

**A Presentation to the
INDIANA COUNTY AUDITOR'S ASSOCIATION
Regional Meetings April 2010**

**Web-Based Reporting for Budgets
and Annual Reports**

State agencies and their roles

- SBOA - John Eppley
- DLGF - Sarah Ancel
- IBRC@IU – Carol Rogers

Goal

To provide a web-enabled interface with customized applications for the input of local government unit budget and annual report data. The system will utilize data warehouse technology to store and report out the data to the agencies as well as public data sets to be made available on STATS Indiana.

2010 Objectives

- Create a State portal for the input of information required by multiple state agencies – specifically DLGF and SBOA – of local government units.
- Develop tools within the portal specific to the entry of budget data, initially focusing on three of the most important budget forms required by the Department of Local Government Finance with resulting data loaded automatically into a data warehouse that will have specially designed reporting utilities.
- Develop tools within the portal specific to the entry of the annual report to be submitted to the State Board of Accounts as required by IC 5 11-1-4, tailored to the types of units (county, township, city, town, etc.) and funds. Annual Report data loaded to data warehouse will have specially designed financial reporting utilities.

2010 Timeline

- **Budgets (3 forms):** July 2010 Pilot Counties
- **Annual Reports:** January 2010 All Units
- **Budgets (all forms)** July 2011 All Units



Budgets - DLGF

- Pilot with seven counties, encompassing all their taxing units (approx. 178 units) and three budget forms (Form 1, Form 2, Form 4B)
- The pilot program will aid the entire web-enabled process by determining issues early on with online submission
- Pilot officially begins July 1, 2010

Adams
Bartholomew
Daviss
Marshall
Parke
Rush
Vanderburgh

Benefits of Online Budgets - DLGF

- Less work for the County Auditor: County Auditors no longer have to collect paper forms for the county and all county taxing units and deliver them to DLGF field staff.
- Less work and greater efficiency for DLGF field staff: field staff no longer has to do tedious and repetitive data entry of the budget figures into our internal budget program. This program also will dramatically reduce the risk of keying errors resulting from manual data entry.
- More convenient for County Council: Non-binding review can be conducted by pulling figures out of a database rather than deciphering paper budget submissions.
- More transparency for taxpayers: As budget information is made available online, the public can be better informed about the actions of their own elected officials and also elected officials statewide.

Annual Report - SBOA

- Design of system is underway
- All units will be able to use by January 2011
- Local units are welcomed to participate in development & testing phases
- Interested volunteers should contact the appropriate SBOA Office Supervisor

Annual Report – SBOA

- The Annual Report Project is separate and distinct from the SBOA's Chart of Accounts Project.
However, one objective of both is to promote consistent reporting across all units
- As a result, we are researching mechanisms to encourage the user to use the funds that are predefined in the system even though their fund name is slightly different
- User will still be able to add unique funds
- The system will ask questions as an aid in classifying unique funds

Annual Report – SBOA

- For existing vendors, we will attempt to keep changes to a minimum
- If the unit's accounting system vendor does not already have a data extract process for the upload, then the unit should request their vendor to modify their system to provide this capability
- The vendor should contact John Eppley, jeppley@sboa.in.gov to receive format specifications

Benefits of Online Annual Report - SBOA

- Eliminate downloading and installing software, submitting individual data files to SBOA's central office
- System will provide "guided" screen flow based on information obtained from previous screens
- Assist units in producing their compiled financial statements
- Better, more current information for state managers and legislators
- Data can be shared with the Census Bureau
- Information available for Bond Rating companies, citizens, economic development

System is in mock-up phase of design

LET'S TAKE A PEEK



Welcome to Indiana's Gateway for Government Units

This login is for authorized personnel only. For information or questions about obtaining access, please contact the [Department of Local Government Finance](#) or [State Board of Accounts](#).

Use this gateway to access:

- SBOA Accounts
- DLGF County Assessor or Auditor Accounts
- SDF Online Applications

[Login Request Form](#)

Authorized Personnel Login

User Name:

Password:

Stay signed in.

Sign In

[Forgot your password?](#)

The Indiana Gateway for Government Units provides a central portal for local governments to submit forms to the [Indiana Department of Local Government Finance](#) and the [State Board of Accounts](#). It is maintained by the [Indiana Business Research Center](#) as part of the Information for Indiana Initiative.

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information for
INDIANA

Select Unit

Select Unit from List

Click a link below to select your unit.

Unit Code	Unit Name Link	Unit Type
0000	Adams County	County
0001	Blue Creek Township	Township
0002	French Township	Township
0003	Hartford Township	Township
0004	Jefferson Township	Township
0005	Kirkland Township	Township
0006	Monroe Township	Township
0007	Preble Township	Township
0008	Root Township	Township
0009	St. Marys Township	Township
0010	Union Township	Township
0011	Wabash Township	Township
0012	Washington Township	Township

[Select Unit](#) > **Manage Unit**

Selected Unit: Adams County

Manage Unit - Adams County

Select from the options below to manage your unit's funds, departments, and/or advertisements.

Department of Local Government Finance Tasks

 **Manage Funds List**
View funds list, create or edit a fund

 **Manage Departments**
View departments list, create or edit a department

 **Submit Advertisements**
View, upload and submit advertisements to DLGF

Indiana State Board of Accounts Tasks

 **Manage Funds List**
View funds list, create or edit a fund

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[Select Unit](#) > [Manage Unit](#) > **Manage Funds List**

Selected: Adams County

Manage Funds List - Adams County

Fund Code	Fund Name Link	
0021	School Referendum	Remove Fund
0060	Pre-School Special Education	Remove Fund
0061	Rainy Day	Remove Fund
0062	Arson	Remove Fund
0063	Discretionary Fund	Remove Fund
0064	Education License Plate	Remove Fund
0065	Extra Curricular	Remove Fund
0066	Fire Prevention	Remove Fund
0067	Gift Fund	Remove Fund
0068	Hazmat Nonreverting	Remove Fund
0069	Homeless Shelter	Remove Fund
0070	Latch Key	Remove Fund
0071	School Dissolution	Remove Fund
0072	Building Fund	Remove Fund

[Select Unit](#) > [Manage Unit](#) > [Manage Funds List](#) > **Fund Page**

Selected Unit: Adams County | Selected Fund: Gift Fund

Fund Forms - Gift Fund

There are three forms to complete for this fund. Form 1 must be completed for each department. The yellow exclamation mark indicates that you have yet to complete this form. A green checkmark means that this form is complete.

<p>Form 1: Budget Estimate </p> <p>There are still incomplete forms for this unit. 11 of 15 forms marked complete. Click here to view list of departments and fill out these forms.</p>	<p>Form 2: Estimate of Miscellaneous Revenues </p> <p>This form is not complete. Click here to fill out this form.</p>	<p>Form 4-B: Budget Estimate, Financial Statement and Proposed Tax Rate </p> <p>This form is complete. Click here to edit this form.</p> <p> Submit completed form to DLGF for review.</p>
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Email

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- [DLGF](#)

BUDGET ESTIMATE FOR

1 Personal Services

Salaries and Wages

Edit	Reference Code	Description	Items	Approved	Delete
	444	Department Head	\$33,333.00	\$6,546,489.00	
	455	Sheriff	\$25.00	\$8,864.00	
			<i>Total: \$33,358.00</i>	<i>Total: \$6,555,353.00</i>	
Add new record			Refresh		

Employee Benefits

Edit	Reference Code	Description	Items	Approved	Delete
	444	Dental	\$777.00	\$666,666.00	
	222	abc	\$22.00	\$22.00	
			<i>Total: \$799.00</i>	<i>Total: \$666,688.00</i>	
Add new record			Refresh		

Other Personal Services

Edit	Reference Code	Description	Items	Approved	Delete
No records to display.					
			<i>Total: \$0.00</i>	<i>Total: \$0.00</i>	
Add new record			Refresh		

APPROVED BY STATE BOARD OF ACCOUNTS

PREPARE SEPARATE ESTIMATE FOR EACH FUND

-A- July 1, <input type="text"/>	-B- Jan 1, <input type="text"/>
to Dec 31, <input type="text"/>	to Dec 31, <input type="text"/>

OTHER TAXES

0201 Financial Institutions Tax	<input type="text"/>	<input type="text"/>
0202 Vehicle License Excise Tax	<input type="text"/>	<input type="text"/>
0203 CAGIT Certified Shares	<input type="text"/>	<input type="text"/>
0204 CAGIT Property Tax Replacement Credit	<input type="text"/>	<input type="text"/>
0206 Surtax	<input type="text"/>	<input type="text"/>
0207 Wheel Tax	<input type="text"/>	<input type="text"/>
0212 County Option Income Tax (COIT)	<input type="text"/>	<input type="text"/>
0217 CVET Commercial Vehicle Excise Tax	<input type="text"/>	<input type="text"/>

INTERGOVERNMENTAL REVENUE:
Revenue from State and Federal Sources:

1413 Change of Venue	<input type="text"/>	<input type="text"/>
1510 Inheritance Tax - County's Share	<input type="text"/>	<input type="text"/>
1511 Intangibles Tax - County's Share	<input type="text"/>	<input type="text"/>

BUDGET ESTIMATE-FINANCIAL STATEMENT-PROPOSED TAX RATE

Funds Required For Expenses To December 31st Of Incoming Year	Amount Used To Compute Published Budget	Appropriating Body
1. Total budget estimate for incoming year	<input type="text"/>	<input type="text"/>
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	<input type="text"/>	<input type="text"/>
3. Additional appropriation necessary to be made July 1 to December 31 of present year	<input type="text"/>	<input type="text"/>
4. Outstanding temporary loans: a). To be paid not included in lines 2 or 3	<input type="text"/>	<input type="text"/>
b). Not repaid by December 31 of present year	<input type="text"/>	<input type="text"/>
5. TOTAL FUNDS required (add lines 1,2,3,4a and 4b)	<input type="text"/>	<input type="text"/>

Save Changes

Funds On Hand To Be Received From Sources Other Than Proposed Tax Levy:		
6. Actual cash balance, June 30 of present year (including cash investments)	<input type="text"/>	<input type="text"/>
7. Taxes to be collected, present year (December settlement)	<input type="text"/>	<input type="text"/>
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year(Schedule on File): a). Total Column A Budget Form 2	<input type="text"/>	<input type="text"/>
b). Total Column B Budget Form 2	<input type="text"/>	<input type="text"/>

- Possible alternatives for more unit training
- Discuss the role of the County IT Administrator
- Questions!