

# 2019 County Treasurers Conference

Bob Reynolds  
Local Government Division  
Indiana Auditor of State

August 7, 2019



Indiana Auditor of State  
Tera Klutz, CPA

## LOCAL GOVERNMENT DIVISION

### The Team

- Bob Reynolds
  - Director
  - (317) 232-3309
- Janie Cope
  - Specialist
  - (317) 233-1712

Email: [LocalGovernment@auditor.in.gov](mailto:LocalGovernment@auditor.in.gov)



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# About Me

Name: Bob Reynolds

Education: Ball State University – Class of 2008

Professional Credentials: Certified Public Accountant

Double Major: Accounting and Information Systems

Work **Auditor of State's Office (AOS)**

History: 2017 – Present Local Government Division Director

**LWG CPAs & Advisors (formerly London Witte Group)**

2008 – 2011 Staff Accountant

2011 – 2015 Senior Staff Accountant

2015 – 2017 Manager of Governmental Service



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# What we'll discuss today

## **Gateway Abstract**

- Different Sections of Gateway Abstract
- Gateway Abstract Walkthrough
- Gateway Abstract Resources

## **Excise Taxes**

- Different types of excise taxes
- Who is responsible for the collection and distribution
- Why do we reconcile excise taxes (treasurer cashbook to auditor books)
- What is the cut off date
- What happens if you do not reconcile



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## Why Gateway Abstract?

- Remove manual inputs
- Reduce risk of data manipulation
- Direct upload from county system
- Reduce time/increase efficiencies



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## UTAH VACATION!!!!



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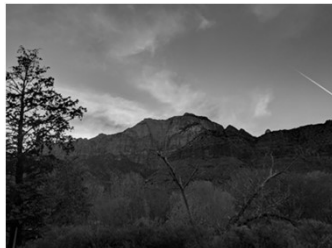
## Sections of Gateway Abstract

- AV Summary
- Rate and Levy Summary
- Total Taxes Summary
- TIF Summary
- District Summary
- Circuit Breaker Report/Circuit Breaker Adjusted Rates



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## Zion National Park



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## Gateway Abstract Resources

- Gateway Abstract Manual
  - Located on AOS website at: <https://www.in.gov/auditor/1254.htm>
  - Developed to assist auditors on uploading data
  - Data Validation and analysis section (page 13) goes over each section of Gateway Abstract (could be useful resource)
  - Appendix A is a glossary of terms found in Gateway Abstract



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## Gateway Abstract Resources

- Gateway Abstract Webinar
  - Located on AOS website at: <https://www.in.gov/auditor/1254.htm>
  - Webinar goes over the:
    - Gateway Abstract Manual
    - Data reported in all five sections
    - Review of abstracts



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## Bryce Canyon National Park



YES, THAT IS SNOW ON THE GROUND AT OUR CAMPSITE!



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## Bryce Canyon National Park



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## What is an excise tax

- The IRS defines an excise tax as:
  - Taxes paid when purchases are made on: a specific goods, such as gasoline.
  - Excise taxes are often included in the price of a product.
  - There are also excise taxes on activities, such as on wagering or highway usage by trucks.
  - One of the major components of an excise program is motor fuel.



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## Collection and Distribution of Excise Taxes

- Generally, excise taxes are collected by the state (BMV/DOR)
- Typically, taxes collected by the state are distributed to the county where the taxes originated on a monthly basis
- Semi-annually, the county auditor distributes the excise tax received with settlement



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## Excise Responsibilities

### County treasurers:

- Receipt all excise funds into correct account
- File reports with county auditor for aircraft (monthly) and boat excise tax (at settlement)

### County auditors:

- Distribute funds to local units
- Remit funds owed to state for welfare and tuition support payments



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## Capitol Reef National Park



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## Excise Reconciliation

- Why is important to complete excise reconciliations?
  - Reduces risk of fraud
  - All transactions are accounted for and verified
  - Helps identify any recording errors
  - Segregation of duties
  
- When should I reconcile?
  - Not set by statute, best practices recommends reconciling at least once a month
  - Do not wait until settlement time to reconcile



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## Excise Reconciliation

- I have a small reconciling difference, is this material?
  - YES!
  - Small differences could have material impacts
  - You could have multiple items offsetting each other causing the small imbalance
  - Imbalances could mean the incorrect excise amount is certified for settlement



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# Canyonlands National Park



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## Excise Reconciliation

- **Settlement Cut-Off Date**
- Final day where excise taxes received will be included in upcoming settlement
- **Cut-off date should be consistent from year to year**
- Example:
  - County has an excise cut-off dates of April 30 and October 31
  - Spring settlement includes taxes collected between:  
November 1 and April 30
  - December settlement includes taxes collected between:  
May 1 and October 31



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## Contact Information for Excise Reports

- Watercraft/boat excise and Motor excise/lottery credit
  - Tamytha Cooper, [tcooper@bmv.in.gov](mailto:tcooper@bmv.in.gov), (317) 232-6438
- Aircraft excise
  - [aircrafttax@dor.in.gov](mailto:aircrafttax@dor.in.gov)
- Auto rental excise
  - Nurain Tusurf, [nyusuf@dor.in.gov](mailto:nyusuf@dor.in.gov), (317) 232-4263



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## Arches National Park



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# Questions and Answers

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