STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE

INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058(B)
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 232-8779

October 14, 2011

Dear Local Official:

This November, the Department of Local Government Finance ("Department") will launch a new portal for local units of government to report debt information to the State. This initiative is the next phase in the development of the Indiana Gateway for Government Units ("Gateway"), which has already begun collecting local budget information online. The November launch of Gateway Debt Management will modernize and streamline the way local units report debt. Once collected, debt information will be placed in a modern database and made available to all taxpayers online.

For local officials, Gateway Debt Management brings significant streamlining of reporting requirements. Currently, local units of government must submit three separate reports to the Department for each debt and a fourth to the State Board of Accounts as part of the annual financial report. Gateway Debt Management will collect detailed information about a debt immediately after it is issued (replacing the "post-bond sale report"), and then store that information for future use. Since the information is already stored in the database, this will largely automate the repeated, annual reporting of balances and amortization schedules, thus freeing up time for other important duties.

For taxpayers, Gateway Debt Management will provide information and analysis never before available. The new database will help the public know how much local government debt has been issued, the cost of interest to support the borrowing, the purpose of the borrowing, the source of repayment, and the total outstanding balances. All of this will be available on the interactive, searchable Gateway Public Access Website, which will be launched near the end of this year.

Beginning January 1, 2012, Gateway Debt Management is the prescribed form for the post-bond sale report under IC 5-1-18. Any new debt that is issued must be reported through Gateway. Additionally, to complete the database, local officials must complete this report for all existing debt with an outstanding balance. This must be done through the website by March 1, 2012 to coincide with the statutory debt reporting deadline. As in the past, the Department is requiring that units with no outstanding debt report that fact to the Department. To do this, simply visit Gateway Debt Management by March 1, 2012 and click the box to indicate no outstanding debt. For more information, please see the user guide at http://www.in.gov/dlgf/files/User_Guide_-_Gateway_Debt_Management.pdf.

In the fall of 2012, Gateway Debt Management will begin paying dividends in the form of streamlined reporting. For the 2013 budget season, the "civil debt worksheet" that is submitted with budget forms and the accompanying amortization schedules will draw directly from Gateway Debt Management. Completing this form will be as simple as viewing the report generated by Gateway and confirming that the information is accurate. For the March 1, 2013 statutory debt report, the report will be generated automatically in Gateway, requiring you only to confirm what the system produces.

The State Board of Accounts has indicated that it, too, will begin drawing from Gateway Debt Management for the debt information submitted as part of the Annual Financial Report. This is expected to begin with the 2012 financial report filed in the spring of 2013. For the 2011 financial report filed in the spring of 2012, please separately complete the debt screen contained within the Annual Report system in Gateway.

The same login and password that allowed you to access budget forms in Gateway will be used for Gateway Debt Management. For any user that has budget access (submit, edit, or read-only), those permissions have been transferred to the Debt Management application. Unlike budget forms, Indiana law permits the financial officer of a unit to designate others to submit the debt report on his behalf. As a result, the Department will permit the person with "submit" status to delegate "submit" rights to other users. To add, modify, or remove rights for users, please fill out the delegation form found at http://www.in.gov/dlgf/files/Limited_Delegation_of_Authority_for_Gateway_Fillable.pdf and send it to gateway@dlgf.in.gov.

Gateway Debt Management will launch in November 2011. However, there is plenty to do now to get a head-start.

- Learn how to use the system by practicing on the Gateway Demo website (http://gatewaydemo.ifionline.org). Please remember that this is for demonstration only, and data entered here will not be stored in the database.
- Study the Gateway Debt Management User Guide provided at http://www.in.gov/dlgf/files/User_Guide_-_Gateway_Debt_Management.pdf and watch the instructional video provided at http://www.in.gov/dlgf/files/Debt_Management_Video.swf to learn more about the system.
- Complete necessary delegation forms so that all users have rights processed by November 1.
- Start now locating the documentation you will need to complete the reports. The demo website and user guides show the information that will be collected. The application allows amortization schedules to be uploaded from Microsoft Excel, so you can also get a head-start by completing Excel versions of these schedules in advance of the launch. The template for this file upload can be found at http://www.in.gov/dlgf/files/Amortization_Schedule_Upload_Template.csv.

For more information about Gateway, please visit the Department's Gateway Information Page at http://www.in.gov/dlgf/8918.htm.

Sincerely,

Brian E. Bailey
Commissioner