



GATEWAY MONTHLY AND ANNUAL ENGAGEMENT UPLOADS

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Services (Schools/Townships)**

GATEWAY ACCESS



- Gateway@sboa.in.gov
- Submitter – Trustee
- Editor – Complete Delegation Form
 - <http://www.in.gov/sboa/files/DelegationForm.pdf>

GATEWAY
<https://gateway.ifionline.org/>



INDIANA Gateway for government units

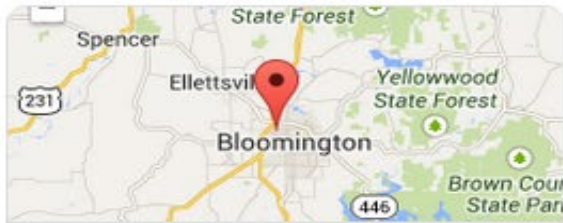


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[Local Officials: Login Here »](#)

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.



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[Public employee compensation](#)



[When is your budget hearing?](#)

LOGIN SCREEN



[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 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 ibrctech@iu.edu.

[Request Authorization to Access Gateway](#)

Announcements

Gateway Reporting Access Authorized User P

The local official login portion of Gateway is accessible only responsible for entering and submitting reports to the State. *the person who receives authorization.* [Read full policy](#) »

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
Abstract	Details	100R	Jan 31
Assessor Reports	Mar 31	Annual Financial Report	Details
Budgets	Details	Monthly and Annual Engagement Uploads	Details
Data Entry for CNAV and Form 22	Details	Conflict of Interest Disclosure	15 days after final action on the contract or purchase
Debt Management	Details	E-1 Entity Annual Report	60 days after entity's fiscal year ends
Economic Development Reporting	Sep 30	ECA Risk Report	Aug 29
File Transmission	Details		
Other Post-Employment Benefits	Mar 1		
SB 131 Reporting for SWMDs	Mar 1		

USER GUIDES



- <https://gateway.ifionline.org/userguides/engagementguide>

BACKGROUND



- Monthly Uploads - September 2018 for month of July 2018
 - Purpose
 - To allow us to do as much audit work remotely as possible
 - Working remotely should create efficiencies
 - Hopefully, result in an audit cost reduction
 - It is our intent to use the monthly information to more effectively plan our engagements

STATE EXAMINE DIRECTIVE 2018-01 (AMENDED NOVEMBER 2020)



- [https://www.in.gov/sboa/files/Directive-2018-1-Monthly-and-Annual-Engagement-Uploads-Amended-11 9 2020.pdf](https://www.in.gov/sboa/files/Directive-2018-1-Monthly-and-Annual-Engagement-Uploads-Amended-11_9_2020.pdf)
- Effective starting with December 2020 monthly files
- Monthly uploads due by the 15th of the second month following the month they are for
 - Example – December 2020 monthly uploads are due by February 15, 2021

MONTHLY UPLOAD REQUIREMENTS



- Bank Reconciliation
 - A document that shows how the balance on the bank statement balances to the ledger balance
 - Should include the bank balance, plus deposits in transit, minus outstanding checks, +/- other reconciling items and equal your ledger balance
 - A bank reconciliation should be uploaded for each bank account
 - The bank reconciliations may be uploaded in one document or multiple documents

MONTHLY UPLOAD REQUIREMENTS



- Bank Statements
 - Bank statement is the document you receive from the bank each month showing the beginning balance, each deposit, each check cleared, other activity and ending balance
 - Bank statements for each bank account are required to be uploaded

MONTHLY UPLOAD REQUIREMENTS



- Outstanding Check Lists
 - Outstanding check list is a list of checks that have been written but have not yet cleared the bank account
 - The total amount of the outstanding check list should agree with the amount used on the bank reconciliation

MONTHLY UPLOAD REQUIREMENTS



- Approved Board Minutes
 - If the minutes are online, provide the link instead of uploading the minutes
 - If the board does not meet each month, select “No Meeting” for that month
 - Upload the board minutes for the month that the meeting took place and not in the month that the minutes were approved

MONTHLY UPLOAD REQUIREMENTS



- Funds Ledger
- A report that shows the beginning balance, total receipt, total disbursements and ending balance of each fund as of the end of the month.
- If township has a computerized system check with your software vendor for which report has this information

MONTHLY UPLOAD REQUIREMENTS



- Funds Ledger
- If township records are maintained manually, we have provided a template
 - <https://www.in.gov/sboa/political-subdivisions/townships/>
 - [Manual Records Template](#)

MONTHLY UPLOAD REQUIREMENTS



Month:				
Year:				
<u>Fund Name</u>	<u>Month's Beginning Balance</u>	<u>Month's Receipts</u>	<u>Month's Disbursements</u>	<u>Month's Ending Balance</u>
	\$ -	\$ -	\$ -	\$ -
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
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	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Totals	\$ -	\$ -	\$ -	\$ -

MONTHLY UPLOAD REQUIREMENTS



- Due Dates
 - 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

HOW TO UPLOAD DOCUMENTS



- To upload the document must be one of the following file types:
 - Xls,xlsx, doc, docx, jpg, pdf, gif, tif, or png

HOW TO UPLOAD DOCUMENTS

The screenshot shows the Indiana State Board of Accounts website. At the top, there is a navigation bar with links for Home, About, Account Settings, Help, and Logout. The main header identifies the user as being from sboatest County, Sboa School Unit, for the year 2021. The page title is "Monthly and Annual Engagement Uploads".

Below the header, there is a section titled "Monthly and Annual Engagement Uploads" with a note: "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."

Instructions are provided:

- 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.

The form includes three dropdown menus: "Select Upload Group" (set to January), "Select File Type" (set to Bank Reconcilements, Bank Statements, Outstanding Check Lists), and "Provide File" (set to Upload file (xls, xlsx, doc, docx, jpg, pdf, gif, tif, png)). A "Choose File" button is present, with the text "No file chosen" next to it. A "Submit" button is located below the form.

Below the form is a table showing the upload status:

Status	2021 Required Uploads	Upload Date	Uploaded By	Download	Delete
X	Bank Reconcilements, Bank Statements, Outstanding Check Lists				
X	Approved Board Minutes				

- Select the month of the documents you are uploading from the "Select Upload Group" dropdown box
- Select the type of file you are uploading in the "Select File Type" drop down box
- Click the "Choose File" button and navigate to the folder on our computer that contains the file you want to upload
- Click on the file name so that the file name appears in the "File name" box. Click the "Open" button
- The file name will then appear next to the "Choose File" button. Click the "Submit This Upload" button

ANNUAL UPLOAD REQUIREMENTS



- 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
 - If township does not have investments at the end of the year, upload a word or excel document stating the township did not have investments as of December 31, XXXX

ANNUAL UPLOAD REQUIREMENTS



- Detail of Receipt Activity
 - A transaction level listing of receipts including receipt numbers, date received, amount of receipt, fund posted to, and who it was received from
 - If possible, upload as an excel file
 - **This requirement is not required if the township has hand posted records**

ANNUAL UPLOAD REQUIREMENTS



- Detail of Disbursement Activity
 - A transaction level listing of disbursements including check numbers, date disbursed, amount of disbursement, fund posted to and vendor/payee names
 - If possible, upload an excel file
 - **This requirement is not required if the township has hand posted records**

ANNUAL UPLOAD REQUIREMENTS



- Current Year Salary Ordinance and Amendments
- This is the salary ordinance (Form 17) and any amendments to the salary ordinance
 - The salary ordinance to be uploaded is for the year you are uploading
 - Example – if you are uploading the 2021 annual uploads, the salary ordinance should be for 2021

ANNUAL UPLOAD REQUIREMENTS



- Annual Vendor History Report
 - This is not required for townships as this information is required under “Disbursements By Vendor” in the Annual Financial Report Application in Gateway

ANNUAL UPLOAD REQUIREMENTS



- Annual Funds Ledger
- A report that shows the beginning balance, total receipt, total disbursements and ending balance of each fund as of the end of the year.
- If township has a computerized system check with your software vendor for which report has this information

ANNUAL UPLOAD REQUIREMENTS



- Annual Funds Ledger
- If township records are maintained manually, we have provided a template
 - <https://www.in.gov/sboa/political-subdivisions/townships/>
 - [Manual Records Template](#)

ANNUAL UPLOAD REQUIREMENTS



- Annual Payroll History Report
 - The report should include at a minimum the date, employee name, gross wages, and check number for all payroll checks issued for the year
 - An excel file is preferred
 - Do NOT include social security numbers
 - This is not required if you have hand posted records

ANNUAL UPLOAD REQUIREMENTS



- Due Dates
 - **FAILURE TO UPLOAD THE DOCUMENTS WHEN THEY ARE DUE OR IN A TIMELY MANNER MAY CAUSE DELAYS IN COMPLETING YOUR AUDIT ENGAGEMENT**
 - The annual documents must be uploaded by March 1st
 - If township maintains hand posted records, the detail of receipts activity, detail of disbursement activity are not required to be uploaded
 - Click the circle next to Hand Posted Records to indicate that you do not have a file to upload

ANNUAL UPLOAD REQUIREMENTS



Annual

- X Year End Bank Statement
- X Year End Outstanding Checklist
- X Year End Investment Statements
- X Detail of receipt activity
- X Detail of disbursement activity
- X Current Year Salary Ordinance
- X Annual Vendor History Report

DIRECT REQUEST UPLOADS



- Any documents that you must upload in addition to the Monthly and Annual Uploads are called Direct Request Uploads
 - You will receive an email requesting the document to upload
 - Direct Request e-mail will include the subject line “State Board of Accounts Engagement Upload Request”

DIRECT REQUEST UPLOADS



- Procedures
 - Log into Gateway
 - Select Monthly and Annual Engagement Uploads
 - Select your unit name
 - Select the year
 - Select “Direct Request” from the Upload Group dropdown box
 - Select the file requested in the File Type dropdown box
 - Click the Browse button to find the file on your computer to upload
 - Click the “Submit this Upload” button to upload the file

CONFLICT OF INTEREST DISCLOSURE



- IC 35-44.1-1-4
 - (b) A public servant who knowingly or intentionally:
 - (1) has a pecuniary interest in; or
 - (2) derives a profit from;a contract or purchase connected with an action by the governmental entity
- If in doubt?
 - FILE!!! Disclosure is required with 15 days after final action on the contract or purchase
 - Consult Township Attorney

QUESTIONS?



QUESTIONS?