has this information, check with your software vendor for assistance. An Excel File is preferred if you have computerized records, but is not required. If you have manual records, you can upload a scan or photo of your manual records that include this data. We have provided a Manual Records Template here and on our web page that allows you to input the information into an Excel spreadsheet that you can upload to fulfill this requirement if you prefer.

ANNUAL UPLOADS

Direct Link to Annual Uploads in the User Guide -
https://gateway.ifionline.org/userguides/engagementguide#nav_AnnualUploads

5. Annual Uploads

Each year **cities, towns, townships, libraries, special districts, school corporations and school extra curricular accounts** are required to upload the following:

- Year End Bank Statement - This is the December bank statement for units that report on a calendar year. A bank statement must be uploaded for each bank account. You can upload one or multiple documents. Images of checks or other information are **NOT** required to be uploaded, but may be uploaded if it is easier for you to do so. The December bank reconcilement is uploaded as part of the monthly uploads so it is not part of the Annual Uploads.
- Year End Outstanding Check List - A list of the checks that you have written and are deducted in your records, but have not cleared the bank as of the end of the year. This is the same as the outstanding checks on the December monthly bank reconcilement for units that report on a calendar year. This list should show the date of the check, the check number and the amount.
- Year End Investment Statements - A statement or documentation that shows the balance of the investment (such as a certificate of deposit) at the end of the year. If you do not receive a statement at the end of the year, you may upload documents that show when the investment or certificate of deposit was purchased and the value at the time it was purchased.
- Detail of Receipt Activity - include receipt numbers. **This is not required if you have hand posted records.**
- Detail of Disbursement Activity - include check numbers and vendor/payee names. **This is not required if you have hand posted records.**
- Current Year Salary Ordinance - This is the salary ordinance for the year you are uploading. For example, if you are uploading the 2018 annual uploads, the salary ordinance should be for 2018. This is Form 17 for townships. See the Township Manual page 3-4. **School extra curricular accounts are not required to upload this report.**
- Annual Vendor History Report - This report shows the total amount disbursed to each vendor/payee for the year. **This is not required if you have hand posted records. Townships and school extra curricular accounts are not required to upload this report.**

UPLOADED FILES

Red X if files are not uploaded

Green check mark if files have been uploaded

- File Name
- Date Uploaded
- Who uploaded the document

You can download the document or view it from the screen

You can also delete the file by hitting the circle with a red x, if you have uploaded the incorrect file

Status	2019 Required Uploads	Upload Date	Uploaded By	Download	Delete
	January				
✗	Bank Reconcilement				
✗	Board minutes				
✗	Funds ledger				
	February				
✓	Bank Reconcilement				
	Example Document	8/1/2019 2:57:45 PM	bspurlock@sboa.in.gov		
✓	Board minutes				
	No board meeting was held.	11/21/2019 2:21:57 PM	sgordon@sboa.in.gov		
✓	Funds ledger				
	Example Document	8/1/2019 2:35:51 PM	bspurlock@sboa.in.gov		
	Example Document	8/1/2019 3:02:24 PM	bspurlock@sboa.in.gov		

CONFLICT OF INTEREST DISCLOSURE

SELECT CONFLICT OF INTEREST DISCLOSURE

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

CONFLICT OF INTEREST DISCLOSURE

- Anyone with a username and password can upload a Conflict of Interest Disclosure
- Uniform Conflict of Interest Disclosure Statement - file:///C:/Users/sdungan/Downloads/54266%20fill-in.pdf
- Complete the Upload Disclosure Form
  - Name of person filing the disclosure
  - Email address of person filing the disclosure
  - Government Entity
    - County
    - Unit Type
    - Unit Name
  - Upload PDF

Conflict of Interest Disclosure Statement Upload Tool

The legal requirement for filing disclosures of conflict of interest can be found in the Indiana Code in Title 35 Section 44.1-1-4 (IC 35-44.1-1-4) available at http://iga.in.gov/legislative/laws/2014/ic/titles/035/articles/44.1/ If you have any questions regarding this law or disclosure, you should contact your attorney for legal advice.

Persons required to file this disclosure with the State Board of Accounts (SBOA) can use the form available at https://forms.in.gov/Download.aspx?id=8264. Once you have filled out the form, scan it as a pdf and upload using the tool below. If the Conflict of Interest is on multiple pages, all pages must be in one file, in order and in the correct orientation so that it is readable.

NOTE: All conflict of interest disclosure forms are reviewed internally to verify they are in an acceptable file format before being published to Gateway. Please allow one business day for them to appear on the Conflict of Interest Disclosure Uploads Report. Neither IBRC nor SBOA review the documents for content. **It is the responsibility of the user to verify that the document that was submitted is correct and complete.**

Upload Disclosure Form

Name of person required to file this disclosure:

Email address of person required to file this disclosure:

Government Entity Name:

Select county | Select unit type | Select unit

Upload PDF:

Browse