



Visit the Gateway at <https://gateway.ifionline.org/login.aspx>

Gateway User Guide



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Chapter 1: Project Overview

The goal of the Gateway project is to help taxpayers better access and understand information about the services their local governments provide and how much it costs to provide those services.

Over the past several years, the economy has pushed leaders at the local and state level to “do more with less.” As representatives have looked at services and functions of government with a more critical eye, they have looked for new ways to make informed decisions about operations. As services were cut or costs increased, members of the public demanded more transparency from leaders so they could see how government spends tax dollars.

Currently, decision-makers in both the public and private sectors rely on sophisticated analysis and statistics to inform their choices. Individuals in today’s world increasingly look to the internet to find information. Unfortunately, the pen-and-paper method of collecting and storing data prevents the data from being searchable online by taxpayers or analyzed in-depth by policymakers. Gateway will provide transparency to local government data in Indiana in a way that has never before been so easy. Once fully implemented, financial data can be cross-referenced with other datasets: economic data such as unemployment rates or median income, population data to analyze per capita, and comparisons with other units based on a number of different possible criteria like size or income. Additionally, GIS technology allows for the creation of maps, giving users the opportunity to look at other communities near them.

Gateway will also help Indiana government operate more efficiently. Gateway will reduce the cost of printing, storing, and transporting paper documents. In the past, the county auditor collected all unit budgets and then transported boxes full of paper forms to the Department of Local Government Finance (“DLGF”) every year. With the introduction of Gateway, the budgets will be universally available to any member of the public as soon as they are finalized, making “transporting” budgets a thing of the past. Additionally, through the use of Gateway, the DLGF will be able to process local budget certifications faster, giving local officials more time to calculate and send property tax bills.

Finally, taxpayers will have access to local government data with the click of a mouse, rather than having to wait for public information requests to be fulfilled. The amount of time that State and local officials spend on fulfilling public information requests—and the amount of time the taxpayer must wait for the information—will be reduced because of the accessibility of the data.

Why submit information online?

Simply put, to present data to taxpayers online, we need to collect it electronically. Online submission populates a modern database with the ability to interact with other datasets. The end result will be taxpayer-friendly reports, statewide comparison, online searchable data, and more. This is expected to reduce the burden of public information requests for all units of government and give taxpayers access to more information than ever before. A secondary benefit to taxpayers is that fewer of their tax dollars will be used printing, transporting, storing, and photocopying paper documents.

How much will this conversion cost government entities?

Gateway is free to use, and any government entity can use Gateway within its existing resources. Since Gateway is web-based, a government entity can access the software at any computer terminal, public or private, without installing any software. Government entities without computers or internet access can find free internet service at any public library, or at any campus of Indiana University or Ivy Tech, which are partnering with the State to provide temporary access to government officials without computers.

The site was developed and is maintained by the [Indiana Business Research Center](#) at Indiana University as part of the **Information for Indiana Initiative**, with support from the State of Indiana, Indiana University, and the Lilly Endowment.

Additionally, the DLGF has provided a number of training opportunities since early 2011 and gathered a group of volunteers from among various local government groups to be “on-call” to answer technical questions about Gateway and its navigation. The provisions of these training and assistance resources will ensure that training for the conversion is at no cost to local government.

How much time will it take to use?

Gateway is easy to use, but the length of time it will take to input the data by local officials will vary based on a variety of factors. As with paper forms, the size of the government entity and the complexity of its fiscal structure will influence the time it takes to complete the budget. However, Gateway contains a number of time-saving techniques that were not possible with paper forms. Gateway will populate figures from one form to the next, and complete certain calculations and subtotals automatically. Gateway saves even more time for government entities with internal financial software by allowing these users to populate the two longest budget forms (Forms 1 and 2) through a direct upload. All other forms can be completed with a few clicks once the data is in Gateway.

Visit the Gateway at <https://gateway.ifionline.org/login.aspx>

Chapter 2: Access and Navigation

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Basic Computer Literacy

If you have never used a computer before, you may benefit from a “computer use” tutorial before proceeding with the Gateway. Some options include:

Tutorial for using a computer (mouse, keyboard, etc.): <http://tech.tln.lib.mi.us/tutor/>

Tutorial for using the internet: <http://www.internet101.org/>

Gateway Access Instructions

As an authorized user of the Indiana Gateway for Government Units, you will have a “Username” and “Password” that will allow you to access the program. Your “Username” is the e-mail address on file with the DLGF. The DLGF will assign an initial password, which should be then be changed by you to something unique and confidential. *You will be responsible for all information entered into Gateway under your Username and Password.*

Web Address (URL):

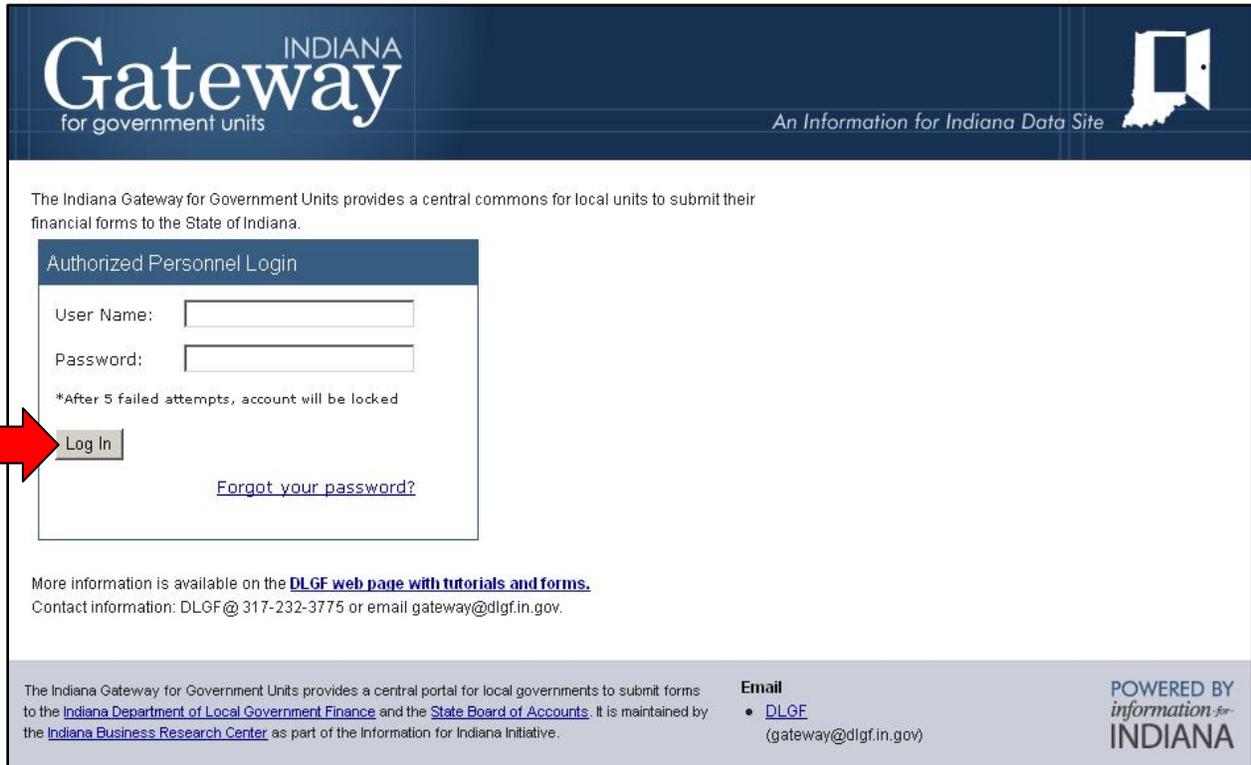
<https://gateway.ifonline.org/login.aspx>

To access the Gateway program, open your internet browser and type

<https://gateway.ifonline.org/login.aspx> into the browser, and then hit “Enter” on your keyboard.

The screenshot shows a Microsoft Internet Explorer browser window displaying the DLGF Home page. A red arrow points to the address bar, which contains the URL <https://gateway.ifonline.org/login.aspx>. The page features a navigation menu with categories such as About Indiana, Agriculture & Environment, Business & Employment, Education & Training, Family & Health, Law & Justice, Public Safety, Taxes & Finance, and Tourism & Transportation. The main content area is titled "Department of Local Government Finance" and prominently displays a "Property Tax Calculator" with a "get started" button. To the right, there is a section for "Online Services" listing various tools like the County Tax Bill Calculator and Search Assessed Value Database. A "Recent News Releases" section is also visible at the bottom.

The first page you will see is the login page. If you know your username (which is your email address) and your password, you may enter them in the login box and click “Log In.”



The Indiana Gateway for Government Units provides a central commons for local units to submit their financial forms to the State of Indiana.

Authorized Personnel Login

User Name:

Password:

*After 5 failed attempts, account will be locked

[Forgot your password?](#)

More information is available on the [DLGF web page with tutorials and forms](#).
Contact information: DLGF@ 317-232-3775 or email gateway@dlgf.in.gov.

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.

Email

- [DLGF](mailto:gateway@dlgf.in.gov)
(gateway@dlgf.in.gov)

POWERED BY
information-for
INDIANA

If you have forgotten your password, you may click the “Forgot your password?” link. This will direct you to enter your username (which is your email address).



Authorized Personnel Login

User Name:

Password:

*After 5 failed attempts, account will be locked

[Forgot your password?](#)

When you click “Submit” a new password will be emailed to you at the email address serving as your username.

The screenshot shows the login page for the Indiana Gateway for Government Units. At the top, there is a blue header with the logo 'Gateway INDIANA for government units' and the text 'An Information for Indiana Data Site' next to a map of Indiana. Below the header, a red warning message reads: 'IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!'. The main heading is 'Welcome to Indiana's Gateway for Government Units'. Below this, a note states: '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](#).' A section titled 'Use this gateway to access:' lists three bullet points: 'SBOA Accounts', 'DLGF County Assessor or Auditor Accounts', and 'SDF Online Applications'. There is a link for 'Login Request Form'. A 'Forgot Your Password?' section follows, with the instruction 'Enter your User Name to receive your password.' Below this is a 'User Name:' label, an input field, and a 'Submit' button. A red arrow points to the 'Submit' button. At the bottom right, there is a 'Return to Login' link.

Website Navigation

General Instructions

Any phrase that becomes underlined when you scroll over it can be clicked to take you to a new page in Gateway.

DO NOT use the “Back Button” on your internet browser to navigate through the different pages of Gateway. Instead, use the navigation links (also known as “Breadcrumbs”) found just under the blue and green header bar.

The screenshot shows the navigation menu of the Indiana Gateway for Government Units. At the top, there is a blue header with the logo 'Gateway INDIANA for government units' and the text 'An Information for Indiana Data Site' next to a map of Indiana. Below the header is a green navigation bar with the following links: 'Home', 'About', 'Account Settings', 'Help', and 'Logout'. To the right of these links is the text 'Department of Local Government Finance'. Below the navigation bar, a red warning message reads: 'IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!'. A breadcrumb trail is shown: 'Select Unit > Unit Main Menu > Customize Unit > Customize Departments'. A red arrow points to the 'Customize Departments' link. Below the breadcrumb trail, the text reads: 'Selected Year: 2012 | Selected Unit: Fulton County - 0002 Henry Township, Fulton Co.'

You may navigate back to the top of the Form 1 and Form 2 pages by clicking on the “Click Here to Return to Top” link located at the bottom of these pages.



Selecting a Unit

Once you log in, a list of units that have been assigned to your user account will appear. For most users, this will be only your unit. Some units may appear if you have been given permission to enter information on behalf of another unit. County auditors will have limited access to all units in their counties to enable them to review budget documents for the county council non-binding review process.

A screenshot of the Indiana Gateway website. The header includes the logo "INDIANA Gateway for government units" and the tagline "An Information for Indiana Data Site". Below the header is a navigation bar with links for Home, About, Account Settings, Help, F.A.Q, and Logout. The main content area is titled "Select Unit" and "Select Unit from List". It features a "Currently Viewing Year" dropdown menu set to "2012". Below this, there is a table with the following data:

Unit Code	Unit Name Link	Unit Type	Unit County
	Adams County	County	Adams
0000	Fulton County	County	Fulton
0002	Henry Township	Township	Fulton

A red arrow points from the left side of the page towards the "Adams County" link in the table.

Use the pointer to highlight the name of your unit, and then left click on the name of your unit to proceed.

Unit Main Menu

After clicking the name of your unit, the main menu screen, known as “Unit Main Menu,” will appear. This screen contains a list of all possible tasks that can be done in Gateway.

The screenshot shows the Gateway Indiana website interface. At the top, the logo reads "Gateway INDIANA for government units" and "An Information for Indiana Data Site" with a map of Indiana. A navigation bar includes links for Home, About, Account Settings, Help, F.A.Q, and Logout. A red warning message states: "IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!". Below this, the breadcrumb "Select Unit > Unit Main Menu" is shown. The selected year is 2012 and the unit is Adams County - 0000. The main heading is "Unit Main Menu - 0000 Adams County" with a sub-heading "Select from the options below to customize your unit's funds, departments, and/or publications." There are two main task categories: "Department of Local Government Finance Tasks" (green header) and "Indiana State Board of Accounts Tasks" (red header). Under DLGF tasks, there are: "Customize Funds and Departments" (with a sub-description "View and edit lists of funds and departments."), "View Forms, Enter and Edit Budgets" (with a sub-description "View funds list, create or edit a fund. Link to Forms."), "Submit Proof of Publication and Signed Ordinance" (with a sub-description "View, upload and submit proof of publication to DLGF."), and "Optional Flat File Upload" (with a sub-description "Fund List, Department List, Fund-Dept Relationship, Form 1, Form 2."). Under the "County Specific Functions" (green header), there is "Certificate of Net Assessed Valuations" (with a sub-description "View, upload and submit certificate of Net AV to DLGF.") and a yellow warning icon with the text "CNAV is Ready to Fill Out".

From this menu, you will focus on the DLGF tasks on the left-hand side (under the green heading). This will allow you to complete the following actions, which are discussed in more detail on the following pages:

- Customize Funds and Departments. Within this task, you can edit (if necessary) the funds and departments associated with your unit. You will also link the departments to the appropriate funds. For more detail, please see Chapter 4: Customizing Your Unit.
- View Forms, Edit and Enter Budgets. Within this task, you can access, fill out, and submit the budget forms. This link takes you to “the Accordion” discussed in the following section. For more detail about filling out and submitting budget forms, please see Chapters 5-13.

- Submit Proof of Publication and Signed Ordinance. Within this task, you can upload a PDF or picture file showing your proof of publication and submit it to the DLGF through Gateway. You will also submit a PDF or picture file of your signed ordinance (Form 4) through Gateway. For more detail, please see Chapter 13: Submitting Hard Copy Forms.
- Optional Flat File Upload. Within this optional task, you may upload flat files for unit customization and Forms 1 and 2. For more information, please see Chapter 16: Using the Flat File Upload.
- Certificate of Net Assessed Value. This option will only appear for accounts held by county auditors. This function allows the auditor to submit the Certificate of Net Assessed Value, due August 1 to the DLGF. For more detail, see Chapter 14: Certificate of Net Assessed Value.

Understanding “The Accordion”

The first screen you will see after clicking on “View Forms, Edit and Enter Budgets” is a list of all required forms (“the Accordion”).

Gateway INDIANA
for government units

An Information for Indiana Data Site

Home About Account Settings Help Logout

Department of Local Government Finance

IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!

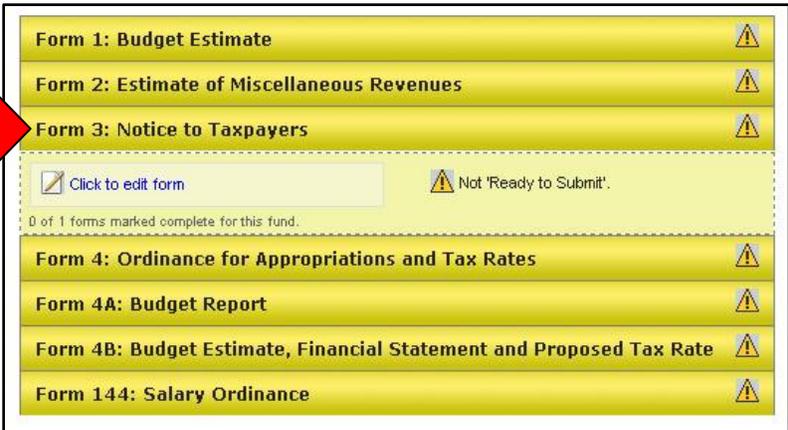
Select Unit > Unit Main Menu > Budget Form Menu

Selected Year: 2012 | Selected Unit: Jefferson County - 0000 Jefferson County

Select from Available Forms

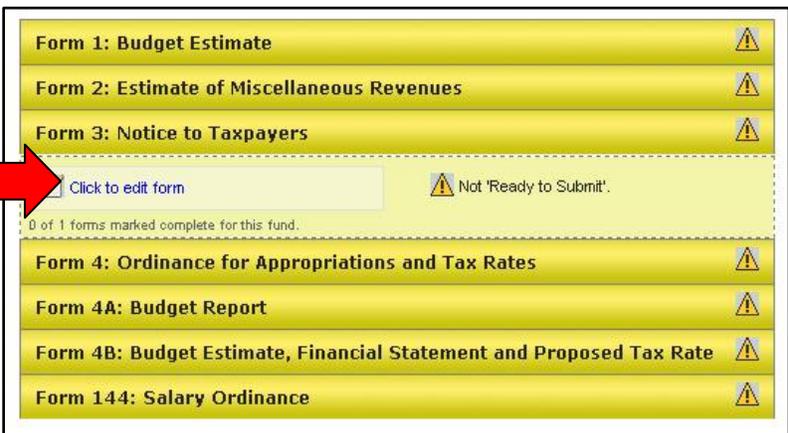
Form 1: Budget Estimate	
Click to edit form	Not 'Ready to Submit'.
0 of 16 ready to submit.	
Form 2: Estimate of Miscellaneous Revenues	
Form 3: Notice to Taxpayers	
Form 4: Ordinance for Appropriations and Tax Rates	
Form 4A: Budget Report	
Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate	
Form 144: Salary Ordinance	

To see the details for a particular form, you simply click on that form within the Accordion. The Accordion will expand that form and present details to you, while collapsing all other forms. For instance, if you were to click on Form 3, the Accordion would look like this:



The screenshot shows a vertical list of form items in a yellow accordion. The items are: Form 1: Budget Estimate, Form 2: Estimate of Miscellaneous Revenues, Form 3: Notice to Taxpayers, Form 4: Ordinance for Appropriations and Tax Rates, Form 4A: Budget Report, Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate, and Form 144: Salary Ordinance. Each item has a warning icon on the right. Form 3 is expanded, showing a blue link 'Click to edit form' and a warning icon with the text 'Not 'Ready to Submit''. Below the link, it says '0 of 1 forms marked complete for this fund.' A red arrow points to the 'Form 3: Notice to Taxpayers' item.

The Accordion is both an access point and a workflow management tool. As an access point, the Accordion provides a link to access and fill out the forms. To do so, simply click the link on the left-hand side that says “Click to edit form(s).”



This screenshot is identical to the one above, but with a red arrow pointing to the 'Click to edit form' link within the expanded Form 3 section.

As a workflow management tool, the Accordion provides a number of status updates. First, it uses words and color cues to tell you whether the form has been submitted, is ready to submit, or is not yet ready to submit.

The yellow header and the text “Not ‘Ready to Submit’” indicate that you have not completed filling out the forms.

The screenshot shows a list of forms in a yellow header. The forms are: Form 1: Budget Estimate, Form 2: Estimate of Miscellaneous Revenues, Form 3: Notice to Taxpayers, Form 4: Ordinance for Appropriations and Tax Rates, Form 4A: Budget Report, Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate, and Form 144: Salary Ordinance. A red arrow points to a warning icon and the text "Not 'Ready to Submit'". Below the list, it says "0 of 1 forms marked complete for this fund." and "Click to edit form".

When you fill out the forms, each form has a button to click to indicate that the form is “Ready to Submit.” (See Chapters 5-11 for more detail.) Once that button is clicked, the Accordion status will update to tell you that form has been completed and is able to be submitted, but has not yet been submitted. The green box below tells you that submission is possible, while the yellow header indicates that submission has not occurred.

The screenshot shows the same list of forms as the previous image. A red arrow points to a green box containing the text "Click to submit completed form to DLGF". Below the list, it says "1 of 72 ready to submit." and "Click to edit form".

As an additional workflow management tool, the Accordion indicates how many of the forms have been marked “ready to submit” and/or submitted. For example, a unit may have a general fund with two departments and a debt service fund that is not departmentalized. This unit would need to submit 3 separate Form 1s. The status bar shows how many forms have been completed of the total number required. The total number required is based on the fund and department information you supply in the “Customize Funds and Departments” area. In the example below, the unit has 72 separate Form 1s to complete, based on that unit’s combination of funds and departments. One of the 72 Form 1s has been marked as “Ready to Submit.”

Form 1: Budget Estimate	⚠
Click to edit form	Click to submit completed form to DLGF
1 of 72 ready to submit.	
Form 2: Estimate of Miscellaneous Revenues	⚠
Form 3: Notice to Taxpayers	⚠
Form 4: Ordinance for Appropriations and Tax Rates	⚠
Form 4A: Budget Report	⚠
Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate	⚠
Form 144: Salary Ordinance	⚠

Submission itself is also done from the Accordion. For more detail, see Chapter 12: Submitting Electronic Forms.

The green header, the check mark on the header, and the text on the right-hand side of all indicate that the set of forms has been successfully submitted. The counts at the bottom indicate how many of the set were submitted.

Form 1: Budget Estimate	⚠
Form 2: Estimate of Miscellaneous Revenues	⚠
Form 3: Notice to Taxpayers	⚠
Form 4: Certificate of Appropriations	⚠
Form 4A: Budget Report	✓
Click to view form	✓ This form has been submitted.
1 of 1 ready to submit.	
Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate	⚠
Form 144: Salary Ordinance	⚠

Printing from the Gateway

Each form has a link at the top left corner of the form that says “Click Here to Print This Form” or “Print or View the Full Form in PDF Format”



for government units An Information for Indiana Data Site

Home About Account Settings Help Logout Department of Local Government Finance

IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!

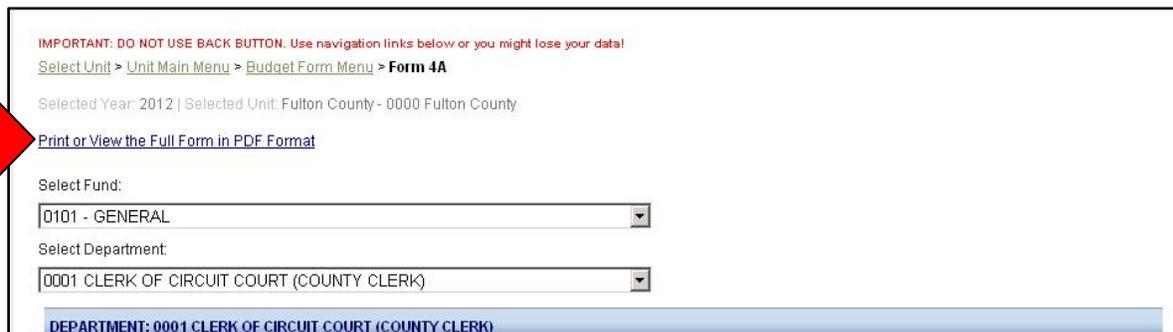
[Select Unit](#) > [Unit Main Menu](#) > [Budget Form Menu](#) > [Select Fund](#) > [Select Department](#) > **Form 1**

Selected Year: 2012 | Selected Unit: Fulton County - 0000 Fulton County | Selected Fund: 0101 General | Selected Department: 0002 County Auditor

Click Here to Print This Form

Prescribed by Department of Local Government Finance
Approved by State Board of Accounts Budget Form No. 1 (Rev. 2002)

BUDGET ESTIMATE FOR



IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!

[Select Unit](#) > [Unit Main Menu](#) > [Budget Form Menu](#) > **Form 4A**

Selected Year: 2012 | Selected Unit: Fulton County - 0000 Fulton County

[Print or View the Full Form in PDF Format](#)

Select Fund:
0101 - GENERAL

Select Department:
0001 CLERK OF CIRCUIT COURT (COUNTY CLERK)

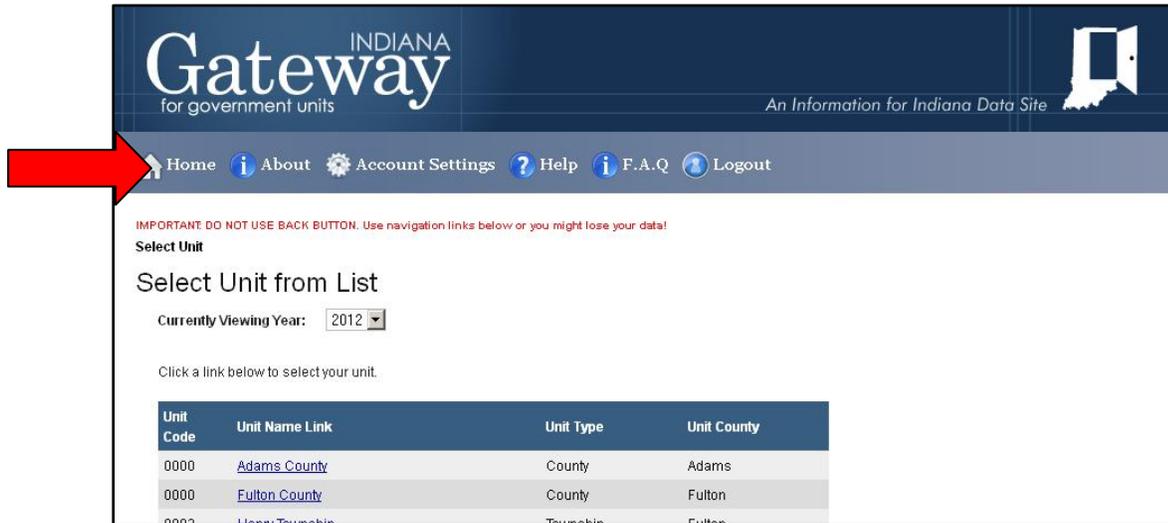
DEPARTMENT: 0001 CLERK OF CIRCUIT COURT (COUNTY CLERK)

For information on printing the form, see Chapter 15: Printing Guide.

Account Settings, Information, and Help

You may access certain places in Gateway directly, regardless of where you are within the website.

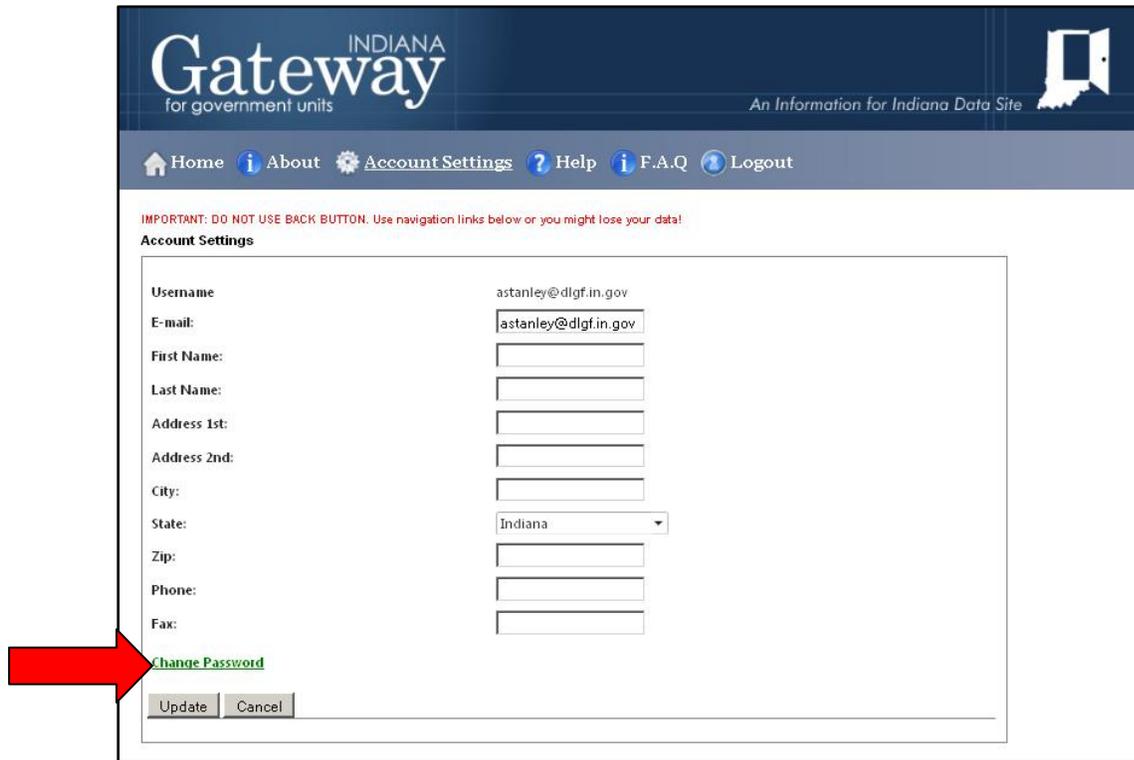
Home: Clicking this will take you back to the “Select Unit” screen.



Account Settings: Clicking this brings up your personal information. It allows you to update your name and address information.



You may also update your password.



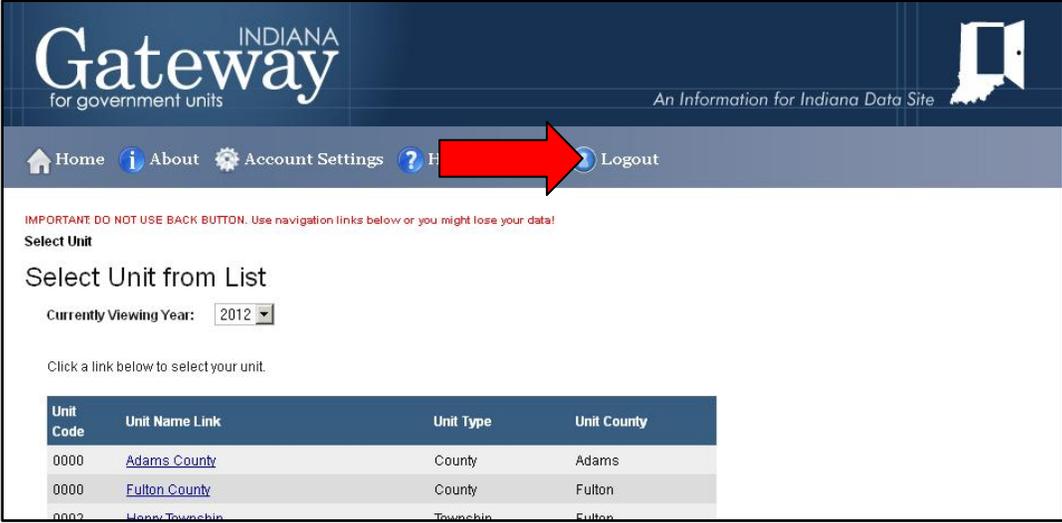
About: Clicking this will provide some basic information about the website and the project.



Help: Clicking this will provide a number of resources, including this user guide, for you to consult while working within Gateway.



Logout: This will log you out of the system and prevent others from accessing your unit's information. It is particularly important to logout before leaving a public computer, such as a library computer lab or internet café computer.



The screenshot shows the Indiana Gateway website interface. At the top left, the logo reads "INDIANA Gateway for government units". To the right, it says "An Information for Indiana Data Site" with a small map of Indiana. Below the header is a navigation bar with links for Home, About, Account Settings, Help, and Logout. A red arrow points to the Logout link. Below the navigation bar, there is a warning message: "IMPORTANT DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!". The main content area is titled "Select Unit" and "Select Unit from List". It includes a "Currently Viewing Year" dropdown menu set to "2012" and a prompt to "Click a link below to select your unit." Below this is a table with columns for Unit Code, Unit Name Link, Unit Type, and Unit County.

Unit Code	Unit Name Link	Unit Type	Unit County
0000	Adams County	County	Adams
0000	Fulton County	County	Fulton
0002	Honey Township	Township	Fulton



Visit the Gateway at <https://gateway.ifionline.org/login.aspx>

Chapter 3: Making the Most of Gateway

A guide to optimal workflow

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Step 7: Complete Form 1 Adopted Column	23
Step 8: Complete Form 4a Adopted Column	24
Step 9: Complete Form 4b Adopted Column	24
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Introduction

The Gateway has a number of tools built into the program, allowing you to save time and benefit from quality controls. These tools are optional, so you may still enter values directly on the forms if you so choose. This chapter explains how to take advantage of each of tool if you wish to utilize Gateway to the fullest extent of its current capacity.

Optimal Form Completion Order

Many of the tools described in this chapter will pre-populate forms once data has been entered elsewhere in Gateway. To take advantage of these tools, the forms must be completed in a particular order. Again, you may work on forms in any order you choose; following the progression outlined below will allow you to utilize all the available tools and time-savers in Gateway.

Some forms have two columns: a “Published Amount” and an “Adopted Amount.” Since publication occurs at the beginning of the budget process and adoption occurs at the end, it is best to fill out the published columns of these forms first and complete the adopted column at a later time, rather than filling both columns out at once. Other forms only need to be entered once in the process.

This guide outlines the optimal order to complete forms and identifies the tools available at each step.

Pre-Requisite: Customize Fund and Department Lists

To have the proper number of forms to complete, you must first customize your unit lists. This process will tell Gateway which funds you have and which departments belong within a given fund. This not only helps Gateway generate all the necessary forms for you to fill out, but it will also help inform the status updates in the Accordion. This can be done by direct entry (See Chapter 4: Customizing Your Unit) or through an upload process (See Chapter 16: Utilizing the Flat File Upload).

Step 1: Complete Form 1 Published Column

The first step in the optimal workflow is to fill in the “Published Amounts” of the full set of Form 1s. Form 1 lists the line-item expenditures of each department and fund in the unit. A separate Form 1 is completed for each fund-department combination. Since many figures pull from the total budgeted amount, it is important to first enter this information. As mentioned above, you will not yet know what your fiscal body will adopt, so the “Adopted Column” should be left for later.

There is a time-saving tool that can be used to complete this step. Gateway permits a direct data upload from financial software or a separately generated data file. For details about the upload requirements, visit www.in.gov/dlgf/files/Gateway_Upload_Specifications_for_Budget_Forms_1_and_2.pdf. You may upload a file containing only the Published Amounts and then later upload a file with both columns.

Please see Chapter 5 for more information about completing and/or uploading Form 1.

Step 2: Complete Form 2

After completing the Published Column of Form 1 for each fund and department, the next step is to complete Form 2 for each fund. As with Form 1, Form 2 may be uploaded directly from your internal software. Visit www.in.gov/dlgf/files/Gateway_Upload_Specifications_for_Budget_Forms_1_and_2.pdf for details about the upload requirements.

Please see Chapter 6 for more information about completing and/or uploading Form 2.

Step 3: Complete Form 4a Published Column

The next of the time-saving tools appears on Form 4a. Form 4a subtotals—by fund, department, and major category—the Form 1 line-items. Gateway can perform the calculation to create these subtotals and populate Form 4a. To do this, simply access Form 4a, select the fund and the department, and click “Click Here to Insert Form 1 published amounts” button. Gateway will complete Form 4a with just a few clicks.

		Published Amount		Approved Amount	
10000	PERSONAL SERVICES	\$ 0		\$ 0	
20000	SUPPLIES	\$ 0		\$ 0	
30000	OTHER SERVICES AND CHARGES	\$ 0		\$ 0	
40000	CAPITAL OUTLAY	\$ 0		\$ 0	
9999	TOTAL	\$	0	\$	0

You may also choose to directly enter the values on Form 4a. If so, completing Form 4a at this stage will allow you to utilize other tools later in the process, if you choose.

Please see Chapter 7 for more information about completing Form 4a.

Step 4: Complete Form 4b Published Column

As with Form 4a, Form 4b has the ability to pull values from the other forms. Specifically, Line 1 of the form pulls information entered on Form 4a, and Line 8a and Line 8b pull the information entered on Form 2. To pull the information, access Form 4b and click on the “Click Here to Insert Forms 2 and 4a published amounts” button.

PRESCRIBED BY THE DEPARTMENT OF LOCAL GOVERNMENT FINANCE
APPROVED BY STATE BOARD OF ACCOUNTS

Budget Form 4-B

BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE

Net Assessed Value		\$	<input type="text"/>
<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid gray; padding: 5px; text-align: center;"> Click Here to Insert Form 2 & Form 4a published amounts ↓ </div> <div style="border: 1px solid gray; padding: 5px; text-align: center;"> Click Here to Insert Form 2 & Form 4a adopted amounts ↓ </div> </div>			
Funds Required For Expenses To December 31st Of Incoming Year	Published Amount		Adopted Amount
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"/>	<div style="border: 1px solid gray; padding: 2px;">Copy</div>	\$ <input type="text"/>
4. Outstanding temporary loans:	\$ <input type="text"/>		\$ <input type="text"/>
<small>a). To be paid not included in lines 2 or 3</small>			

Lines 2, 3, 4, 6, and 7 will need to be entered directly. Lines 5, 9, and 10 will calculate for you each time you click the “Save” button at the bottom of the form.

	<div style="border: 1px solid gray; padding: 2px; display: inline-block;">Save</div>
--	--

As you proceed to Line 11, you will encounter another useful tool: The Gateway Calculator. The primary purpose of Form 4b is to report the local policy decision of what property tax levy and rate you will impose. The Gateway Calculator helps complete the form once you indicate your policy decision.

Please see Chapter 8 for more information about completing Form 4b and using the Gateway Calculator.

Step 5: Complete Form 3 Notice of Publication

Now that the published amounts have been added to all forms, Gateway will help generate Form 3, which can be printed and submitted to the newspaper and submitted electronically through Gateway.

Gateway will help you complete the paragraph at the top part of the form, which notifies taxpayers about the hearing dates and locations.

Gateway will auto-populate values in the bottom part of the form, which displays a chart of budget and levy information, based on the information that has been entered on Form 4b for each fund. The prior year levy has also been pre-populated for your convenience. The only value that needs to be entered directly is the excessive levy appeal amount in column 4 (if applicable).

It is important to remember that Form 3 will not be correct unless all Form 4bs have been entered. If you wish to complete Form 3 for the newspaper before entering Form 4bs, you will need to use a paper process. Form 3 submission through Gateway is still required.

Please see Chapter 9 for more information about completing Form 3.

As a reminder, the Proof of Publication from the newspaper must be submitted in hard copy, either as a picture or PDF file through Gateway, or by fax or mail.

Step 6: Do All the Non-Gateway Budget Tasks

Once you have published your “Notice to Taxpayers”, you may complete budget tasks outside of the Gateway program to comply with statutory requirements. This includes conducting a public hearing, submitting information to the county council for the nonbinding review, and conducting an adoption meeting. More information on these requirements is available on the DLGF’s Budget Calendar at [www.in.gov/dlgf/files/110103 - Jones Memo - 2011-2012 Budget Calendar.pdf](http://www.in.gov/dlgf/files/110103_-_Jones_Memo_-_2011-2012_Budget_Calendar.pdf).

Following the adoption hearing, you should complete Gateway forms with an Adopted Column, as well as the Form 4 Adoption Ordinance.

Step 7: Complete Form 1 Adopted Column

For optimal Gateway function, next complete the Adopted Column of Form 1. For your convenience, you may use the “Copy Published to Adopted” function to copy over values from the Published Column. The copied values will still be editable. This will help you quickly complete the Adopted Column if few changes were made from the published amounts.

Selected Year: 2012
 Selected County: Fulton County
 Selected Unit: 0000 Fulton County
 Selected Fund: 0101 General
 Selected Dept: 0003 County Treasurer

1. Personal Services

Salaries and Wages

Edit	Delete	Line Item Code	Description	Published Amount	Adopted Amount
		100	Demo	\$100	\$100
		200	Demo	\$200	\$
		350	Demo	\$100	\$
				Total: \$ 400	Total: \$ 100

Please note that if doing an upload for Form 1, the uploaded file must contain both the published and adopted amounts. Since the file upload will replace any data already entered or uploaded to Form 1, it is important that the Form 1 published amounts be included and consistent with the first upload.

Step 8: Complete Form 4a Adopted Column

There are two time-saving options for the Form 4a Adopted Column. First, you can use the “Copy” function, as in Form 1.

DEPARTMENT: 0001 CLERK OF CIRCUIT COURT (COUNTY CLERK)

Click Here to Insert Form 1 published amounts

Click Here to Insert Form 1 adopted amounts

		Published Amount	Approved Amount
10000	PERSONAL SERVICES	\$ 100,000	\$ 0
20000	SUPPLIES	\$ 25,000	\$ 0
30000	OTHER SERVICES AND CHARGES	\$ 75,000	\$ 0
40000	CAPITAL OUTLAY	\$ 45,000	\$ 0
9999	TOTAL	\$ 245,000	\$ 0

Copied values will still be editable. This is the best option if you had minimal changes from the published amounts, or if you want to complete Form 4a before completing the Form 1 Adopted Column.

Second, you can choose to use the “Click Here to Insert Form 1 adopted amounts” buttons. This is the best option if you had significant changes from the published amounts.

DEPARTMENT: 0001 CLERK OF CIRCUIT COURT (COUNTY CLERK)

Click Here to Insert Form 1 published amounts

Click Here to Insert Form 1 adopted amounts

		Published Amount	Approved Amount
10000	PERSONAL SERVICES	\$ 100,000	\$ 0
20000	SUPPLIES	\$ 25,000	\$ 0
30000	OTHER SERVICES AND CHARGES	\$ 75,000	\$ 0
40000	CAPITAL OUTLAY	\$ 45,000	\$ 0
9999	TOTAL	\$ 245,000	\$ 0

It is very important that the Form 4a Adopted Column be filled out prior to printing or submitting Form 4.

Step 9: Complete Form 4b Adopted Column

As with Form 4a, the Form 4b Adopted Column may be filled out by using the “Copy” button. It may also be filled out in the same manner as the Published Column. The “Fill from Forms 2 and 4a” will populate Line 1, Line 8a, and Line 8b from the Adopted Column of Form 4a. The Gateway Calculator in this column operates in the same way as the published column, but independent from those entries.

It is very important that the Form 4b Adopted Column be filled out prior to printing or submitting the Form 4.

Step 10: Complete Form 4 for Signature

Form 4 is the Ordinance confirming formal adoption of your budget. *Effective for Pay 2012 budgets, the Ordinance must include the total budget, total levy, and total tax rate being adopted.*

PRESCRIBED BY DEPT OF LOCAL GOVERNMENT FINANCE	Budget Form No. 4 (Rev 2011)
FORM APPROVED BY STATE BOARD OF ACCOUNTS	
ORDINANCE FOR APPROPRIATIONS AND TAX RATES	
<p>Be it ordained by the <u>Fulton County</u> unit, <u>Fulton County</u>, Indiana that for the expenses of <u>Fulton County</u> for the year ending December 31, <u>2012</u> the sum of <u>\$ 245,000</u>, as shown on Budget Form 4-A are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expense of <u>Fulton County</u>, a total property tax levy of <u>\$ 5,526,100</u> and a total tax rate of <u>0.9210</u>, as shown on Budget Form 4-B are included herein. Budget Form 4-A and 4-B for all funds and departments are incorporated by the signing of this form and must be completed and submitted in the manner prescribed by the Department of Local Government Finance.</p>	

Gateway will populate these values in the paragraph at the top of the form based on the information that has been entered in the Adopted Columns of Forms 4a and 4b. For this reason, you should not print, sign, or submit Form 4 until these other forms are complete.

Please see Chapter 10 for more information about completing Form 4.

Visit the Gateway at <https://gateway.ifionline.org/login.aspx>

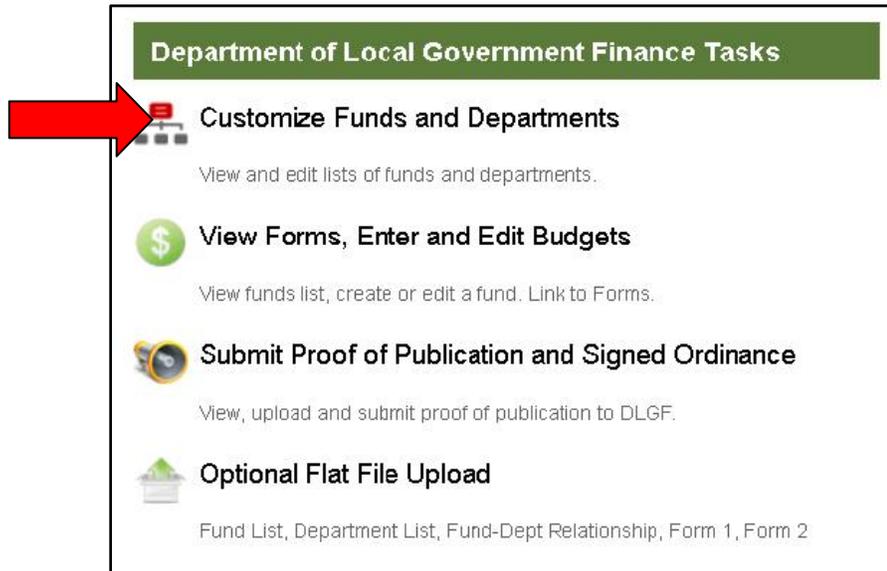
Chapter 4: Customizing Your Unit

Chapter 4 Content:

Overview	27
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Adding a Home-Ruled Fund	30
Customizing Departments	32
Adding a Department from the Pre-Set List	33
Adding a Home-Ruled Department	34
Customizing Departments by Fund List	36
Uploading Your Fund and Departments Lists	40

Overview

This portion of the Gateway allows you to set up the lists that will help guide the completion of the budget forms. Specifically, you will set up a list of funds, a list of departments, and then establish the relationship between the departments and the funds. You may access this portion from the Unit Main Menu by clicking “Customize Funds and Departments.”

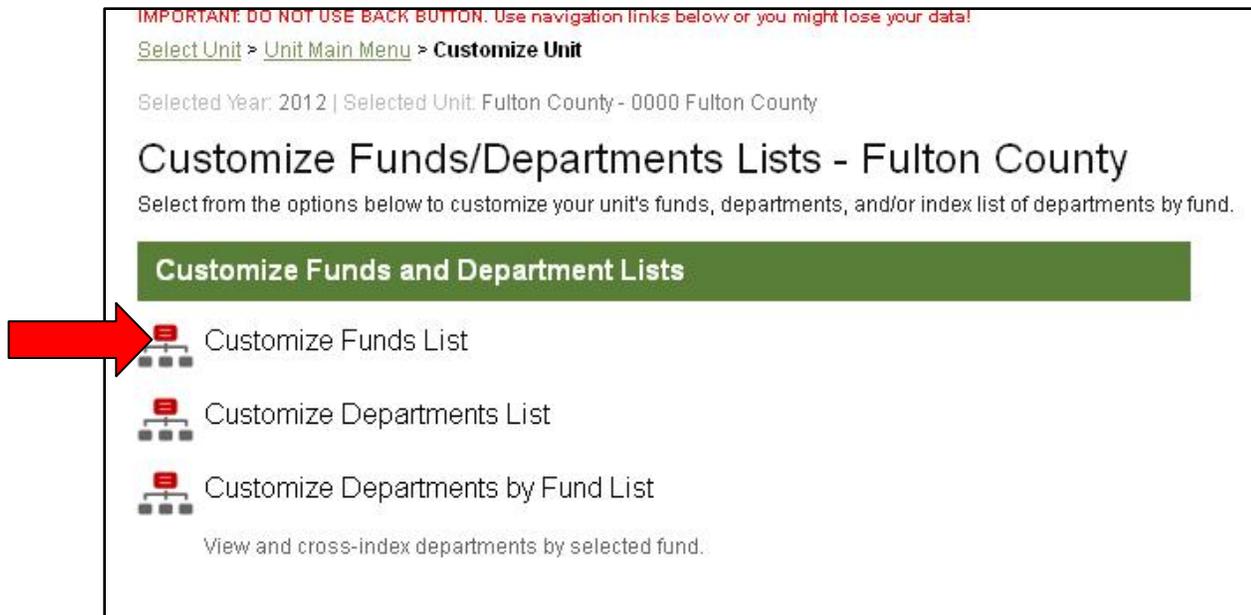


Department of Local Government Finance Tasks

-  **Customize Funds and Departments**
View and edit lists of funds and departments.
-  **View Forms, Enter and Edit Budgets**
View funds list, create or edit a fund. Link to Forms.
-  **Submit Proof of Publication and Signed Ordinance**
View, upload and submit proof of publication to DLGF.
-  **Optional Flat File Upload**
Fund List, Department List, Fund-Dept Relationship, Form 1, Form 2

Customizing Funds

To customize a fund, click on the link that says “Customize Funds List.”



IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!

[Select Unit](#) > [Unit Main Menu](#) > **Customize Unit**

Selected Year: 2012 | Selected Unit: Fulton County - 0000 Fulton County

Customize Funds/Departments Lists - Fulton County

Select from the options below to customize your unit's funds, departments, and/or index list of departments by fund.

Customize Funds and Department Lists

-  **Customize Funds List**
-  **Customize Departments List**
-  **Customize Departments by Fund List**
View and cross-index departments by selected fund.

The first time you log in to the Gateway, the list of funds will contain any fund that was part of your DLGF-approved budget last year. You will need to add any additional funds your unit has during this visit. When you return to Gateway, the funds will still be saved. Further, once entered, the fund list will continue to future years.

Funds List - 0000 Fulton County

Click on a column header to sort column.

Fund Code	Fund Name Link	Remove Fund
0101	General	X
0123	2006 Reassessment	X
0581	Court House Bond	X
0702	Highway	X
0706	Local Road & Street	X
0790	Cumulative Bridge	X
0801	Health	X
0880	Hospital Lease Rental	X
2391	Cumulative Capital Development	X

Add a Fund

Add a New Home Ruled Fund

Adding a Fund from the Pre-Set List

Gateway contains a list of funds with associated codes, based on the codes used to process budget orders. When adding a fund, it is best to use this list if you can find that option on the list. To add a fund from this list, simply click on “Add a Fund.”

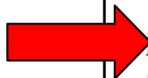
Funds List - 0000 Fulton County

Click on a column header to sort column.

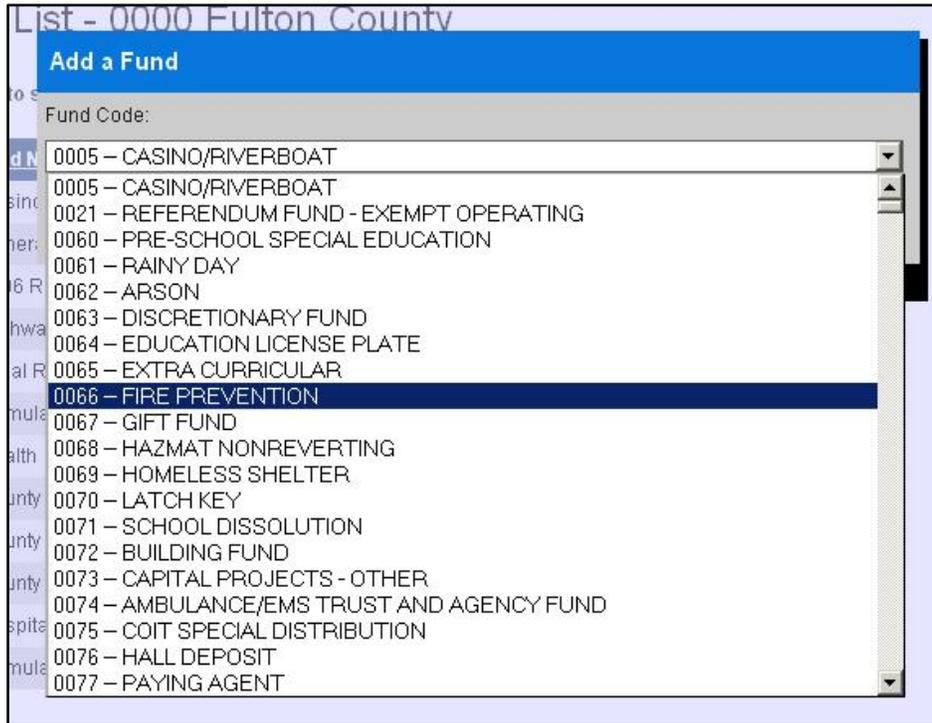
Fund Code	Fund Name Link	Remove Fund
0101	General	X
0123	2006 Reassessment	X
0581	Court House Bond	X
0702	Highway	X
0706	Local Road & Street	X
0790	Cumulative Bridge	X
0801	Health	X
0880	Hospital Lease Rental	X
2391	Cumulative Capital Development	X

Add a Fund

Add a New Home Ruled Fund



This will bring up a window containing a drop-down menu. You may scroll through the list to find the appropriate fund.



Once you have selected the correct fund, click the button that says "Add New Fund." The fund will now be part of the list.



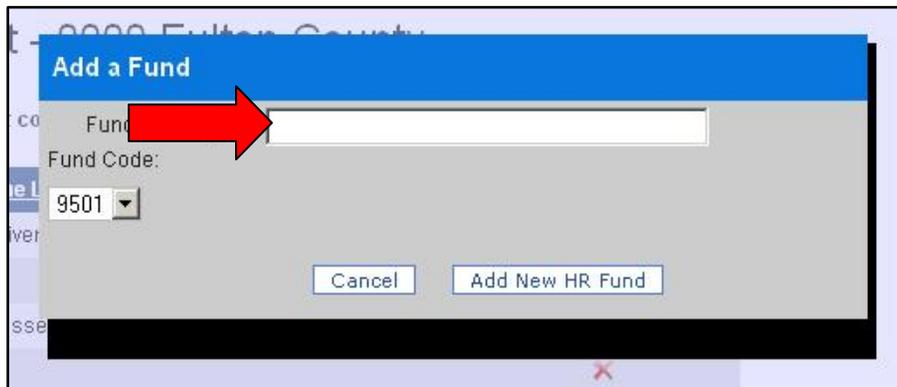
The drop-down menu is sorted numerically by code. For your convenience, we have placed the code list in excel format on our website at [http://www.in.gov/dlgf/files/Budget_Code_Lists_\(4_29_11\).xls](http://www.in.gov/dlgf/files/Budget_Code_Lists_(4_29_11).xls). You may use this file to sort the lists alphabetically or use the "Find" feature (Ctrl + F) of Excel to locate the appropriate codes. This will make it easier to find the funds you need in the drop-down menu on the Gateway. Another option for locating fund codes is to reference your 1782 notice or budget order from last year. These documents will contain the codes for each fund.

Adding a Home-Ruled Fund

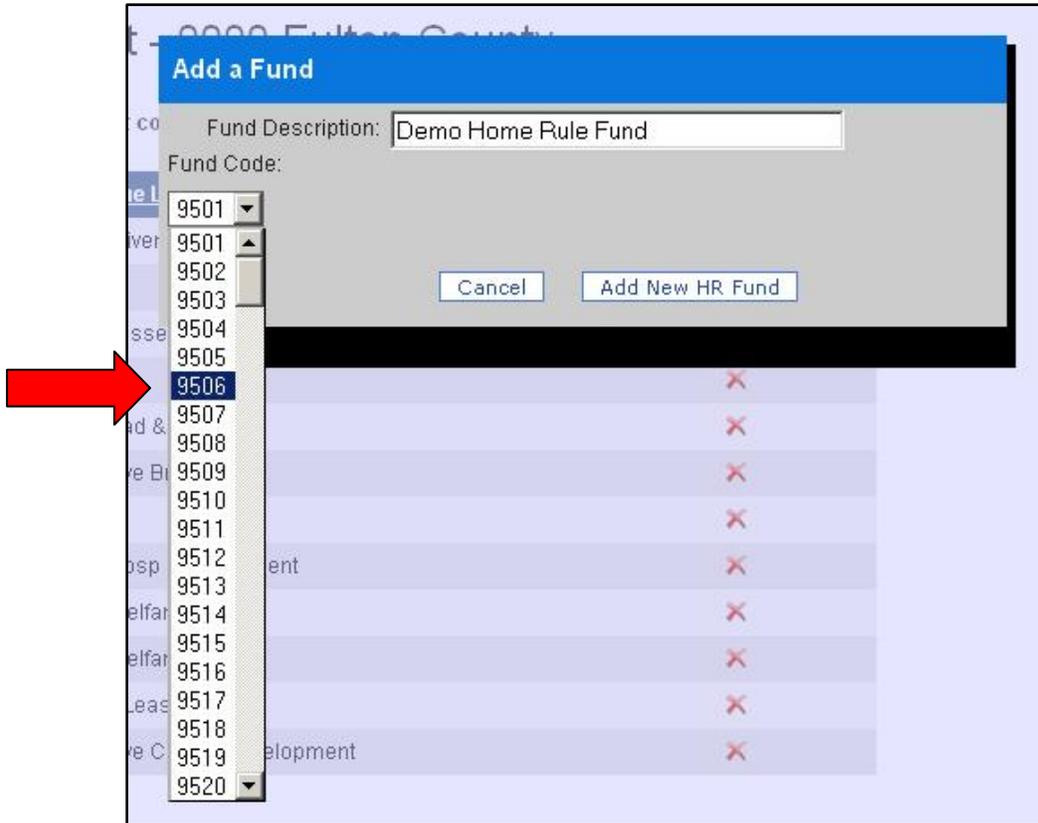
You may have funds that are not part of the pre-set list. We refer to these as “home-ruled funds.” To add one of these to your list, click the link that says “Add a New Home-Ruled Fund.” This will bring up a window to help you create the fund.



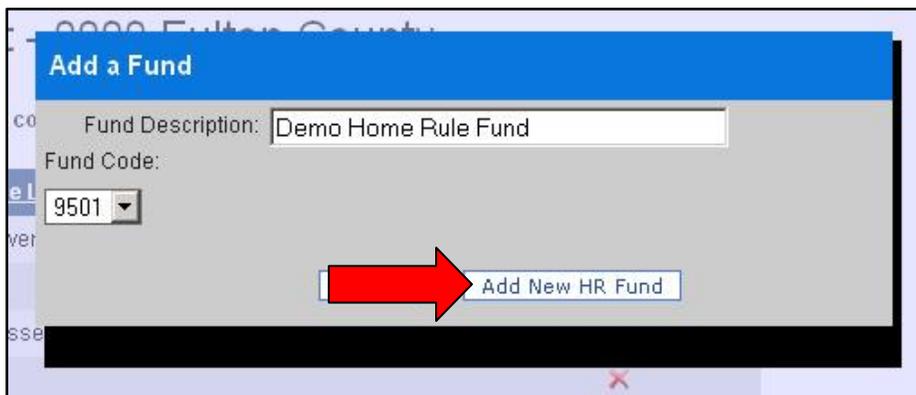
You will first enter a fund description. This is your opportunity to put a custom name on the fund.



The next step is to select the fund code. Gateway will give you a set of numbers to choose from. These will be from 9500 to 9599. These codes have been set aside for home-ruled funds. Gateway will remove codes from the list once they have been used.



Select the code you wish to use, and then click "Add New HR Fund."



Customizing Departments

To customize your department list, click on the link that says “Customize Department List.” **If your unit does not have departments, you may skip this step.**

IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!

[Select Unit](#) > [Unit Main Menu](#) > **Customize Unit**

Selected Year: 2012 | Selected Unit: Fulton County - 0000 Fulton County

Customize Funds/Departments Lists - Fulton County

Select from the options below to customize your unit's funds, departments, and/or index list of departments by fund.

Customize Funds and Department Lists

-  [Customize Funds List](#)
-  [Customize Departments List](#)
-  [Customize Departments by Fund List](#)

[View and cross-index departments by selected fund.](#)



The first time you log in to the Gateway, the list of departments will be blank. You will need to add each department during this visit. When you return to Gateway, the departments will still be saved. Further, once entered, the department list will continue to future years.

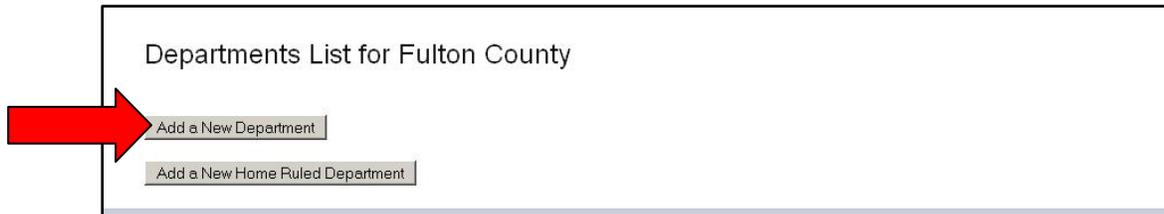
Departments List for Fulton County

[Add a New Department](#)

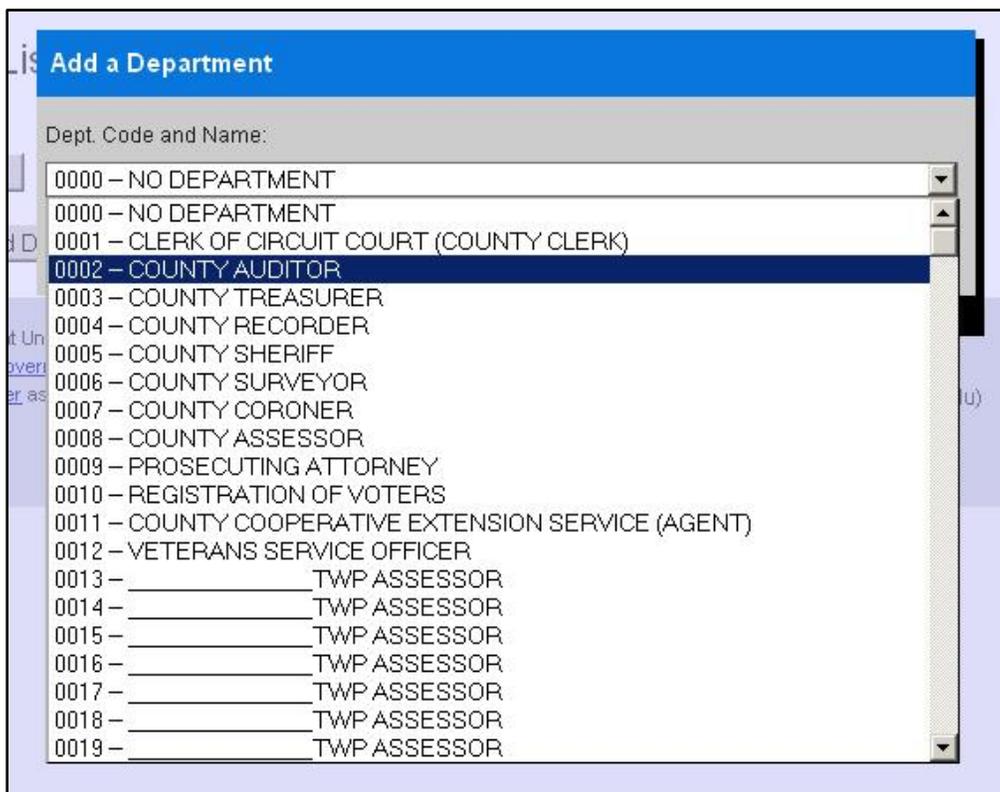
[Add a New Home Ruled Department](#)

Adding a Department from the Pre-Set List

Gateway contains a pre-set list of departments with associated codes, based on past submissions statewide. When adding a department, it is best to use this list if you can find the department name on the list. To add a department from this list, simply click on “Add a New Department.”



This will bring up a window containing a drop-down menu. You may scroll through the list to find the appropriate department.



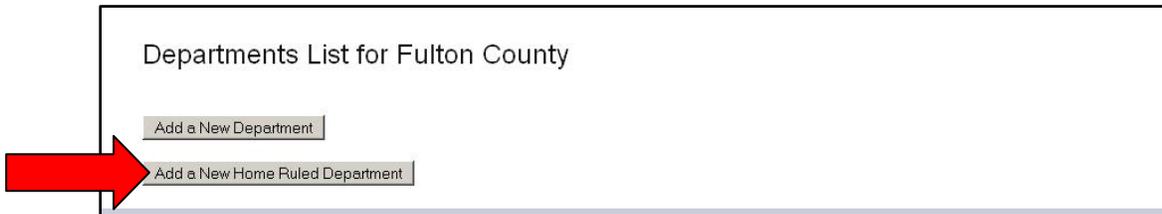
Once you have selected the correct department, click the button that says “Add New Department.” The department will now be part of the list on your “Department” screen.



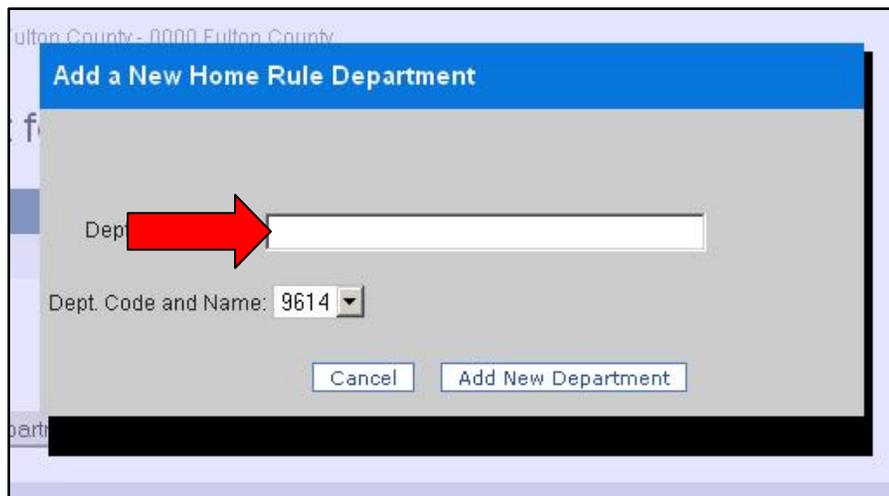
The drop-down menu is sorted numerically by code. For your convenience, we have placed the code list in excel format on our website at [http://www.in.gov/dlgf/files/Budget_Code_Lists_\(4_29_11\).xls](http://www.in.gov/dlgf/files/Budget_Code_Lists_(4_29_11).xls). You may use this file to sort the lists alphabetically or use the “find” feature of Excel to locate the appropriate codes. This will make it easier to find the departments you need in the drop-down menu on the Gateway.

Adding a Home-Ruled Department

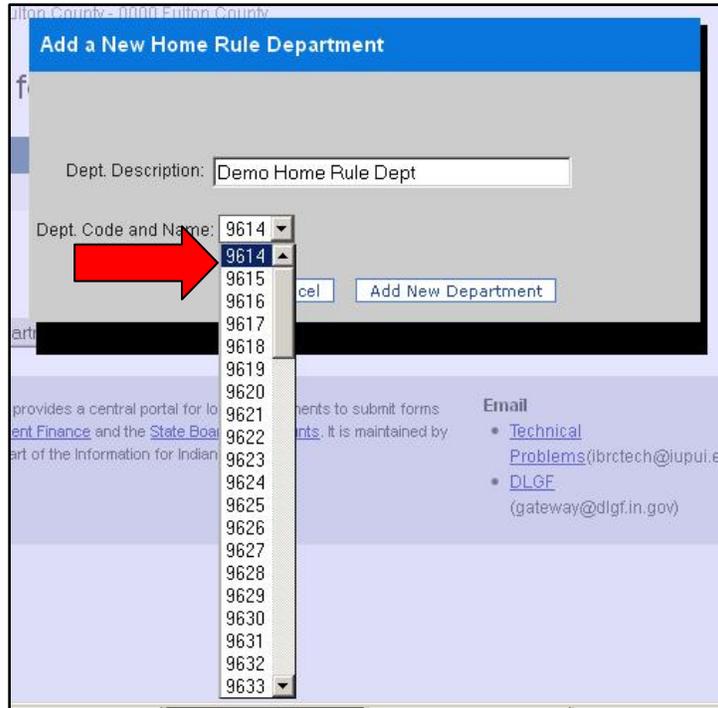
You may have departments that are not part of the pre-set list. We refer to these as “home-ruled departments.” To add one of these to your list, click the link that says “Add a New Home-Ruled Department.” This will bring up a window to help you create the department.



You will first enter a department description. This is your opportunity to put a custom name on the fund.

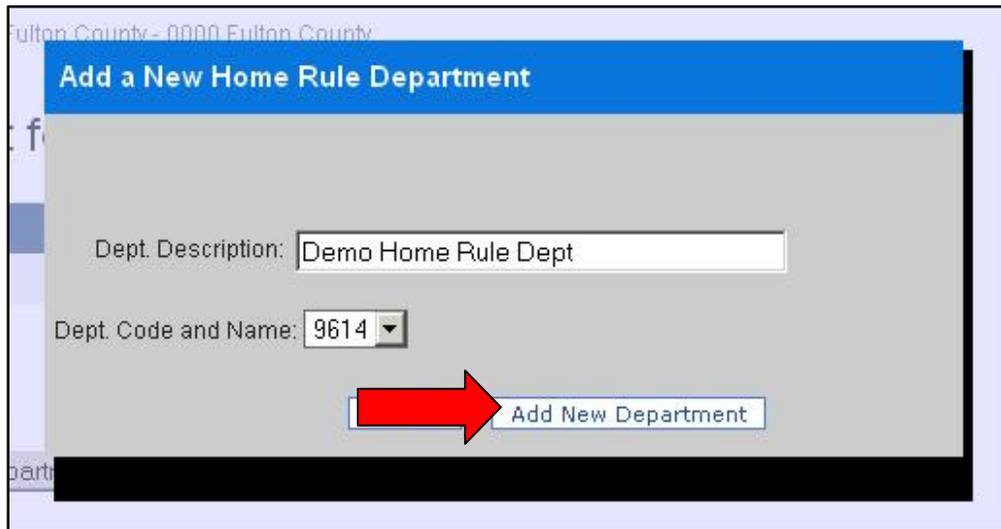


The next step is to select the department code. The Gateway will give you a set of numbers to choose from. These will be from 9600 to 9699. These codes have been set aside for home-ruled departments. Gateway will remove codes from the list once they have been used.



The screenshot shows a web form titled "Add a New Home Rule Department". The "Dept. Description" field contains "Demo Home Rule Dept". The "Dept. Code and Name" dropdown menu is open, displaying a list of codes from 9614 to 9633. A red arrow points to the code 9614 in the dropdown list. The "Add New Department" button is visible to the right of the dropdown.

Select the code you wish to use, and then click "Add New Department."



The screenshot shows the same web form as above, but the dropdown menu is closed and the "Dept. Code and Name" field now displays "9614". A red arrow points to the "Add New Department" button.

Customizing Departments by Fund List

For Gateway to organize your budget forms, you must specify whether a fund is departmentalized, and if so, what departments are associated with the fund. To perform this task, click on the link that says “Customize Departments by Fund List.” **If your unit does not have departments, you may skip this step.**

IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!

[Select Unit](#) > [Unit Main Menu](#) > **Customize Unit**

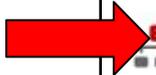
Selected Year: 2012 | Selected Unit: Fulton County - 0000 Fulton County

Customize Funds/Departments Lists - Fulton County

Select from the options below to customize your unit's funds, departments, and/or index list of departments by fund.

Customize Funds and Department Lists

-  [Customize Funds List](#)
-  [Customize Departments List](#)
-  [Customize Departments by Fund List](#)
View and cross-index departments by selected fund.



Gateway has default associations. Specifically, the general fund (#0101) is associated with each department in the department list. The remaining funds are associated with “0000-NO DEPARTMENT” as the default. The screen will show you the default associations. The funds are listed along the left-hand side, and the departments are shown within the box to the right of the fund name.



To change the fund-department relationship, click on the icon of the yellow pencil.



This will bring up a box that contains all available departments, with the current associated departments indicated by a check box. To add a new department association, check the box to the left of the department name.

The screenshot shows a dialog box titled "Custom Departments by Fund". It contains the following information:

- Selected Unit: 0000 Fulton County
- Selected Year: 2012
- Available Departments:

Department ID	Department Name	Checked
0001	CLERK OF CIRCUIT COURT (COUNTY CLERK)	<input checked="" type="checkbox"/>
0002	COUNTY AUDITOR	<input checked="" type="checkbox"/>
0007	COUNTY CORONER	<input checked="" type="checkbox"/>
0117	PERSONNEL	<input checked="" type="checkbox"/>

At the bottom of the dialog box are two buttons: "Cancel" and "Update Record". A red arrow points to the checked box next to "0007 - COUNTY CORONER".

To remove a department association, uncheck this box for the department.

The screenshot shows the same dialog box as above, but with the checkbox for "0117 - PERSONNEL" unchecked. A red arrow points to this unchecked checkbox.

Department ID	Department Name	Checked
0001	CLERK OF CIRCUIT COURT (COUNTY CLERK)	<input checked="" type="checkbox"/>
0002	COUNTY AUDITOR	<input checked="" type="checkbox"/>
0007	COUNTY CORONER	<input checked="" type="checkbox"/>
0117	PERSONNEL	<input type="checkbox"/>

Once you have made the appropriate selections, click the “update” button. This will save the associations.

Custom Departments by Fund

Selected Unit: 0000 Fulton County

Selected Year: 2012

Available Departments:

- 0001 - CLERK OF CIRCUIT COURT (COUNTY CLERK)
- 0002 - COUNTY AUDITOR
- 0007 - COUNTY CORONER
- 0117 - PERSONNEL

Update Record

0000 - NO DEPARTMENT

Once all the fund-department relationships are correct, you may proceed to the next step by selecting “Unit Main Menu” at the top of the screen (using the “breadcrumbs”).

Home About Account Settings Help Logout **Local Government Finance**

IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!

[Unit Main Menu](#) > [Customize Unit](#) > **Customize Departments by Fund**

Selected Year: 2012 | Selected Unit: Fulton County - 0000 Fulton County

Custom Departments by Funds

Funds Descriptions	Edit Departments	Departments
0101 - GENERAL		0001 - CLERK OF CIRCUIT COURT (COUNTY CLERK) 0002 - COUNTY AUDITOR 0007 - COUNTY CORONER 0117 - PERSONNEL
0123 - 2006 REASSESSMENT		0000 - NO DEPARTMENT
0702 - HIGHWAY		0000 - NO DEPARTMENT
0706 - LOCAL ROAD & STREET		0000 - NO DEPARTMENT

Uploading Your Fund and Department Lists

Users may provide Gateway with their fund list, department list, and fund-department links through a direct flat file upload in lieu of entering the information as described above. For more information, please see Chapter 16: Using the Flat File Upload.



Visit the Gateway at <https://gateway.ifionline.org/login.aspx>

Chapter 5: Budget Form 1

Chapter 5 Content:

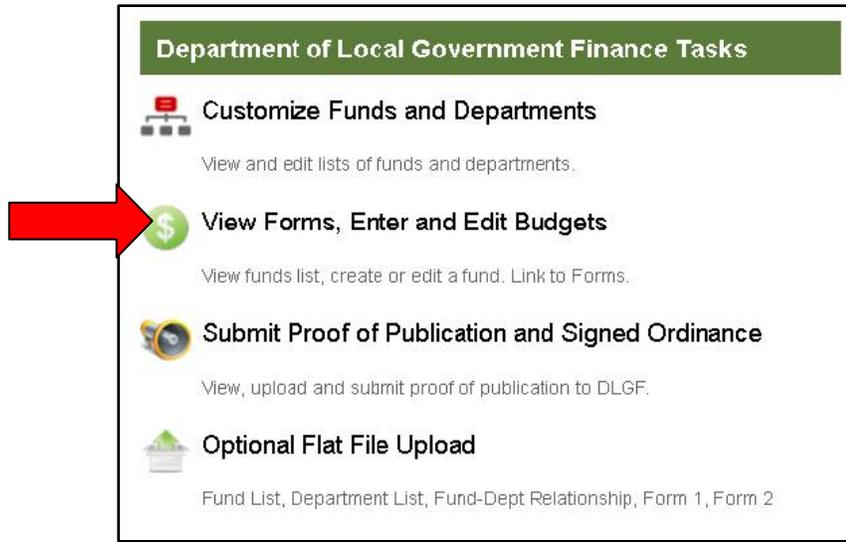
Getting Ready	42
Accessing Form 1	42
Ensuring Proper Number of Forms is Available	44
Entering Data on the Form 1	45
Editing Standard Line Items	46
Adding Custom Line Items	46
Marking the Form “Ready to Submit”	47
Signing the Form Electronically	48
Completing Form 1 in Stages	49
Uploading Data to the Form 1	49
View and Printing the Form	50

Getting Ready

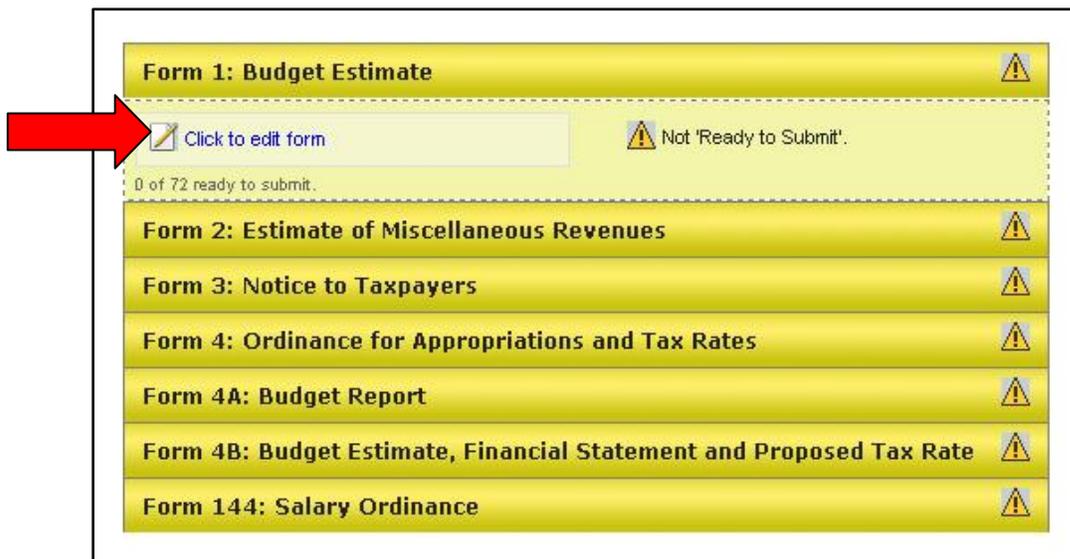
Form 1 collects your line-item budget by fund and department.

Accessing Form 1

First, navigate to the Accordion by selecting your unit and then clicking to “View Forms, Enter and Edit Budgets.”



From the Accordion, click on the link on the left side of the Form 1 box that says “Click to edit form.”



You will need to make two selections before arriving at the form. First, you will need to select the fund from the list you customized previously (see Chapter 4: Customizing Your Unit). On the right side of the list, you will see completion statistics that will tell you how many of each fund's Form 1s have been completed. Click on the name of the fund to proceed.

Form 1 - Fund List for 0000 Fulton County

Click on a column header to sort column.

Fund Code	Fund Name Link	Ready To Submit
010	General	0 of 5
0123	2006 Reassessment	0 of 1
0702	Highway	0 of 1
0706	Local Road & Street	0 of 1
0790	Cumulative Bridge	0 of 1
0801	Health	0 of 1
0880	Hospital Lease Rental	0 of 1
2391	Cumulative Capital Development	0 of 1

Once you select the fund, Gateway will display a list of departments that you linked to that fund in your customization. On the right side of the list, you will see completion statistics that will indicate whether a particular department has been completed. This will be indicated by a “Y” if complete and an “N” if not. Click on the name of the department to proceed. This will load the form.

Gateway INDIANA
for government units

An Information for Indiana Data Site

Home About Account Settings Help Logout

Department of Local Government Finance

IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!
[Select Unit](#) > [Unit Main Menu](#) > [Budget Form Menu](#) > [Select Fund](#) > [Select Department](#)

Selected Year: 2012 | Selected Unit: Fulton County - 0000 Fulton County | Selected Fund: 0101 General

Dept. List for 0101 General Fund - 0000 Fulton County

Form 1 Department Links

Department Code	Link to Form 1 - Department Name	Completed
0000	No Department	N
0001	Clerk Of Circuit Court (County Clerk)	N
0002	County Auditor	N
0007	County Coroner	N
0117	Personnel	N
2700	Convention And Visitors Bureau	N

Ensuring Proper Number of Forms is Available

The availability of Form 1s is based upon the unit customization of fund and department combinations. To ensure that the proper number and type of forms are available, please be sure that you have completed all three steps in the “Customize Unit” area.

Since you will need to make a department selection to get to the Form 1, Gateway will attach the “0000-No Department” option to each fund that has not been assigned a department. If you do not assign any departments for a certain fund, Gateway will display “0000-No Department” for that fund.

Local Government Finance

IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!

[Select Unit](#) > [Unit Main Menu](#) > [Customize Unit](#) > **Customize Departments by Fund**

Selected Year: 2012 | Selected Unit: Fulton County - 0000 Fulton County

Custom Departments by Funds

Funds Descriptions	Edit Departments	Departments
0101 - GENERAL		0001 - CLERK OF CIRCUIT COURT (COUNTY CLERK) 0002 - COUNTY AUDITOR 0003 - COUNTY TREASURER 0007 - COUNTY CORONER 0117 - PERSONNEL
0123 - 2006 REASSESSMENT		0000 - NO DEPARTMENT
0702 - HIGHWAY		0000 - NO DEPARTMENT
		0000 - NO DEPARTMENT

Entering Data on the Form 1

For each line item, Form 1 collects four pieces of information: (1) Line Item Code (2) Description (3) Published Amount and (4) Adopted Amount.

Click Here to Print This Form

Prescribed by Department of Local Government Finance
Approved by State Board of Accounts

Budget Form No. 1 (Rev. 2002)

BUDGET ESTIMATE FOR

Selected Year: 2012
Selected County: Fulton County
Selected Unit: 0000 Fulton County
Selected Fund: 0101 General
Selected Dept: 0003 County Treasurer

Copy Published to Adopted

1. Personal Services

Salaries and Wages

	Line Item Code	Description	Published Amount	Adopted Amount
Save	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Employee Benefits

	Line Item Code	Description	Published Amount	Adopted Amount
Save	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

The **Line Item Code** field collects your local code. This may be the State Board of Accounts codes for expenses or your own local tracking codes. Some units do not use Line Item Codes. Entry of a code in this field is optional (not mandatory). The field is included to assist you in tracking your expenses back to your local record-keeping.

The **Description** field should be filled out. This field is mandatory, but is a local description and does not need to tie back to any prescribed code lists.

For each line item, Form 1 collects two values: the published amount and the adopted amount. The **Published Amount** is the amount that is proposed at the beginning of the budget process and published in the newspaper. The **Adopted Amount** is the amount that is approved by the fiscal body and adopted by ordinance or resolution.

Editing Standard Line Items

For some unit types, the Form 1 contains some pre-existing, standard line items. These line items correspond with the prescribed forms, which are available at <http://www.in.gov/dlgf/8945.htm>. To edit a standard line item, click the icon of the yellow pencil at the far left of the line.

1. Personal Services					
Salaries and Wages					
Edit	Delete	Revenue Code	Description	Published Amount	Approved Amount
			Salary of Trustee	\$	\$
			Salary of Clerical Help	\$	\$
			Pay of Township Board	\$	\$
				Total: \$ 0	Total: \$ 0
<input type="button" value="Save"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>					

This will bring up two boxes to enter numbers. You may add the published amount and adopted amount to the record. You must click “Update” to add these amounts. You may not add a Line Item Code or change the Description on the standard line items.

1. Personal Services					
Salaries and Wages					
Edit	Delete	Revenue Code	Description	Published Amount	Approved Amount
<input type="button" value="Update"/> <input type="button" value="Cancel"/>			Salary of Trustee	<input type="text"/>	\$ <input type="text"/>
			Salary of Clerical Help	\$	\$
			Pay of Township Board	\$	\$

Standard line-items may not be deleted since they are part of the prescribed form. However, standard line-items are not mandatory fields. For any standard line item that does not apply to your unit, you may leave those fields blank. Alternatively, you could edit the line-item and place a value of zero in the published and adopted amount fields. If you have accidentally entered values into a line item that should not have them, you may remove those values by clicking the “Edit” icon and deleting the values in the fields.

Adding Custom Line Items

Most units have line items in addition to the standard line items on the form. To add these values to the form, go to the bottom of each grid and locate the empty fields with the “Save” button on the left.

Salaries and Wages				
	Line Item Code	Description	Published Amount	Adopted Amount
<input type="button" value="Save"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Fill in the Line Item Code (if applicable), the Description, and the Published and Adopted Amounts. Then click “Save.”

Salaries and Wages

	Line Item Code	Description	Published Amount	Adopted Amount
Save	100	Demo	\$100	\$100

Salaries and Wages

Edit	Delete	Line Item Code	Description	Published Amount	Adopted Amount
		100	Demo	\$100	\$100
				Total: \$ 100	Total: \$ 100

Save

Continue entering line items until your Form 1 is complete.

Marking the Form “Ready to Submit”

Once the form is complete with both the published and adopted amounts entered, you should click the button at the bottom of the page that says “Ready to Submit.” This can be done by someone with submission rights or edit rights. This will send a signal to Gateway that the form is complete. You will see this status change reflected on the completion statistics on the Accordion and in the fund and department selection lists.

Ready to Submit

This Form will still be editable. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application. Only Submitting the form to DLGF will turn off the editing function of the form.

You will also see that clicking this form has opened the door for the form to be submitted through the Accordion.

Form 1: Budget Estimate

Click to edit form

1 of 72 ready to submit.

Form 2: Estimate of Miscellaneous Revenues

Form 3: Notice to Taxpayers

Form 4: Ordinance for Appropriations and Tax Rates

Form 4A: Budget Report

Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate

Form 144: Salary Ordinance

The form is still able to be edited after the “Ready to Submit” button is clicked. The form will only be locked for editing after it has been submitted.

Signing the Form Electronically

At the bottom of the Form 1, there is a box for you to use to place an electronic signature on the form. Only the user with submission rights will see the signature box.

NAME:

TITLE:

SIGNATURE/PIN:

DATE:

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.

Save Signature

The signature box will be invisible to users with edit or read-only rights.

To sign the form, first type your name and title into the signature box. After that, you will need to enter a four-digit PIN code. This PIN code has been sent to the person with submission rights via email. You may contact the DLGF in the event that you have lost or not received a PIN code. The final step for completing the electronic signature is to indicate the date the form is being signed. You may enter the date directly into the field using the MM/DD/YYYY format. Alternatively, you may click on the date field and select from the calendar that pops up.

NAME:

TITLE:

SIGNATURE/PIN:

DATE:

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.

Save Signature

Click Here to Print

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

Today: June 20, 2011

The Indiana Gateway for Government Information is maintained by the Indiana Department of Technology and the Indiana Business Research Center.

Email

- [Technical Problems \(ibrctech@iupui.edu\)](mailto:ibrctech@iupui.edu)
- [DLGF \(gateway@dlgf.in.gov\)](mailto:gateway@dlgf.in.gov)

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Once you have added all the necessary information into the signature, you may save the signature information by clicking the “Save Signature” button at the bottom of the page.

NAME:	<input type="text" value="John Smith"/>
TITLE:	<input type="text" value="Auditor"/>
SIGNATURE/PIN:	<input type="text" value="4321"/>
DATE:	<input type="text" value="6/7/2011"/>

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.



The form is now ready to be submitted. For information on submitting the form, see Chapter 12: Submitting Electronic Forms.

Completing Form 1 in Stages

Since units propose budget figures at the beginning of budget season and adopt them months later, you may complete the published values first and then return later to complete the adopted values. To save time and data entry during the second stage, Gateway offers an option to “Copy Published to Adopted.” Clicking this will fill over the entire published column to the adopted column.

Selected Year: 2012						 <input type="button" value="Copy Published to Adopted"/>	
Selected County: Fulton County							
Selected Unit: 0000 Fulton County							
Selected Fund: 0101 General							
Selected Dept: 0003 County Treasurer							
1. Personal Services							
Salaries and Wages							
Edit	Delete	Line Item Code	Description	Published Amount	Adopted Amount		
		100	Demo	\$100	\$100		
		200	Demo	\$200	\$		
		350	Demo	\$100	\$		
				Total \$ 400	Total \$ 100		

You may still edit the values after the fill over. This option will be particularly helpful for those units that have not made many changes from the published amounts.

Uploading Data to the Form 1

Users may populate Form 1 with data through a direct flat file upload in lieu of entering the information line by line in Gateway. For more information, please see Chapter 16: Using the Flat File Upload.

Viewing and Printing the Form

At any point, Form 1s can be printed directly from Gateway. Click the link at the top-left corner of the form. You can print the forms on paper, or you can print them to a PDF or picture file and save them electronically.



To print this report, go to your browser's "File" menu and select "Print." From there you will specify the printer (or print to a file, such as a PDF) and click "OK." This may look slightly different according to the browser used.

For information on printing the form, see Chapter 15: Printing Guide.

Visit the Gateway at <https://gateway.ifionline.org/login.aspx>

Chapter 6: Budget Form 2

Chapter 6 Content:

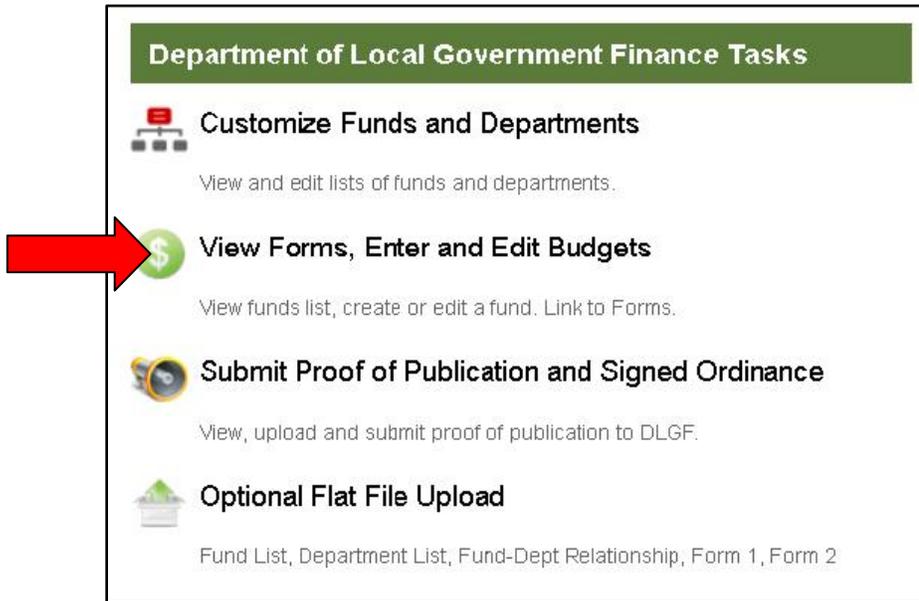
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Accessing the Form 2	52
Ensuring Proper Number of Forms is Available	53
Entering Data on the Form 2	54
Editing Standard Revenue Types	55
Adding Custom Revenue Types	56
Marking the Form “Ready to Submit”	57
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Getting Ready

Form 2 collects your estimated revenue from sources other than property tax. The form divides revenue into the amount expected to be collected between July 1 and December 31 of the year prior to the budget year and the amount expected to be collected between January 1 and December 31 of the budget year.

Accessing the Form 2

First, navigate to the Accordion by selecting your unit and then clicking to “View Forms, Enter and Edit Budgets.”



From the Accordion, click on the link on the left side of the Form 2 box that says “Click to edit form.”



You will need to select the fund from the list you customized previously (see Chapter 4: Customizing Your Unit). On the right side of the list, you will see completion statistics that will indicate whether a particular fund has been completed. This will be indicated by a “Y” if complete and an “N” if not. Click on the name of the fund to proceed. This will load the form.

Form 2 - Fund List for 0000 Fulton County

Click on a column header to sort column.

Fund Code	Fund Name Link	Ready To Submit
0005	Casino/Riverboat	N
0101	General	N
0123	2006 Reassessment	N
0702	Highway	N
0706	Local Road & Street	N
0790	Cumulative Bridge	N
0801	Health	N
0856	County Hosp Care Indigent	N
0858	County Welfare Maw	N
0859	County Welfare Cshcn	N
0880	Hospital Lease Rental	N
2391	Cumulative Capital Development	N

Ensuring Proper Number of Forms is Available

The availability of Form 2s is based upon the unit customization of the fund list. To ensure that the proper number and type of forms are available, please be sure that you have completed the first step in the “Customize Unit” area.

Funds List - 0000 Fulton County

Click on a column header to sort column.

Fund Code	Fund Name Link	Remove Fund
0101	General	X
0123	2006 Reassessment	X
0581	Court House Bond	X
0702	Highway	X
0706	Local Road & Street	X
0790	Cumulative Bridge	X
0801	Health	X
0880	Hospital Lease Rental	X
2391	Cumulative Capital Development	X

Add a Fund

Add a New Home Ruled Fund

Entering Data on the Form 2

For each line item, Form 2 collects four pieces of information: (1) Revenue Code (2) Description (3) July 1 - December 31 Amount, and (4) January 1 - December 31 Amount.

OTHER TAXES					
Other Taxes					
Edit	Delete	Revenue Code	Description	July 1 to Dec 31, 2011	Jan 1 to Dec 31, 2012
		0201	Financial Institutions Tax	\$	\$
		0202	Vehicle License Excise Tax	\$	\$
		0203	CAGIT Certified Shares	\$	\$
		0204	CAGIT Property Tax Replacement Credit	\$	\$
		0206	Surtax	\$	\$
		0207	Wheel Tax	\$	\$
		0212	County Option Income Tax (COIT)	\$	\$
		0217	CVET Commercial Vehicle Excise Tax	\$	\$
				Total: \$ 0	Total: \$ 0

Save

Other Taxes Totals Jul1 to Dec31 Totals: \$ 0 Jan1 to Dec31 Totals: \$ 0

The **Revenue Code** field collects the code for each revenue source based on the DLGF-prescribed code list. This list can be found at [http://www.in.gov/dlhf/files/Budget_Code_Lists_\(4_29_11\).xls](http://www.in.gov/dlhf/files/Budget_Code_Lists_(4_29_11).xls), and is also linked directly from the top of the Form 2.

Home About Account Settings Help Logout Local Gov

IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!

[Select Unit](#) > [Unit Main Menu](#) > [Budget Form Menu](#) > [Select Fund](#) > **Form 2**

Selected Year: 2012 | Selected Unit: Fulton County - 0000 Fulton County | Selected Fund: 0101 General

Click Here to Print This Form

[Revenue Code List](#)

If you have a revenue type that is not part of the DLGF-prescribed list, you may assign a revenue code between 9700 and 9799 to that revenue. These codes have been set aside for “home-ruled revenues.”

The **Description** field should be filled out. This field is mandatory. For any revenue that is part of the DLGF-prescribed code list, please use the description on the list. For home-ruled revenues, please enter your own description.

For each line item, Form 2 collects two values: the July 1 - December 31 Amount and the January 1 - December 31 Amount. The **July 1 - December 31 Amount** is the amount that is estimated to be raised or distributed during the six months that precede the budget year. The **January 1 - December 31 Amount** is the amount that is estimated to be raised or distributed during the budget year.

Editing Standard Revenue Types

The Form 2 contains some pre-existing, standard revenue types. These revenue types correspond with the prescribed forms, which are available at <http://www.in.gov/dlgf/8945.htm>. To edit a standard revenue type, click the icon of the yellow pencil at the far left of the line.

OTHER TAXES					
Other Taxes					
Edit	Delete	Revenue Code	Description	July 1 to Dec 31, 2011	Jan 1 to Dec 31, 2012
		0201	Financial Institutions Tax	\$	\$
		0202	Vehicle License Excise Tax	\$	\$
		0203	CAGIT Certified Shares	\$	\$
		0204	CAGIT Property Tax Replacement Credit	\$	\$
		0206	Surtax	\$	\$
		0207	Wheel Tax	\$	\$
		0212	County Option Income Tax (COIT)	\$	\$
		0217	CVET Commercial Vehicle Excise Tax	\$	\$
				Total: \$ 0	Total: \$ 0
 Save		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Taxes Totals		Jul1 to Dec31 Totals: \$ 0		Jan1 to Dec31 Totals: \$ 0	

This will bring up two boxes to enter numbers. You may add the revenue amounts to the record. Click “Update” to save the data. You may not add a Revenue Code or change the Description on the standard line items.

OTHER TAXES					
Other Taxes					
Edit	Delete	Revenue Code	Description	July 1 to Dec 31, 2011	Jan 1 to Dec 31, 2012
<input type="button" value="Update"/>		0201	Financial Institutions	<input type="text"/>	\$ <input type="text"/>
<input type="button" value="Cancel"/>		0201	Financial Institutions	<input type="text"/>	\$ <input type="text"/>
		0202	Vehicle License Excise Tax	\$	\$
		0203	CAGIT Certified Shares	\$	\$
		0204	CAGIT Property Tax Replacement	\$	\$

Standard revenue types may not be deleted since they are part of the prescribed form. However, standard revenue codes are not mandatory fields. For any standard revenue type that does not apply to your unit, you may leave those fields blank. Alternatively, you could edit the line-item and place a value of zero in the two revenue amount fields. If you have accidentally entered values into a line item that should not have them, you may remove those values by clicking the “Edit” icon and deleting the values in the fields.

Adding Custom Revenue Types

Some units have revenue types in addition to the standard line items on the form. To add these values to the form, go to the bottom of each grid and locate the empty fields with the “Save” button on the left.

OTHER TAXES					
Other Taxes					
Edit	Delete	Revenue Code	Description	July 1 to Dec 31, 2011	Jan 1 to Dec 31, 2012
		0201	Financial Institutions Tax	\$	\$
		0202	Vehicle License Excise Tax	\$	\$
		0203	CAGIT Certified Shares	\$	\$
		0204	CAGIT Property Tax Replacement Credit	\$	\$
		0206	Surtax	\$	\$
		0207	Wheel Tax	\$	\$
		0212	County Option Income Tax (COIT)	\$	\$
		0217	CVET Commercial Vehicle Excise Tax	\$	\$
				Total: \$ 0	Total: \$ 0
			Save	<input type="text"/>	<input type="text"/>
Other Taxes Totals		<i>Jul1 to Dec31 Totals: \$ 0</i>		<i>Jan1 to Dec31 Totals: \$ 0</i>	

Fill in the Revenue Code (referencing the DLGF-prescribed revenue code list), the Description, and the two revenue fields. Then click “Save.”

		0212	Income Tax (COIT)	\$	\$
		0217	CVET Commercial Vehicle Excise Tax	\$	\$
				Total: \$ 0	Total: \$ 0
			Save	<input type="text" value="9999"/>	<input type="text" value="Demo Revenue"/>
				<input type="text" value="100"/>	<input type="text" value="100"/>

		Income Tax (COIT)		
	0217	CVET Commercial Vehicle Excise Tax	\$	\$
	9999	Demo Revenue	\$100	\$100
			Total: \$ 100	Total: \$ 100
		Save		

Continue entering line items until your Form 2 is complete.

Marking the Form “Ready to Submit”

Once the form is complete, you should click the button at the bottom of the page that says “Ready to Submit.” This can be done by someone with submission rights or edit rights. This will send a signal to the Gateway that the form is in its final form. You will see this status change reflected on the completion statistics on the Accordion and in the fund and department selection lists.



You will also see that clicking this form has opened the door for the form to be submitted through the Accordion.



The form is still able to be edited after the “Ready to Submit” button is clicked. The form will only be locked for editing after it has been submitted.

Signing the Form Electronically

At the bottom of the Form 2, there is a box for you to use to place an electronic signature on the form. Only the user with submission rights will see the signature box.

NAME:

TITLE:

SIGNATURE/PIN:

DATE:

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.

Save Signature

The signature box will be invisible to users with edit or read-only rights.

To sign the form, first type your name and title into the signature box. After that, you will need to enter a four-digit PIN code. This PIN code has been sent to the person with submission rights via email. You may contact the DLGF in the event that you have lost or not received a PIN code. The final step for completing the electronic signature is to indicate the date the form is being signed. You may enter the date directly into the field using the MM/DD/YYYY format. Alternatively, you may click on the date field and select from the calendar that pops up.

NAME:

TITLE:

SIGNATURE/PIN:

DATE:

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.

Save Signature

Click Here to Print

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Email

- [Technical Problems \(ibrctech@iupui.edu\)](mailto:ibrctech@iupui.edu)
- [DLGF \(gateway@dlgf.in.gov\)](mailto:gateway@dlgf.in.gov)

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

Today: June 20, 2011

Once you have added all the necessary information into the signature, you may save the signature information by clicking the “Save Signature” button at the bottom of the page.

NAME:	<input type="text" value="John Smith"/>
TITLE:	<input type="text" value="Auditor"/>
SIGNATURE/PIN:	<input type="text" value="4321"/>
DATE:	<input type="text" value="6/7/2011"/>

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.



The form is now ready to be submitted. For information on submitting the form, see Chapter 12: Submitting Electronic Forms.

Uploading Data to the Form 2

Users may populate Form 1 with data through a direct flat file upload in lieu of entering the information line by line in Gateway. For more information, please see Chapter 16: Using the Flat File Upload.

Viewing and Printing the Form

At any point, Form 2s can be printed directly from Gateway. Click the link at the top-left corner of the form. You can print the forms on paper, or you can print them to a PDF or picture file and save them electronically.



Home About Account Settings Help Logout Local Gov

IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!

[Select Unit](#) > [Unit Main Menu](#) > [Budget Form Menu](#) > [Select Fund](#) > **Form 2**

Selected Year: 2012 | Selected Unit: Fulton County - 0000 Fulton County | Selected Fund: 0101 General



[Revenue Code List](#)

To print this report, go to your browser’s “File” menu and select “Print.” From there you will specify the printer (or print to a file, such as a PDF) and click “OK.” This may look slightly different according to the browser used.

For information on printing the form, see Chapter 15: Printing Guide.

Visit the Gateway at <https://gateway.ifionline.org/login.aspx>

Chapter 7: Budget Form 4a

Chapter 7 Content:

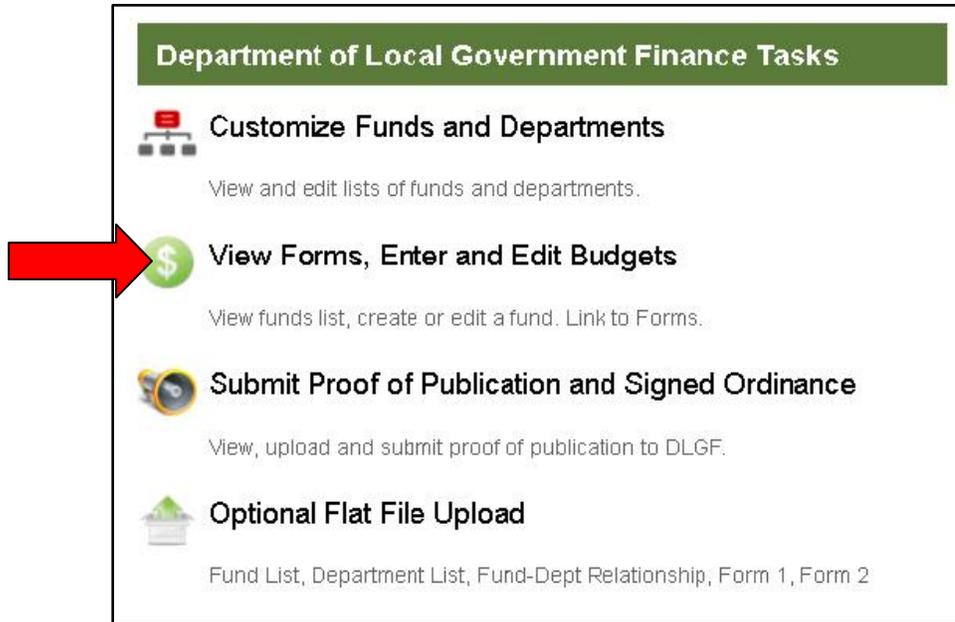
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Ensuring Proper Options are Available on the Form	62
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Completing Form 4a through Direct Data Entry	63
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Getting Ready

Form 4a presents the unit’s budget subtotaled by fund, department, and major classification (personal services, supplies, other services and charges, and capital outlay).

Accessing the Form 4a

First, navigate to the Accordion by selecting your unit and then clicking “View Forms, Enter and Edit Budgets.”

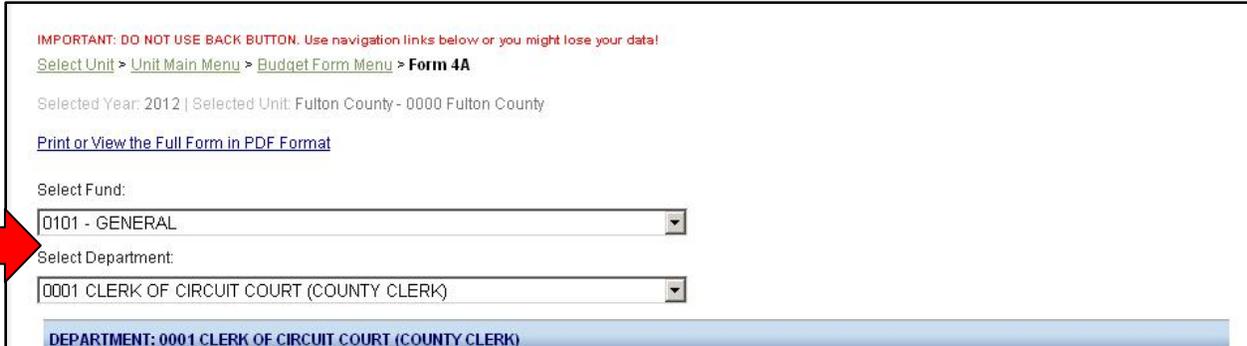


From the Accordion, click on the link on the left side of the Form 4a box that says “Click to edit form.” This will load the form.



Ensuring Proper Options are Available on the Form

Form 4a is divided using drop-down menus. The first drop-down menu allows you to select a fund. Once a fund is selected, Gateway will populate a second drop-down menu for you to select the department.



IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!
[Select Unit](#) > [Unit Main Menu](#) > [Budget Form Menu](#) > **Form 4A**

Selected Year: 2012 | Selected Unit: Fulton County - 0000 Fulton County

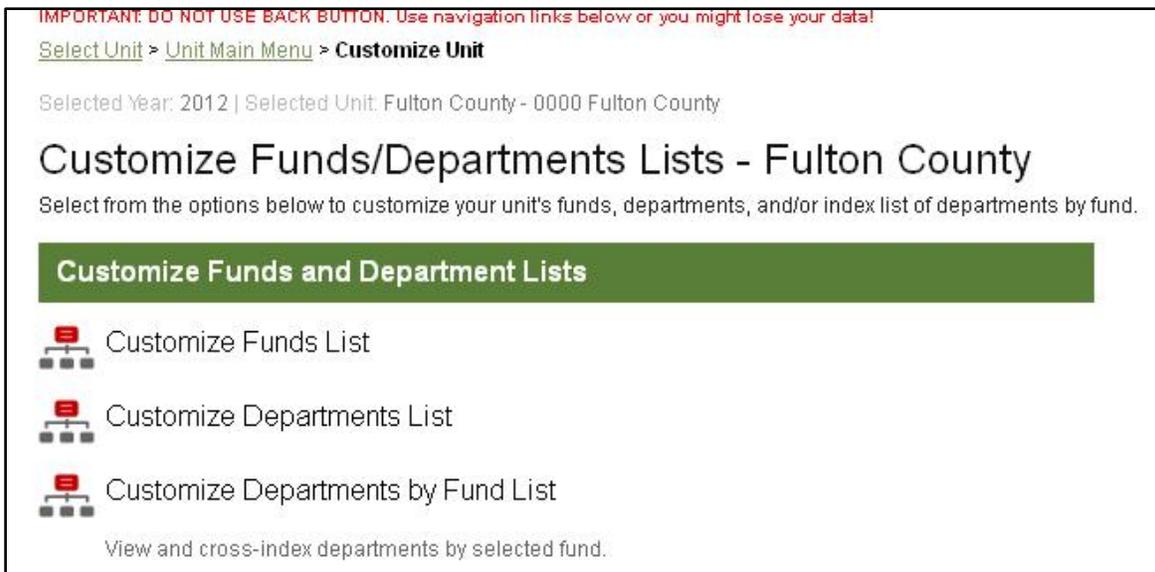
[Print or View the Full Form in PDF Format](#)

Select Fund:
0101 - GENERAL

Select Department:
0001 CLERK OF CIRCUIT COURT (COUNTY CLERK)

DEPARTMENT: 0001 CLERK OF CIRCUIT COURT (COUNTY CLERK)

To ensure that the proper options are available in these drop-downs, please be sure that you have completed all three steps in the “Customize Unit” area.



IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!
[Select Unit](#) > [Unit Main Menu](#) > **Customize Unit**

Selected Year: 2012 | Selected Unit: Fulton County - 0000 Fulton County

Customize Funds/Departments Lists - Fulton County

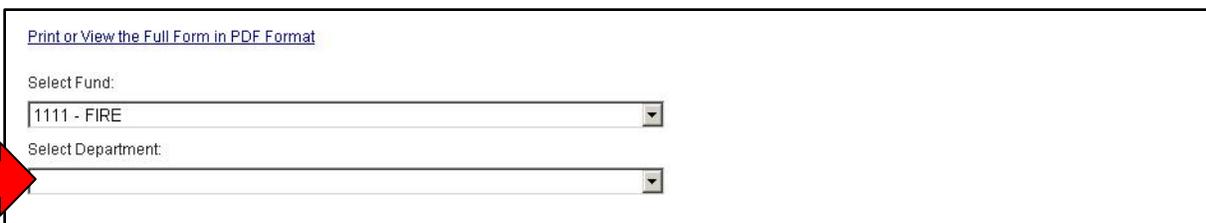
Select from the options below to customize your unit's funds, departments, and/or index list of departments by fund.

Customize Funds and Department Lists

-  Customize Funds List
-  Customize Departments List
-  Customize Departments by Fund List

[View and cross-index departments by selected fund.](#)

If Form 4a looks like the picture below for a particular fund, that means that the fund-department link has *not* been specified in the “Customize Unit” area.



[Print or View the Full Form in PDF Format](#)

Select Fund:
1111 - FIRE

Select Department:

Entering Data on the Form 4a

For each subcategory, Form 4a collects two pieces of information: the published amount and the adopted amount.

DEPARTMENT: 0001 CLERK OF CIRCUIT COURT (COUNTY CLERK)

Click Here to Insert Form 1 published amounts

Click Here to Insert Form 1 adopted amounts

		Published Amount		Adopted Amount	
10000	PERSONAL SERVICES	\$	<input type="text"/>	\$	<input type="text"/>
20000	SUPPLIES	\$	<input type="text"/>	\$	<input type="text"/>
30000	OTHER SERVICES AND CHARGES	\$	<input type="text"/>	\$	<input type="text"/>
40000	CAPITAL OUTLAY	\$	<input type="text"/>	\$	<input type="text"/>
9999	TOTAL	\$		\$	

Copy

The **Published Amount** is the amount that is proposed at the beginning of the budget process and published in the newspaper. The **Adopted Amount** is the amount that is approved by the fiscal body and adopted by ordinance or resolution.

Completing Form 4a through Direct Data Entry

The Form 4a may be completed by simply entering values into the form.

DEPARTMENT: 0001 CLERK OF CIRCUIT COURT (COUNTY CLERK)

Click Here to Insert Form 1 published amounts

Click Here to Insert Form 1 adopted amounts

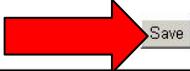
		Published Amount		Adopted Amount	
10000	PERSONAL SERV	\$	<input type="text"/>	\$	<input type="text"/>
20000	SUPPLIES	\$	<input type="text"/>	\$	<input type="text"/>
30000	OTHER SERVICES AND CHARGES	\$	<input type="text"/>	\$	<input type="text"/>
40000	CAPITAL OUTLAY	\$	<input type="text"/>	\$	<input type="text"/>
9999	TOTAL	\$		\$	

Copy

After entering data into the form, please click the “Save” button before selecting a new fund or department from the drop-down menus.

DATE:

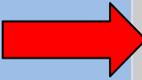
I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.

 Save

Completing Form 4a by Inserting Form 1 Values

Provided all Form 1 amounts have been entered into Gateway, the first column of Form 4a may be completed automatically by clicking the button that says “Click here to Insert Form 1 published amounts.”

DEPARTMENT: 0001 CLERK OF CIRCUIT COURT (COUNTY CLERK)

 Click Here to Insert Form 1 published amounts

Click Here to Insert Form 1 adopted amounts

	Published Amount	Adopted Amount
10000 PERSONAL SERVICES	\$ <input type="text"/>	\$ <input type="text"/>
20000 SUPPLIES	\$ <input type="text"/>	\$ <input type="text"/>
30000 OTHER SERVICES AND CHARGES	\$ <input type="text"/>	\$ <input type="text"/>
40000 CAPITAL OUTLAY	\$ <input type="text"/>	\$ <input type="text"/>
9999 TOTAL	\$ <input type="text"/>	\$ <input type="text"/>



The second column can be completed in the same way by clicking the button that says “Click here to Insert Form 1 adopted amounts.”

DEPARTMENT: 0001 CLERK OF CIRCUIT COURT (COUNTY CLERK)

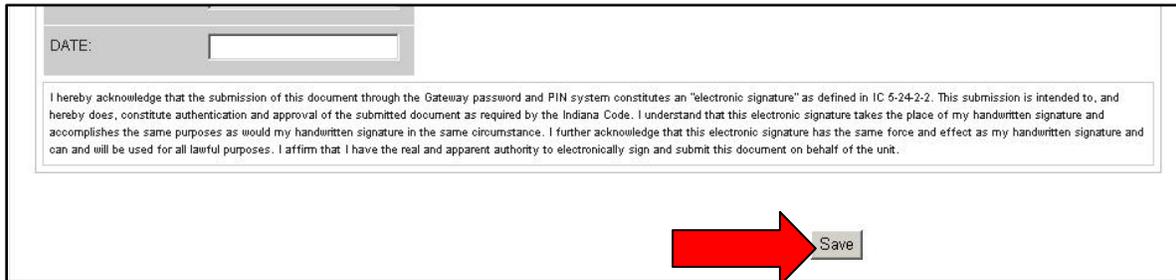
Click Here to Insert Form 1 published amounts

 Click Here to Insert Form 1 adopted amounts

	Published Amount	Adopted Amount
10000 PERSONAL SERVICES	\$ <input type="text"/>	\$ <input type="text"/>
20000 SUPPLIES	\$ <input type="text"/>	\$ <input type="text"/>
30000 OTHER SERVICES AND CHARGES	\$ <input type="text"/>	\$ <input type="text"/>
40000 CAPITAL OUTLAY	\$ <input type="text"/>	\$ <input type="text"/>
9999 TOTAL	\$ <input type="text"/>	\$ <input type="text"/>



As with the direct data entry option, be sure to click the “Save” button before proceeding to another fund or department.



DATE:

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.

 Save

Marking the Form “Ready to Submit”

Once the form is complete with both the published and adopted amounts entered, you should click the button at the bottom of the page that says “Ready to Submit.” This can be done by someone with submission rights or edit rights. This will send a signal to the Gateway that the form is ready to submit. You will see this status change reflected on the completion statistics on the Accordion and in the fund and department selection lists.



Form values saved at 09:56 AM and 11 seconds.

 Ready to Submit

This Form will still be editable. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application. Only Submitting the form to DLGF will turn off the editing function of the form.

You will also see that clicking this form has opened the door for the form to be submitted through the Accordion.



- Form 1: Budget Estimate 
- Form 2: Estimate of Miscellaneous Revenues 
- Form 3: Notice to Taxpayers 
- Form 4: Ordinance for Appropriations and Tax Rates 
- Form 4A: Budget Report 
- Click to edit form 
- 1 of 1 ready to submit.
- Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate 
- Form 144: Salary Ordinance 

The form is still able to be edited after the “Ready to Submit” button is clicked. The form will only be locked for editing after it has been submitted.

Signing the Form Electronically

At the bottom of the Form 4a, there is a box for you to use to place an electronic signature on the form. Only the user with submission rights will see the signature box.

NAME:

TITLE:

SIGNATURE/PIN:

DATE:

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.

The signature box will be invisible to users with edit or read-only rights.

To sign the form, first type your name and title into the signature box. After that, you will need to enter a four-digit PIN code. This PIN code has been sent to the person with submission rights via email. You may contact the DLGF in the event that you have lost or not received a PIN code. The final step for completing the electronic signature is to indicate the date the form is being signed. You may enter the date directly into the field using the MM/DD/YYYY format. Alternatively, you may click on the date field and select from the calendar that pops up.

NAME:

TITLE:

SIGNATURE/PIN:

DATE:

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.

Save

Ready to Submit

This Form will still be editable until the user clicks the Ready to Submit button. The user will be set visibly complete throughout the application. Only Submitting the form to DLGF will turn off the editing function.

Today: June 30, 2011

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

Once you have added all the necessary information into the signature, you may save the signature information by clicking the “Save” button at the bottom of the page.

NAME:	<input type="text" value="John Smith"/>
TITLE:	<input type="text" value="Auditor"/>
SIGNATURE/PIN:	<input type="text" value="4321"/>
DATE:	<input type="text" value="6/1/2011"/>

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.



The form is now ready to be submitted. For information on submitting the form, see Chapter 12: Submitting Electronic Forms.

Completing the Form 4a in Stages

Since units propose budget figures at the beginning of budget season and adopt them months later, you may complete the published values first and then return later to complete the adopted values. To save time and data entry during the second stage, Gateway offers a “Copy” button. Clicking this will fill over the published column to the adopted column.

DEPARTMENT: 0001 CLERK OF CIRCUIT COURT (COUNTY CLERK)

		<input type="button" value="Click Here to Insert Form 1 published amounts"/>	<input type="button" value="Click Here to Insert Form 1 adopted amounts"/>
		Published Amount	Adopted Amount
10000	PERSONAL SERVICES	<input type="text" value="\$ 100,000"/>	<input type="text" value="\$ 0"/>
20000	SUPPLIES	<input type="text" value="\$ 25,000"/>	<input type="text" value="\$ 0"/>
30000	OTHER SERVICES AND CHARGES	<input type="text" value="\$ 75,000"/>	<input type="text" value="\$ 0"/>
40000	CAPITAL OUTLAY	<input type="text" value="\$ 45,000"/>	<input type="text" value="\$ 0"/>
9999	TOTAL	\$ 0	\$ 0

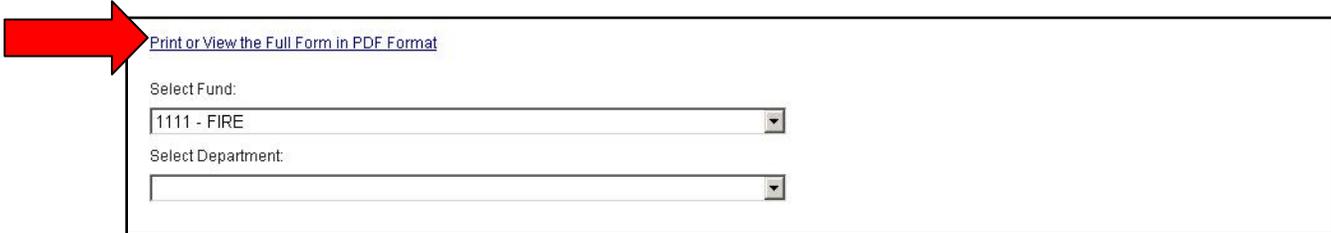


You may still edit the values after they fill over. This option will be particularly helpful for those units that have not made many changes from the published amounts.

Please keep in mind that you will need to click the “Copy” button separately for each fund-department combination and that clicking it will overwrite any data already entered in the adopted column.

Viewing and Printing the Form

At any point, the entire Form 4a for all funds and departments may be viewed and/or printed. Click the link at the top-left corner of the form.

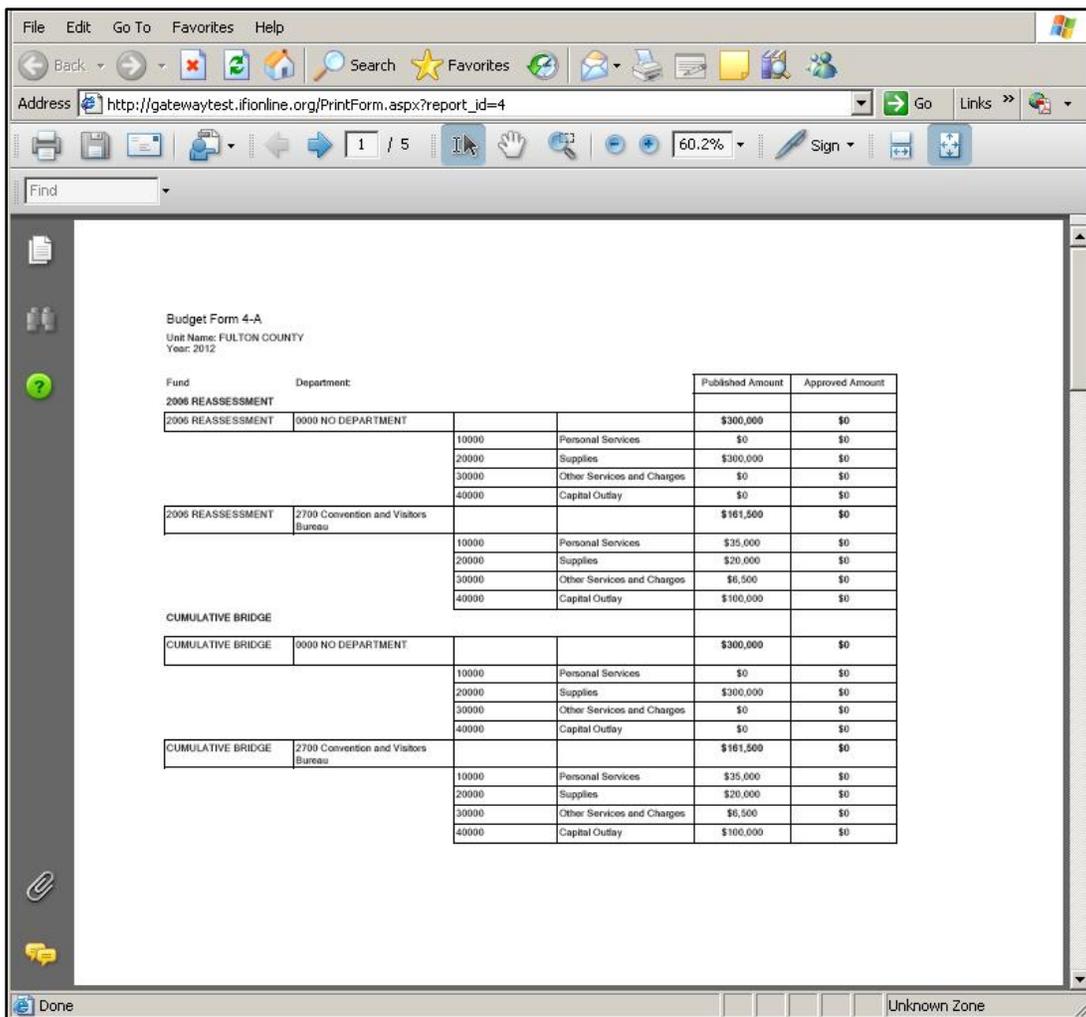


[Print or View the Full Form in PDF Format](#)

Select Fund:

Select Department:

This will open a separate window with a pre-formatted, PDF version of the form. This will display all funds and departments within the unit. Only data that has already been entered and saved will be contained in the full report.



Budget Form 4-A
 Unit Name: FULTON COUNTY
 Year: 2012

Fund	Department		Published Amount	Approved Amount
2006 REASSESSMENT				
2006 REASSESSMENT	9000 NO DEPARTMENT		\$300,000	\$0
		10000	Personal Services	\$0
		20000	Supplies	\$300,000
		30000	Other Services and Charges	\$0
		40000	Capital Outlay	\$0
2006 REASSESSMENT	2700 Convention and Visitors Bureau		\$161,500	\$0
		10000	Personal Services	\$35,000
		20000	Supplies	\$20,000
		30000	Other Services and Charges	\$6,500
		40000	Capital Outlay	\$100,000
CUMULATIVE BRIDGE				
CUMULATIVE BRIDGE	9000 NO DEPARTMENT		\$300,000	\$0
		10000	Personal Services	\$0
		20000	Supplies	\$300,000
		30000	Other Services and Charges	\$0
		40000	Capital Outlay	\$0
CUMULATIVE BRIDGE	2700 Convention and Visitors Bureau		\$161,500	\$0
		10000	Personal Services	\$35,000
		20000	Supplies	\$20,000
		30000	Other Services and Charges	\$6,500
		40000	Capital Outlay	\$100,000

To print this report, go to your browser's "File" menu and select "Print." From there you will specify the printer (or print to a file, such as a PDF) and click "OK." This may look slightly different according to the browser used.

For information on printing the form, see Chapter 15: Printing Guide.



Visit the Gateway at <https://gateway.ifionline.org/login.aspx>

Chapter 8: Budget Form 4b

Chapter 8 Content:

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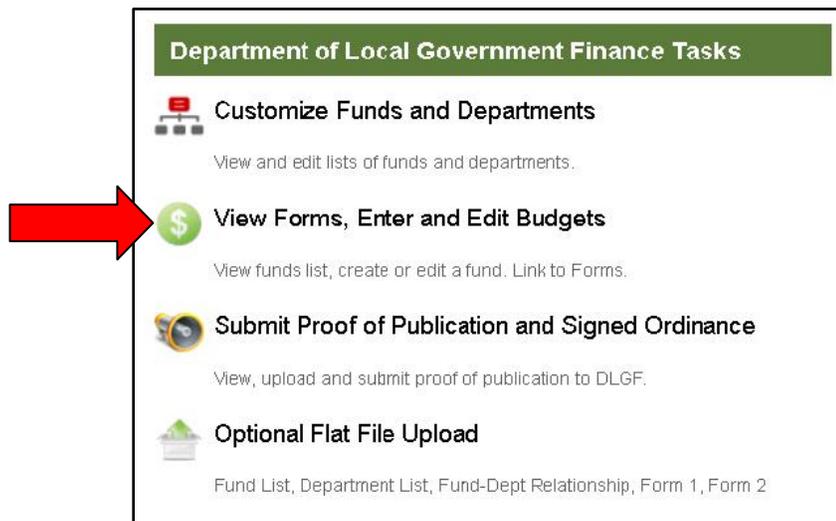
Getting Ready

Form 4b presents a comprehensive look at the unit budget through a financial statement. This form is sometimes referred to as the “16-line statement.” It presents a fiscal plan for the entire 18-months of the budget cycle (the six months before the budget year and the twelve months of the budget year).

There are three sections to this form. The first section lays out the expenses that the unit expects to have over the 18-month cycle. The second section lays out the resources (other than property tax) that the unit expects to have to support the expenditures in section one. The third section contains the fiscal policymaking of the unit. It contains the property tax levy, the tax rate, and the addition to or subtraction from the unit’s operating balance that the unit has decided upon.

Accessing the Form 4b

First, navigate to the Accordion by selecting your unit and then clicking “View Forms, Enter and Edit Budgets.”



From the Accordion, click on the link on the left side of the Form 4b box that says “Click to edit form.”



You will need to select the fund from the list you customized previously (see Chapter 4: Customizing Your Unit). On the right side of the list, you will see completion statistics that will tell you how many of each fund's Form 4bs have been completed. This will be indicated by a "Y" if complete and an "N" if not. Click on the name of the fund to proceed. This will load the form.

Form 4B - Fund List for 0002 Henry Township, Fulton Co.

Click on a column header to sort column.

Fund Code	Fund Name Link	Ready To Submit
0101	General	N
0840	Township Assistance	N
1111	Fire	N

Ensuring Proper Options are Available on the Form

The availability of Form 4bs is based upon the unit customization of fund list. To ensure that the proper number and type of forms are available, please be sure that you have completed the first step in the "Customize Unit" area.

Customize Funds and Department Lists

-  Customize Funds List
-  Customize Departments List
-  Customize Departments by Fund List
View and cross-index departments by selected fund.

Entering Data on the Form 4b

For each line of the financial statement, Form 4b collects two pieces of information: the published amount and the adopted amount.

PREScribed BY THE DEPARTMENT OF LOCAL GOVERNMENT FINANCE
APPROVED BY STATE BOARD OF ACCOUNTS

Budget Form 4-B

BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE

Net Assessed Value \$

Click Here to Insert
Form 2 & Form 4a
published amounts
↓

Click Here to Insert
Form 2 & Form 4a
adopted amounts
↓

Funds Required For Expenses To December 31st Of Incoming Year	Published Amount		Adopted Amount
1. Total budget estimate for incoming year	\$ <input type="text" value="0"/>		\$ <input type="text" value="0"/>
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	\$ <input type="text" value="0"/>		\$ <input type="text" value="0"/>
3. Additional appropriation necessary to be made July 1 to December 31 of present year	\$ <input type="text" value="0"/>	<div style="border: 1px solid blue; padding: 2px 10px; color: blue; font-weight: bold;">Copy</div>	\$ <input type="text" value="0"/>
4. Outstanding temporary loans: <small>a) To be paid not included in lines 2 or 3</small>	\$ <input type="text" value="0"/>		\$ <input type="text" value="0"/>

The **Published Amount** is the amount that is proposed at the beginning of the budget process and published in the newspaper. The **Adopted Amount** is the amount that is approved by the fiscal body and adopted by ordinance or resolution.

Regardless of how you choose to complete Form 4b, three of the lines are calculated automatically within Gateway. These are Line 5, Line 9, and Line 10. **These lines will not have a data entry option.**

Funds On Hand To Be Received From Sources Other Than Proposed Tax Levy	Published Amount		Adopted Amount
6. Actual cash balance, June 30 of present year (including cash investments)	\$ <input type="text" value="50,000"/>		\$ <input type="text" value="50,000"/>
7. Taxes to be collected, present year (December settlement)	\$ <input type="text" value="80,000"/>	<div style="border: 1px solid red; padding: 2px 10px; color: red; font-weight: bold;">Data Entry</div>	\$ <input type="text" value="80,000"/>
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year(Schedule on File):	\$ <input type="text" value="400"/>		\$ <input type="text" value="400"/>
a). Total Column A Budget Form 2		<div style="border: 1px solid blue; padding: 2px 10px; color: blue; font-weight: bold;">Copy</div>	
b). Total Column B Budget Form 2	\$ <input type="text" value="400"/>		\$ <input type="text" value="400"/>
9. TOTAL FUNDS (Add lines 6, 7, 8a and 8b)	\$ 130,800		\$ 130,800
10. Net amount to be raised for expenses to December 31 of incoming year (deduct from 5)	31,200	<div style="border: 1px solid red; padding: 2px 10px; color: red; font-weight: bold;">Non-Data Entry</div>	\$ 31,200
<input checked="" type="radio"/> I want to make my own calculations for this Form 4B <input type="radio"/> I want to use the Gateway Calculator	<input type="radio"/> Enter Operating Bal. (Fill line 11) <input type="radio"/> Enter Levy (Fill line 16)		<input type="radio"/> Enter Operating Bal. (Fill line 11) <input type="radio"/> Enter Levy (Fill line 16)

To populate Line 5, Line 9, and Line 10, enter data in the other lines then click “Save” and Gateway will calculate them based on the other information entered.

Other lines in Form 4b have multiple options for completion. The following sections detail the available options.

Completing Form 4b through Direct Data Entry

The most basic choice for completing Form 4b is to fill in each of the values manually.

If you wish to enter the entire form directly, please ensure that the Gateway Calculator is disabled by indicating “I want to make my own calculations for this Form 4b.”

Fill in each of the values (excluding Line 5, Line 9, and Line 10). Click “Save” at the bottom of the form to save the values you have entered.

Proposed Tax Rate and Levy	Published Amount	Adopted Amount
10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from 5)	\$ 31,200	\$ 31,200
<input checked="" type="radio"/> I want to make my own calculations for this Form 4B <input type="radio"/> I want to use the Gateway Calculator <input type="checkbox"/> I acknowledge that I am responsible for verifying the accuracy of the information submitted to the Department through the Gateway website. I acknowledge that neither the Department of Local Government Finance nor the Indiana Business Research Center is liable for the calculations performed by the Gateway calculator.	<input type="radio"/> Enter Operating Bal. (Fill line 11) <input type="radio"/> Enter Levy (Fill line 16) <input type="radio"/> Enter Rate (Fill line 17)	<input type="radio"/> Enter Operating Bal. (Fill line 11) <input type="radio"/> Enter Levy (Fill line 16) <input type="radio"/> Enter Rate (Fill line 17)
11. Operating balance (not in excess of expense January 1 to June 30, less miscellaneous revenue for same period) <small>NOTE: Enter Lines 13a, 13b and 16 then press 'Save' button to calculate this value.</small>	\$ 5,000	\$ 5,000
12. Amount to be raised by tax levy (add lines 10 and 11)	\$ 36,200	\$ 36,200
13a. Property Tax Replacement Credit from Local Option Tax	\$ 0	\$ 0
13b. Operating LOIT	\$ 0	\$ 0
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13a and 13b from line 12)	\$ 36,200	\$ 36,200
15. Levy Excess Fund applied to current budget	\$ 0	\$ 0
16. Net amount to be raised	\$ 36,200	\$ 36,200
17. Net Tax Rate on each one hundred dollars of taxable property	7.2400	7.2400

Using the Auto-Fill Option

Provided that Form 2 and 4a amounts have been entered into Gateway, some lines of Form 4b may be populated from the other forms. Specifically, Line 1 of Form 4b can populate from Form 4a, while Line 8a and Line 8b can populate from Form 2. To take advantage of this tool, click the button at the top of the column that says “Click Here to Insert Form 2 and Form 4a published amounts.” This will fill in Line 1, Line 8a, and Line 8b of the published column on Form 4b.

Net Assessed value \$ P

Click Here to Insert Form 2 & Form 4a published amounts

Click Here to Insert Form 2 & Form 4a adopted amounts

Funds Required For Expenses To December 31st Of Incoming Year	Published Amount	Adopted Amount
1. Total budget estimate for incoming year	\$ 0	\$ 0
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	\$ 0	\$ 0
3. Additional appropriation necessary to be made July 1 to December 31 of present year	\$ 0	\$ 0
4. Outstanding temporary loans:	\$ 0	\$ 0

Copy

The second column can be completed in the same way by clicking the button that says “Click Here to Insert Form 2 and Form 4a adopted amounts.”

Net Assessed value \$ P

Click Here to Insert Form 2 & Form 4a published amounts

Click Here to Insert Form 2 & Form 4a adopted amounts

Funds Required For Expenses To December 31st Of Incoming Year	Published Amount	Adopted Amount
1. Total budget estimate for incoming year	\$ 0	\$ 0
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	\$ 0	\$ 0
3. Additional appropriation necessary to be made July 1 to December 31 of present year	\$ 0	\$ 0
4. Outstanding temporary loans:	\$ 0	\$ 0

Copy

The remaining lines will need to be filled in directly (excluding Line 5, Line 9, and Line 10). Click “Save” at the bottom of the form to save the values you have entered.

Save

Using the Gateway Calculator

The default option for Form 4b is “I want to make my own calculations for this Form 4b.” However, there is a very helpful tool contained within this form called the Gateway Calculator.

from 5) \$ 5,026,100 \$ 4,902,100

I want to make my own calculations for this Form 4B
 I want to use the Gateway Calculator

Proposed Tax Rate and Levy Amount Used To Compute Published Appropriating Body

This tool will help you complete Line 11, Line 12, Line 13, Line 14, Line 15, Line 16, and Line 17 based on the policy decision you indicate. Your policy decision may be (1) to specify the amount of increase or decrease you have chosen for your operating balance, (2) to specify the property tax levy you want to impose, or (3) to specify the property tax rate you want to impose.

To use the Gateway calculator, you must complete the following steps:

- First, change the selection from “I want to make my own calculations for this Form 4b” to “I want to use the Gateway Calculator.”

from 5) \$ 5,026,100 \$ 4,902,100

I want to make my own calculations for this Form 4B
 I want to use the Gateway Calculator

I acknowledge that I am responsible for verifying the accuracy of the information submitted to the Department through the Gateway website. I acknowledge that neither the Department of Local Government Finance nor the Indiana Business Research Center is liable for the calculations performed by the Gateway calculator.

Amount Used To

- Second, click the check-box to indicate your agreement to the acknowledgement statement. This ensures you are taking responsibility for the values that are submitted through Gateway.

I want to make my own calculations for this Form 4B
 I want to use the Gateway Calculator

I acknowledge that I am responsible for verifying the accuracy of the information submitted to the Department through the Gateway website. I acknowledge that neither the Department of Local Government Finance nor the Indiana Business Research Center is liable for the calculations performed by the Gateway calculator.

Proposed Tax Rate and Levy Published Amount Adopted Amount

Enter Operating Bal. (Fill line 11)
 Enter Levy (Fill line 16)
 Enter Rate (Fill line 17)

- Third, check to verify that you have entered a Net Assessed Value amount at the top of the form.

- Finally, click the type of policy decision you wish to indicate. Choose from entering an operating balance (on Line 11), entering a levy (on Line 16), or a tax rate (on Line 17).

The calculator is now fully functioning. Enter the value you desire on the appropriate line, based on your selected policy driver (operating balance, levy, or tax rate). Once you have entered a value on the appropriate line, click “Save” and Gateway will calculate the rest of the third section (Line 11, Line 12, Line 13, Line 14, Line 15, Line 16, and Line 17) for you.

You may still edit values that have been computed by the Gateway Calculator. However, as long as the Gateway Calculator is enabled (indicated by the active selection of “I want to use the Gateway Calculator”), clicking “Save” will overwrite any changes other than the relevant line in which the policy decision was entered. You may turn off the Gateway Calculator at any time by clicking “I want to make my own calculations for this Form 4b.” This will retain the values that have been calculated already. **Any edits you make after disabling the calculator will be saved exactly as you entered them.**

Marking the Form “Ready to Submit”

Once the form is complete with both the published and adopted amounts entered, you should click the button at the bottom of the page that says “Ready to Submit.” This can be done by someone with submission rights or edit rights. This will send a signal to the Gateway that the form is ready to submit. You will see this status change reflected on the completion statistics on the Accordion and in the fund and department selection lists.

You will also see that clicking this form has opened the door for the form to be submitted through the Accordion.

The image shows a vertical list of forms in a yellow accordion style. The forms listed are: Form 1: Budget Estimate, Form 2: Estimate of Miscellaneous Revenues, Form 3: Notice to Taxpayers, Form 4: Ordinance for Appropriations and Tax Rates, Form 4A: Budget Report, Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate, and Form 144: Salary Ordinance. Each form has a warning icon on the right. Form 4B is highlighted with a dashed border. Below the Form 4B entry, there are two buttons: 'Click to edit form' (with a pencil icon) and 'Click to submit completed form to DLGF' (with a green arrow icon). A large red arrow points from the 'Click to edit form' button towards the 'Click to submit completed form to DLGF' button. Below the buttons, it says '1 of 8 ready to submit.'

The form is still able to be edited after the “Ready to Submit” button is clicked. The form will only be locked for editing after it has been submitted.

Signing the Form Electronically

At the bottom of Form 4b, there is a box for you to use to place an electronic signature on the form. Only the user with submission rights will see the signature box.

The image shows a signature box with four input fields: NAME, TITLE, SIGNATURE/PIN, and DATE. Below the fields is a legal acknowledgment statement: "I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit."

The signature box will be invisible to users with edit or read-only rights.

To sign the form, first type your name and title into the signature box. After that, you will need to enter a four-digit PIN code. This PIN code will be sent to the person with submission rights via email. You may contact the DLGF in the event that you have lost or not received a PIN code. The final step for completing the electronic signature is to indicate the date the form is being signed. You may enter the date directly into the field using the MM/DD/YYYY format. Alternatively, you may click on the date field and select from the calendar that pops up.

The screenshot shows a web form for electronic signing. At the top right is a "Save" button. The form fields are: NAME: John Smith, TITLE: Auditor, SIGNATURE/PIN: 4321, and DATE: (empty). A calendar pop-up for June 2011 is open, showing the date 27 is selected. Below the calendar is a "Click Here to Print" button. The footer contains the text "The Indiana Gateway for Government Information is maintained by the Indiana Department of Learning and the Indiana Business Research Center" and "Email DLGF (gateway@dlgf.in.gov)". On the right, it says "POWERED BY information-for-INDIANA".

Once you have added all the necessary information into the signature, you may save the signature information by clicking the "Save" button at the bottom of the second column.

This screenshot is identical to the previous one, but with a red arrow pointing to the "Save" button at the top right. The DATE field now contains "6/15/2011".

The form is now ready to be submitted. For information on submitting the form, see Chapter 12: Submitting Electronic Forms.

Completing Form 4b in Stages

Since units propose budget figures at the beginning of budget season and adopt them months later, you may complete the published values first and then return later to complete the adopted values. To save time and data entry during the second stage, Gateway offers a “Copy” button. Clicking this will fill over the published column to the adopted column.

Net Assessed Value \$ 500,000		
	Click Here to Insert Form 2 & Form 4a published amounts ↓	Click Here to Insert Form 2 & Form 4a adopted amounts ↓
Funds Required For Expenses To December 31st Of Incoming Year	Published Amount	Adopted Amount
1. Total budget estimate for incoming year	\$ 80,000	\$ 0
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	\$ 80,000	\$ 0
3. Additional appropriation necessary to be made July 1 to December 31 of present year	\$ 2,000	\$ 0
4. Outstanding temporary loans:	\$ 0	\$ 0
a). To be paid not included in lines 2 or 3	\$ 0	\$ 0
b). Not repaid by December 31 of present year	\$ 0	\$ 0
5. TOTAL FUNDS required (add lines 1,2,3,4a and 4b)	\$ 162,000	\$ 0

You may still edit the values after the fill over. This option will be particularly helpful for those units that have not made many changes from the published amounts.

The “Copy” button is set up independently for each of the three section of the form. This provides flexibility in how you complete the adopted column. The first section can be filled entirely using the copy button, filled partially by using the “Fill from Form 2 and 4a adopted amount” button, or entered directly. Likewise, the second section can be filled entirely using the copy button, filled partially by using the “Fill from Form 2 and 4a adopted amount” button, or entered directly. The third section can be completed using the “Copy” button or by using the Gateway Calculator a second time. Note that the Gateway Calculator for the adopted column operates separately from the published column. This means that you can make policy decisions differently for the adopted amounts but still rely upon the Gateway Calculator.

Viewing and Printing the Form

At any point, the entire Form 4b for all funds and departments may be viewed and/or printed. Click the link at the top-left corner of the form.

WARNING: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!

[Select Unit](#) > [Unit Main Menu](#) > [Budget Form Menu](#) > [Select Fund](#) > **Form 4B**

Selected Year: 2012 | Selected Unit: Fulton County - 0000 Fulton County | Selected Fund: 0101 General

[Print or View the Full Form in PDF Format](#)

Selected Year: 2012
Selected County: Fulton County
Selected Unit: 0000 Fulton County
Selected Fund: 0101 General

PRESCRIBED BY THE DEPARTMENT OF LOCAL GOVERNMENT FINANCE
APPROVED BY STATE BOARD OF ACCOUNTS

Budget Form 4-B

BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE

This will open a separate window with a pre-formatted, PDF version of the form. This will display all funds and departments within the unit. Only data that has already been entered and saved will be contained in the full report.

	Net Assessed Value	Published Amount	Adopted Amount
Funds Required For Expenses To December 31st Of Incoming Year			
1. Total budget estimate for incoming year	\$600,000,000	\$4,351,900	\$4,351,900
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended		\$2,000,000	\$2,000,000
3. Additional appropriation necessary to be made July 1 to December 31 of present year		\$125,000	\$125,000
4. Outstanding temporary loans:		\$0	0
a). To be paid not included in lines 2 or 3			
b). Not repaid by December 31 of present year		\$0	\$0
5. TOTAL FUNDS required (add lines 1,2,3,4a and 4b)		\$6,476,900	\$6,476,900

To print this report, go to your browser's "File" menu and select "Print." From there you will specify the printer (or print to a file, such as a PDF) and click "OK." This may look slightly different according to the browser used.

For information on printing the form, see Chapter 15: Printing Guide.



Visit the Gateway at <https://gateway.ifionline.org/login.aspx>

Chapter 9: Budget Form 3

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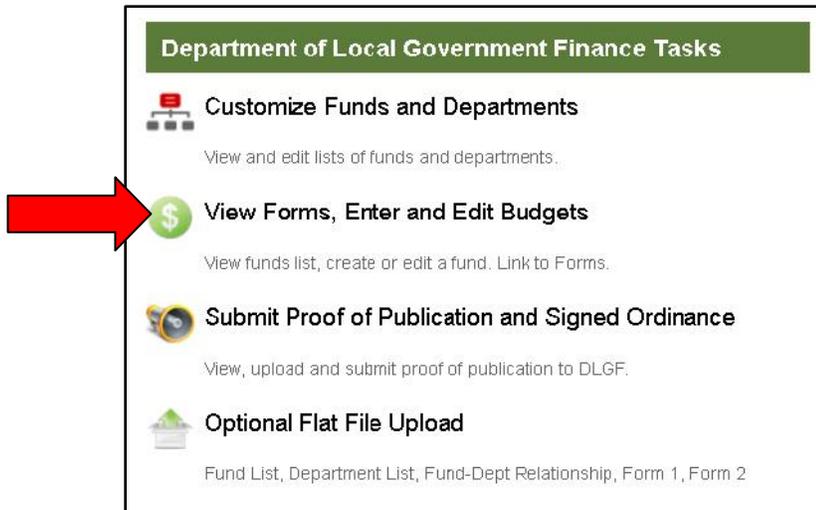
Getting Ready

Form 3 is used as the template for publishing your proposed budget, as required by law. Form 3 contains two sections of information. First, it informs taxpayers of the time, date, and location of your public hearing and adoption meeting. Second, it presents a summary of the proposed budget and a comparison against last year's levy.

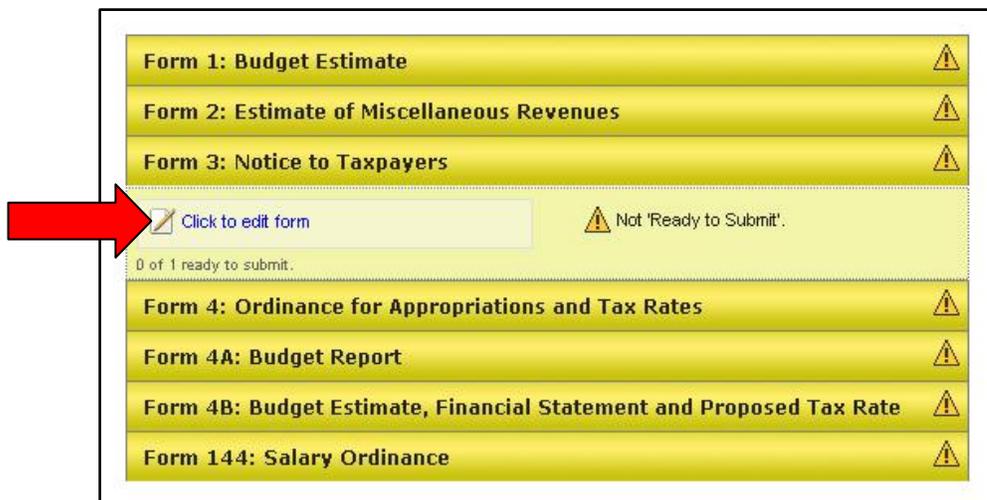
Form 3 should be submitted electronically through the Gateway. A hard copy of the Proof of Publication that is generated as a result of Form 3 must also be submitted to the DLGF. For more, see the last section of this chapter entitled "Additional Submission Requirements for Form 3."

Accessing Form 3

First, navigate to the Accordion by selecting your unit and then clicking "View Forms, Enter and Edit Budgets."



From the Accordion, click on the link on the left side of the Form 3 box that says "Click to edit form." This will load the form.



Ensuring that Form 3 is Generated Correctly

Unlike some other forms that have optional fill from other forms, Form 3 is automatically generated from Form 4b information (published column) entered into Gateway. Therefore, before printing Form 3 to take to the newspaper or submitting Form 3, it is very important that Form 4b published columns have been entered into Gateway for every fund for which you need to publish an estimated budget. The adopted columns of Form 4b do not need to be completed prior to generating Form 3.

Funds Required For Expenses To December 31st Of Incoming Year	Published Amount	Adopted Amount
1. Total budget estimate for incoming year	\$ 10,000	\$ 0
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	\$ 8,000	\$ 0
3. Additional appropriation necessary to be made July 1 to December 31 of present year	\$ 1,000	\$ 0
4. Outstanding temporary loans:	\$ 2,000	\$ 0

[Copy](#)

Entering Data on Form 3

The first section of Form 3 is completed by means of a pop-up box. The second section is generated automatically with the exception of “Column 4: excessive levy appeals.”

Select Unit > Unit Main Menu > Budget Form Menu > Form 3

Selected Year: 2012 | Selected Unit: Fulton County - 0000 Fulton County

[Print or View the Full Form in PDF Format](#)

PRESCRIBED BY DEPT OF LOCAL GOVERNMENT FINANCE
FORM APPROVED BY STATE BOARD OF ACCOUNTS

Budget Form No. 3 (Rev 2011)

NOTICE TO TAXPAYERS

Complete details of budget estimates by fund and/or department may be seen in the office of this unit of government.

Notice is hereby given to taxpayers of Fulton County, Fulton County, Indiana that the proper officers of _____ at on _____ at _____ will conduct a public hearing on the year _____ budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of the political subdivision within seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy that taxpayers object to. If a petition is filed, the political subdivision shall adopt with its budget a finding concerning the objections filed and testimony presented. Following the aforementioned hearing, said unit will meet at _____ on _____ at _____ to adopt the following budget:

[Fill in Hearing Info](#)

Date and Time of Public Hearing	Date: None Entered Time: None Entered	Adoption Meeting:	Date: Time:	
Net Assessed Valuation				
Estimated Max Levy				
1 Fund Name	2 Budget Estimate	3 Maximum Estimated Funds to be Raised (Including appeals and levies exempt from maximum levy limitations)	4 Excessive Levy Appeals (Included in Column 3)	5 Current Tax Levy
0005-CASINO/RIVERBOAT	0	0	\$ 0	0
0101-GENERAL	3,000	0	\$ 0	3,019,779

Inserting the Hearing Information

The paragraph at the top of Form 3 will first show with blank lines where information needs to be entered. To populate these lines, click the button that says “Fill in Hearing Info.”

NOTICE TO TAXPAYERS			
Complete details of budget estimates by fund and/or department may be seen in the office of this unit of government.			
Notice is hereby given to taxpayers of <u>Fulton County, Fulton County</u> , Indiana that the proper officers of _____ at on _____ at _____ will conduct a public hearing on the year _____ budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of the political subdivision within seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy that taxpayers object to. If a petition is filed, the political subdivision shall adopt with its budget a finding concerning the objections filed and testimony presented. Following the aforementioned hearing, said unit will meet at _____ on _____ at _____ to adopt the following budget:			
<input type="button" value="Fill in Hearing Info"/>			
Date and Time of Public Hearing	Date: None Entered Time: None Entered	Adoption Meeting:	Date: Time:
Net Assessed Valuation			
Estimated Max Levy			

This will bring up a pop-up box in which you will enter your hearing information, as well as your assessed value and maximum levy estimates.

Please Enter a Value for all Fields

Public Hearing Info

Hearing Location:

Hearing Date:

Hearing Time:

Adoption Meeting Info

Meeting Location:

Meeting Date:

Meeting Time:

Net Assessed Valuation:

Estimated Max Levy:

Once you have entered all the fields in the pop-up box, click “Update Record.” This will enter the information into the paragraph. If wish to change any of the information, click “Fill in Hearing Info” again and change the necessary fields. Click “Update Record” and the changes will be made in the paragraph and the top of the budget chart.

Public Hearing Info

Hearing Location: City Hall

Hearing Date: 6/15/2011

Hearing Time: 12:00 AM

Adoption Meeting Info

Meeting Location: City Hall

Meeting Date: 6/29/2011

Meeting Time: 12:00 AM

Net Assessed Valuation: 300,000

Estimated Max Levy: 3,000

Cancel Update Record

FORM APPROVED BY STATE BOARD OF ACCOUNTS

NOTICE TO TAXPAYERS

Complete details of budget estimates by fund and/or department may be seen in the office of this unit of government.

Notice is hereby given to taxpayers of Fulton County, Fulton County, Indiana that the proper officers of Fulton County at 12:00 AM on Jun 15, 2011 at City Hall will conduct a public hearing on the year 2012 budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of the political subdivision within seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy that taxpayers object to. If a petition is filed, the political subdivision shall adopt with its budget a finding concerning the objections filed and testimony presented. Following the aforementioned hearing, said unit will meet at 12:00 AM on Jun 29, 2011 at City Hall to adopt the following budget:

Fill in Hearing Info

Date and Time of Public Hearing	Date: 6/15/2011 Time: 12:00 AM	Adoption Meeting:	Date: 6/29/2011 Time: 12:00 AM
Net Assessed Valuation	300,000		
Estimated Max Levy	3,000		

Verifying and Completing the Budget Information

Gateway generates most of the budget information on Form 3 automatically. The list of funds in “Column 1” is based upon the unit customization of the fund list. To ensure that the proper funds are listed, please be sure that you have completed the first step in the “Customize Unit” area.

Manage Funds List - 0000 Fulton County

Click on a column header to sort column.

Fund Code	Fund Name Link	Remove Fund
0005	Casino/Riverboat	X
0101	General	X
0123	2006 Reassessment	X
0702	Highway	X
0706	Local Road & Street	X
0790	Cumulative Bridge	X
0801	Health	X
0856	County Hosp Care Indigent	X
0858	County Welfare Maw	X
0859	County Welfare Cshcn	X
0880	Hospital Lease Rental	X
2391	Cumulative Capital Development	X

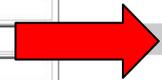
Add a Fund

Add a New Home Ruled Fund

“Column 2” and “Column 3” will automatically pull values that have been entered on Form 4b in Gateway. (For more information on completing the Form 4b, please see Chapter 8.)

“Column 5” has been pre-populated from the previous year’s DLGF-certified budget order. You should verify that these values are correct before submitting the form for publication.

1 Fund Name	2 Budget Estimate	3 Maximum Estimated Funds to be Raised (Including appeals and levies exempt from maximum levy limitations)	4 Excessive Levy Appeals (Included in Column 3)	5 Current Tax Levy
0005-CASINO/RIVERBOAT	0	0	\$ 0	0
0101-GENERAL	4,351,900	6,000,000	\$ 0	3,019,779
0123-2006 REASSESSMENT	0	0	\$ 0	0
0581-COURT HOUSE BOND	0	0	\$ 0	0
0702-HIGHWAY	0	0	\$ 0	0
0706-LOCAL ROAD & STREET	300,000	0	\$ 0	0
0790-CUMULATIVE BRIDGE	0	0	\$ 0	218,825
0801-HEALTH	0	0	\$ 0	116,072
0856-COUNTY HOSP CARE INDIGENT	0	0	\$ 0	0
0858-COUNTY WELFARE MAW	0	0	\$ 0	0
0859-COUNTY WELFARE CSHCN	0	0	\$ 0	0
0880-HOSPITAL LEASE RENTAL	0	0	\$ 0	263,541
2391-CUMULATIVE CAPITAL DEVELOPMENT	0	0	\$ 0	261,638
<i>Totals:</i>	<i>Total: \$ 4,651,900</i>	<i>Total: \$ 6,000,000</i>	<i>Total: \$ 0</i>	<i>Total: \$ 3,879,855</i>



“Column 4” is the only column that requires data entry. This column is used to publish any anticipated excessive levy appeal. Values may be entered directly into the boxes in “Column 4.”

1 Fund Name	2 Budget Estimate	3 Maximum Estimated Funds to be Raised (Including appeals and levies exempt from maximum levy limitations)	4 Excessive Levy Appeals (Included in Column 3)	5 Current Tax Levy
0005-CASINO/RIVERBOAT	0	0	\$ 0	0
0101-GENERAL	4,351,900	6,000,000	\$ 0	3,019,779
0123-2006 REASSESSMENT	0		\$ 0	0
0581-COURT HOUSE BOND	0		\$ 0	0
0702-HIGHWAY	0		\$ 0	0
0706-LOCAL ROAD & STREET	300,000		\$ 0	0
0790-CUMULATIVE BRIDGE	0		\$ 0	218,825
0801-HEALTH	0		\$ 0	116,072
0856-COUNTY HOSP CARE INDIGENT	0		\$ 0	0
0858-COUNTY WELFARE MAW	0		\$ 0	0
0859-COUNTY WELFARE CSHCN	0		\$ 0	0
0880-HOSPITAL LEASE RENTAL	0		\$ 0	263,541
2391-CUMULATIVE CAPITAL DEVELOPMENT	0		\$ 0	261,638
<i>Totals:</i>	<i>Total: \$ 4,651,900</i>	<i>Total: \$ 6,000,000</i>	<i>Total: \$ 0</i>	<i>Total: \$ 3,879,855</i>

The entire form may be saved by clicking the “Save” button at the bottom of the page.



Marking the Form “Ready to Submit”

Once the form is complete, you should click the “Ready to Submit” button at the bottom of the page. This can be done by someone with submission rights or edit rights. This will send a signal to the Gateway that the form is ready to submit. You will see this status change reflected on the completion statistics on the Accordion and in the fund and department selection lists.



You will also see that clicking this form has opened the door for the form to be submitted through the Accordion.

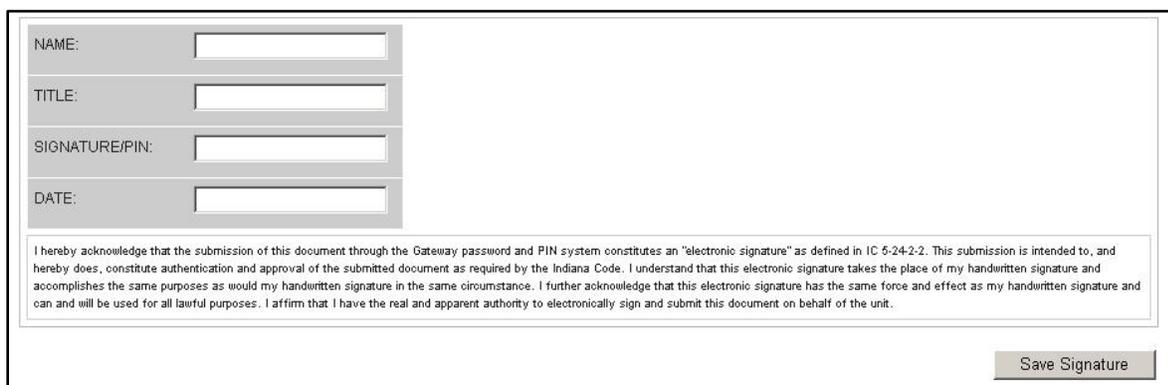


The screenshot shows a vertical list of forms in a yellow accordion style. The forms listed are: Form 1: Budget Estimate, Form 2: Estimate of Miscellaneous Revenues, Form 3: Notice to Taxpayers, Form 4: Ordinance for Appropriations and Tax Rates, Form 4A: Budget Report, Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate, and Form 144: Salary Ordinance. Each form has a warning icon on the right. Below the forms, there is a control bar with two buttons: 'Click to edit form' (with a pencil icon) and 'Click to submit completed form to DLGF' (with a right-pointing arrow icon). A large red arrow points from the edit button to the submit button. Below the buttons, it says '1 of 1 ready to submit.'

You may still edit the form after clicking the “Ready to Submit” button. The form will only be locked for editing after it has been submitted.

Signing the Form Electronically

At the bottom of Form 3, there is a box for you to use to place an electronic signature on the form. Only the user with submission rights will see the signature box.



The screenshot shows a signature box with four input fields: NAME, TITLE, SIGNATURE/PIN, and DATE. Below the fields is a disclaimer text: "I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit." At the bottom right of the box is a button labeled "Save Signature".

The signature box will be invisible to users with edit or read-only rights.

To sign the form, first type your name and title into the signature box. After that, you will need to enter a four-digit PIN code. This PIN code has been sent to the person with submission rights via email. You may contact the DLGF in the event that you have lost or not received a PIN code. The final step for completing the electronic signature is to indicate the date the form is being signed. You may enter the date directly into the field using the MM/DD/YYYY format. Alternatively, you may click on the date field and select from the calendar that pops up.

NAME:

TITLE:

SIGNATURE/PIN:

DATE:

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.

Save Signature

Click Here to Print

The Indiana Gateway for Government Information is maintained by the Indiana Department of Technology and the Indiana Business Research Center.

POWERED BY information-for INDIANA

Email

- [Technical Problems](#) (ibrctech@iupui.edu)
- [DLGF](#) (gateway@dlgf.in.gov)

Once you have added all the necessary information into the signature, you may save the signature information by clicking the "Save" button at the bottom of the page.

NAME:

TITLE:

SIGNATURE/PIN:

DATE:

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.

Ready to Submit

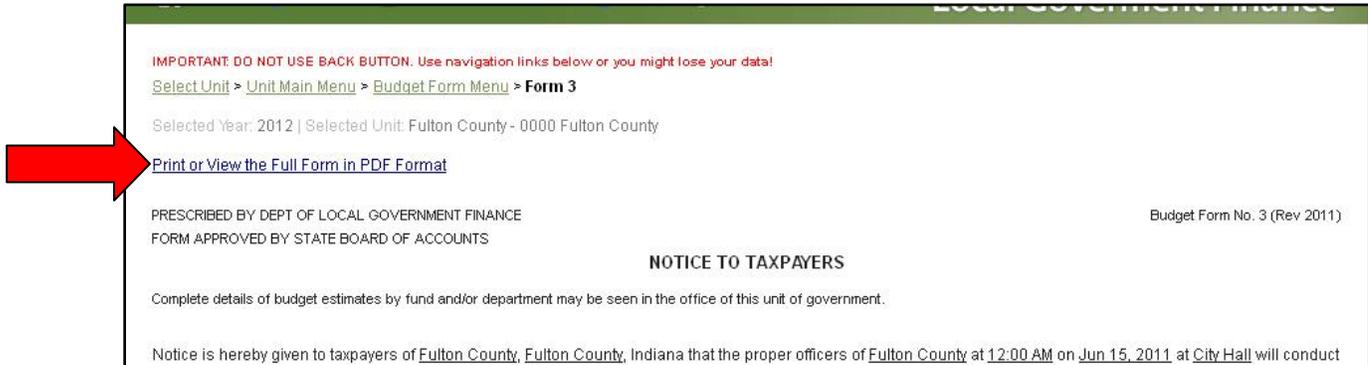
Save

This Form will still be editable. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application. Only Submitting the form to DLGF will turn off the editing function of the form.

The form is now ready for submission. For information on submitting the form, see Chapter 12: Submitting Electronic Forms.

Viewing and Printing the Form

At any point, the entire Form 3 for the unit may be viewed and/or printed. Click the link at the top-left corner of the form.



This will open a separate window with a pre-formatted, PDF version of the form. This will display all funds and departments within the unit. Only data that has already been entered and saved will be contained in the full report.

To print this report, go to your browser's "File" menu and select "Print." From there you will specify the printer (or print to a file, such as a PDF) and click "OK." This may look slightly different according to the browser used.

For information on printing the form, see Chapter 15: Printing Guide.

Additional Submission Requirements for Form 3

While Form 3 is the document that is given to a publisher to comply with publication requirements, the DLGF will also collect the "Proof of Publication," which contains the newspaper clipping and the publisher's affidavit. This document must be submitted as a duplicate of the original. The preferred submission method is as a file upload (PDF or picture file) through the Gateway. Other acceptable submission methods are via email (as an attachment), via fax, or via U.S. Mail.



Visit the Gateway at <https://gateway.ifionline.org/login.aspx>

Chapter 10: Budget Form 4

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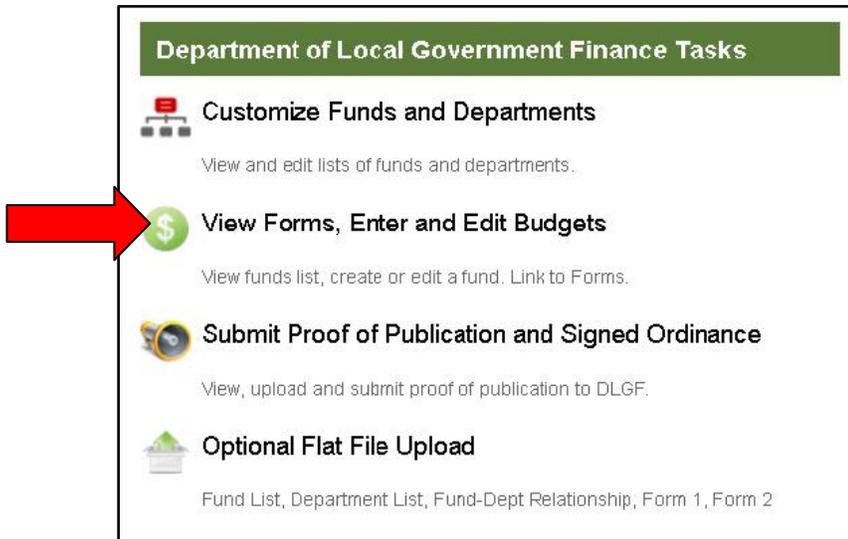
Getting Ready

Form 4 is the official ordinance that the fiscal body signs to formally adopt the budget. It is a single-page signature sheet, but it references and incorporates the budget figures on Forms 4a and 4b.

Form 4 should be submitted electronically through the Gateway. A hard copy of the Signed Ordinance that is generated as a result of Form 4 must also be submitted to the DLGF. For more, see the last section of this chapter entitled “Additional Submission Requirements for Form 4.”

Accessing Form 4

First, navigate to the Accordion by selecting your unit and then clicking “View Forms, Enter and Edit Budgets.”



From the Accordion, click on the link on the left side of the Form 4 box that says “Click to edit form.” This will load the form.



Ensuring that Form 4 is Generated Correctly

Unlike some other forms that have optional fill from other forms, figures on Form 4 are automatically generated from the Form 4a (adopted column) and Form 4bs (adopted column) that are entered into Gateway. Therefore, before printing the Form 4 for the fiscal body to sign, it is very important that Forms 4a and 4b adopted columns have been entered into Gateway for every fund for which you need to adopt a budget. If these forms have not been properly completed, red zeros will appear.

Selected Year: 2012 | Selected Unit: Fulton County - 0000 Fulton County

[Click Here to Print This Form](#)

PRESCRIBED BY DEPT OF LOCAL GOVERNMENT FINANCE Budget Form No. 4 (Rev 2011)
FORM APPROVED BY STATE BOARD OF ACCOUNTS

ORDINANCE FOR APPROPRIATIONS AND TAX RATES

Be it ordained by the Fulton County unit, Fulton County, Indiana that for the expenses of Fulton County for the year ending December 31, 2012, a total of \$ 0, as shown on Budget Form 4-A are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expense of Fulton County, a total of \$ 0 and a total of 0.0000, as shown on Budget Form 4-B are included herein. Budget Form 4-A and 4-B for all funds and departments are incorporated by the signing of this form and must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance shall be in full force and effect from and after its passage and approval by the taxing unit's fiscal body.

Name of Adopting Entity Select Type of Fiscal Body Date of Adoption

Name	Ave	Signature

Entering Data on the Form 4

The first section of the Form 4 is completed automatically within Gateway.

PRESCRIBED BY DEPT OF LOCAL GOVERNMENT FINANCE Budget Form No. 4 (Rev 2011)
FORM APPROVED BY STATE BOARD OF ACCOUNTS

ORDINANCE FOR APPROPRIATIONS AND TAX RATES

Be it ordained by the Fulton County unit, Fulton County, Indiana that for the expenses of Fulton County for the year ending December 31, 2012, a total of \$ 245,000, as shown on Budget Form 4-A are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expense of Fulton County, a total of \$ 5,526,100 and a total of 0.9210, as shown on Budget Form 4-B are included herein. Budget Form 4-A and 4-B for all funds and departments are incorporated by the signing of this form and must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

The second section will need to be entered directly.

This ordinance shall be in full force and effect from and after its passage and approval by the taxing unit's fiscal body.

Name of Adopting Entity Select Type of Fiscal Body Date of Adoption

Name		Signature	
<input type="checkbox"/> Save	<input type="text"/>	<input type="checkbox"/> Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>

ATTEST

Name	Title	Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>

MAYOR ACTION (For City use only)

Name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Approve <input type="checkbox"/> Veto		

Verifying the Total Budget, Levy, and Tax Rate

Gateway will use the information entered on Forms 4a and 4b to populate a total budget (from Form 4a), as well as a total property tax levy and rate (from Form 4b).

PRESCRIBED BY DEPT OF LOCAL GOVERNMENT FINANCE Budget Form No. 4 (Rev 2011)
 FORM APPROVED BY STATE BOARD OF ACCOUNTS

ORDINANCE FOR APPROPRIATIONS AND TAX RATES

Be it ordained by the Fulton County unit, Fulton County, Indiana that for the expenses of Fulton County for the year ending December 31, 2010, as shown on Budget Form 4-A are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expense of Fulton County, a total of \$ 5,526,100 as shown on Budget Form 4-B are included herein. Budget Form 4-A and 4-B for all funds and departments are incorporated by the signing of this form and must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

Since this is the formal adoption document of the fiscal body, it is imperative that these figures be verified before printing the form for the signature of the fiscal body. If the figures are not up-to-date in Gateway at the time of adoption, these values should be manually altered on the hard copy document that the fiscal body signs. **The DLGF will consider the totals listed on the signed, hard-copy Form 4 to be the official adoption of the fiscal body.**

Completing the Fiscal Body Information

The first step to preparing the form for printing is to indicate the name and type of fiscal body that is adopting the budget. In the specified field, type the name of the fiscal body (for example, “County Council”).

and a total tax rate of 0.9210, as shown on Budget Form 4-B are included herein. Budget Form 4-A and 4-B for all funds and departments are incorporated by the signing of this form and must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance shall be in full force and effect from and after its passage and approval by the taxing unit's fiscal body.

Name of Adopting Entity Select Type of Fiscal Body Date of Adoption

County Council |



Second, select the type of fiscal body. You may choose from the selections on the drop-down menu. If none of these selections are appropriate, please select “other” and fill in the blank below the drop-down menu to describe the type of fiscal body.

of this form and must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance shall be in full force and effect from and after its passage and approval by the taxing unit's fiscal body.

Name of Adopting Entity Select Type of Fiscal Body Date of Adoption

County Council

- County Council
- Common Council and Mayor
- Town Council
- Township Board
- Library Board
- Other (fill in blank below)

Name	Signature
<input type="text"/>	<input type="text"/>

Nav



Finally, indicate the date of adoption. This should be the date that the fiscal body holds its adoption meeting and signs the ordinance or resolution.

and a total tax rate of 0.9210, as shown on Budget Form 4-B are included herein. Budget Form 4-A and 4-B for all funds and departments are incorporated by the signing of this form and must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance shall be in full force and effect from and after its passage and approval by the taxing unit's fiscal body.

Name of Adopting Entity Select Type of Fiscal Body Date of Adoption

County Council County Council

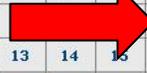
Name	Aye	Nav	Abstain
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save

June, 2011

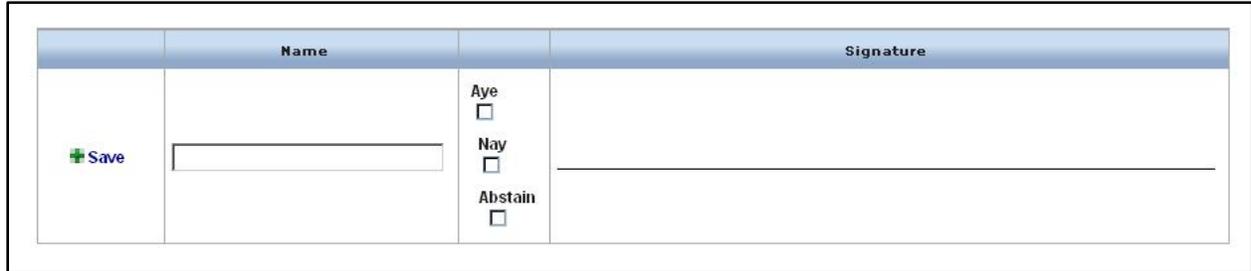
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Today: June 27, 2011



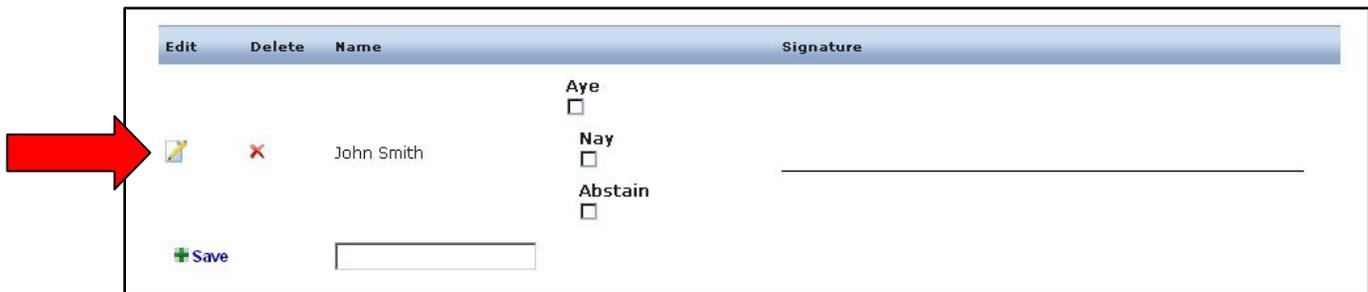
Adding Voting Members to the Form

The next step in preparing the form for printing is to add the name of each voting member of the fiscal body. To do this, go to the first section underneath the fiscal body information.



A screenshot of a web form section for adding voting members. It features a table with three columns: 'Name', a central column for voting options, and 'Signature'. The 'Name' column contains an empty text input field. The central column has three rows of options: 'Aye' with an unchecked checkbox, 'Nay' with an unchecked checkbox, and 'Abstain' with an unchecked checkbox. The 'Signature' column contains a horizontal line for a signature. A '+ Save' button is located on the left side of the form.

Fill in the name of the voting member and click “Save.” This will add the person’s name and give voting options and a signature line for the voting member.

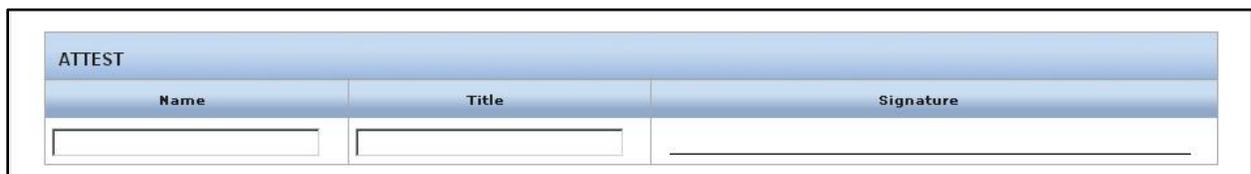


A screenshot of the same web form section, but now it displays a single entry for 'John Smith'. The 'Name' column shows 'John Smith', the central column shows the 'Aye', 'Nay', and 'Abstain' options with unchecked checkboxes, and the 'Signature' column shows a horizontal line. A red arrow points to the '+ Save' button at the bottom left. Above the table, there are 'Edit' and 'Delete' buttons. Below the table, there is an empty text input field and another '+ Save' button.

You cannot and should not indicate the vote of the member or fill in a signature. These fields should be completed in ink and submitted and visible on the hard copy submitted to the DLGF. Therefore, Gateway generates a signatures line and voting options but does not allow data entry in those fields.

Adding the “Attester” Information

Certain fiscal officers are responsible for attesting to the votes and signatures of the fiscal body. To specify the official that is attesting to the votes and signatures, move to the section below the voting members. Type the name and title into the fields provided.



A screenshot of a web form section titled 'ATTEST'. It contains a table with three columns: 'Name', 'Title', and 'Signature'. Each column has a corresponding text input field. The 'Signature' column has a horizontal line below the input field.

As with the voting members, the attesting official should sign this form in ink. Therefore, Gateway generates a signature line for printing but does not allow data entry on that line.

To save the information entered in this section, click the “Save” button at the bottom of the page.

Mayor Action (for City Use Only)

Within cities, the mayor has the duty of approving or vetoing the budget passed by the fiscal body. The next section of Gateway allows the form to be prepared for such action.

MAYOR ACTION (For City use only)			
Name		Signature	Date
<input type="text"/>	Approve <input type="checkbox"/>	<hr/>	<input type="text"/>
	Veto <input type="checkbox"/>		
<input type="button" value="Save"/>			

To prepare the form for printing, enter the name of the Mayor and, if desired, the date the action will be taken. It is the responsibility of the Mayor to indicate his or her vote and sign the form in ink, as with other signatures. Therefore, Gateway generates a signatures line and voting options but does not allow data entry in those fields.

To save the information entered in this section, click the “Save” button at the bottom of the page.

MAYOR ACTION (For City use only)			
Name		Signature	Date
<input type="text"/>	Approve <input type="checkbox"/>	<hr/>	<input type="text"/>
	Veto <input type="checkbox"/>		
<input type="button" value="Save"/>			



Marking the Form “Ready to Submit”

Once the form is complete for the unit, you should click the “Ready to Submit” button at the bottom of the page. This can be done by someone with submission rights or edit rights. This will send a signal to the Gateway that the form is ready to submit. You will see this status change reflected on the completion statistics on the Accordion and in the fund and department selection lists.

Important Form 4 Submission Details:
Budget Form 4 will need to be submitted as a hard-copy, signed document. Gateway has created the form based upon the information entered in Forms 4a and 4b. The document must be signed by the adopting body and submitted to the Department. It may be submitted through the "Submit Proof of Publication and Signed Ordinance" link on the Manage Funds page of Gateway, or may be faxed or mailed to the Department.



This Form will still be editable. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application. Only Submitting the form to DLGF will turn off the editing function of the form.

You will also see that clicking this form has opened the door for the form to be submitted through the Accordion.

Form 1: Budget Estimate

Form 2: Estimate of Miscellaneous Revenues

Form 3: Notice to Taxpayers

Form 4: Ordinance for Appropriations and Tax Rates

Click to edit form

Click to submit completed form to DLGF

1 of 1 ready to submit.

Form 4A: Budget Report

Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate

Form 144: Salary Ordinance

The form is still able to be edited after the “Ready to Submit” button is clicked. The form will only be locked for editing after it has been submitted.

Viewing and Printing the Form

At any point, the entire Form 4 for all funds and departments may be viewed and/or printed. Click the link at the top-left corner of the form.

Select Unit > Unit Main Menu > Budget Form Menu > Form 4

Selected Year: 2012 | Selected Unit: Fulton County - 0000 Fulton County

[Print or View the Full Form in PDF Format](#)

PRESCRIBED BY DEPT OF LOCAL GOVERNMENT FINANCE

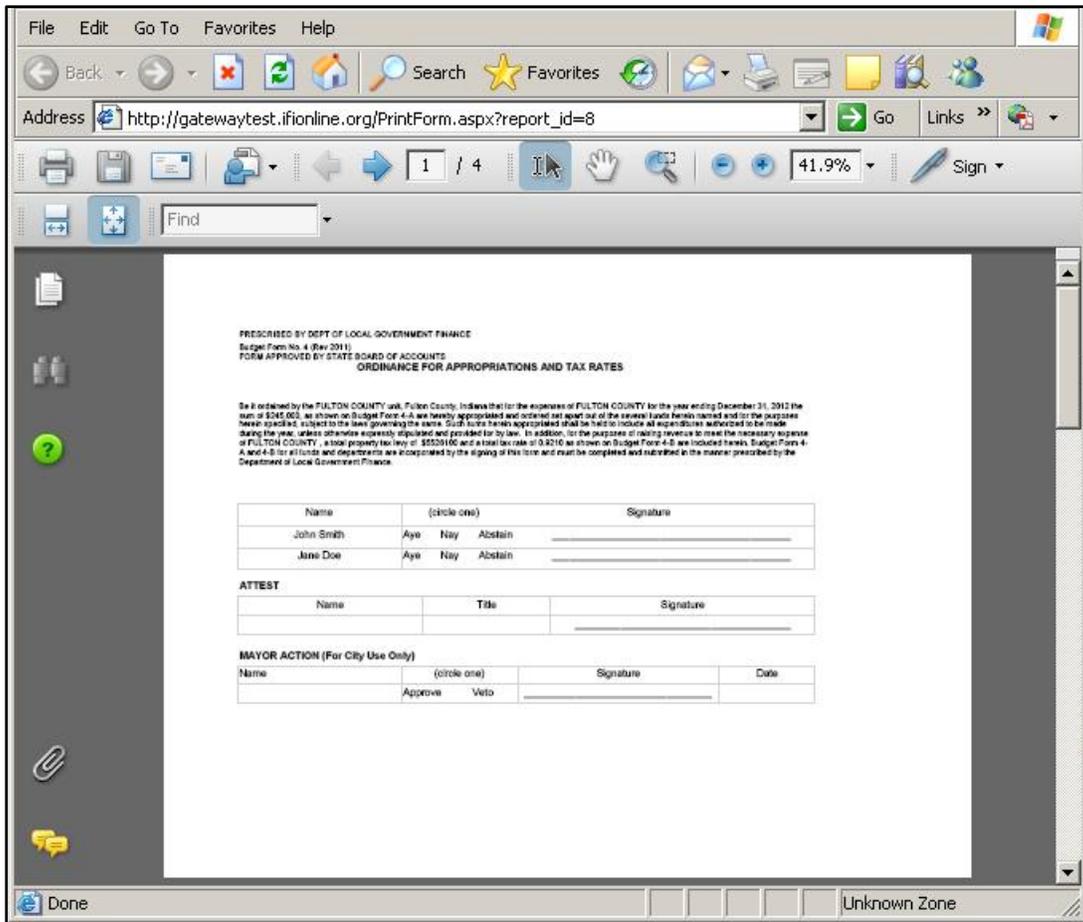
FORM APPROVED BY STATE BOARD OF ACCOUNTS

Budget Form No. 4 (Rev 2011)

ORDINANCE FOR APPROPRIATIONS AND TAX RATES

Be it ordained by the Fulton County unit, Fulton County, Indiana that for the expenses of Fulton County for the year ending December 31, 2012 the sum of \$ 0 as shown

This will open a separate window with a pre-formatted, PDF version of the form. This will display all funds and departments within the unit. Only data that has already been entered and saved will be contained in the full report.



To print this report, go to your browser’s “File” menu and select “Print.” From there you will specify the printer (or print to a file, such as a PDF) and click “OK.” This may look slightly different according to the browser used.

For information on printing the form, see Chapter 15: Printing Guide.

Additional Submission Requirements for Form 4

Since Form 4 is the legal document that adopts the budget and requires true signatures of the fiscal body, the DLGF will also collect the “Signed Ordinance/Resolution,” which contains the votes and ink-signatures of the fiscal body, attester, and Mayor (for a city). This document must be submitted as a duplicate of the original. The preferred submission method is as a file upload (PDF or picture file) through the Gateway. Other acceptable submission methods are via email (as an attachment), via fax, or via U.S. Mail.

Visit the Gateway at <https://gateway.ifionline.org/login.aspx>

Chapter 11: Budget Form 144

Chapter 11 Content:

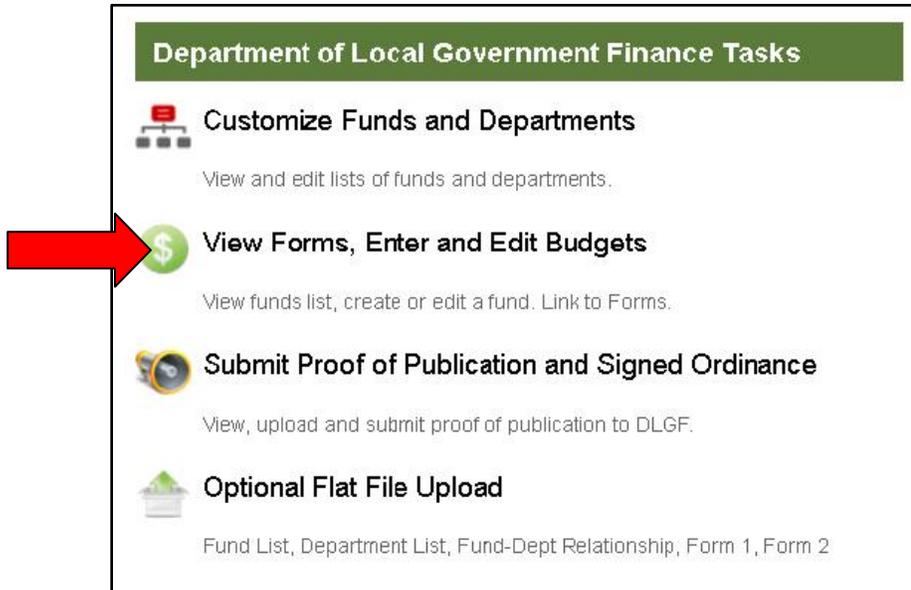
Getting Ready	102
Accessing the Form 144	102
Ensuring Proper Options are Available on the Form	103
Entering Data on Form 144	104
Entering Full-Time Salary Information	104
Entering Part-Time Salary Information	105
Marking the Form “Ready to Submit”	107
Signing the Form Electronically	108
Viewing and Printing the Form	109

Getting Ready

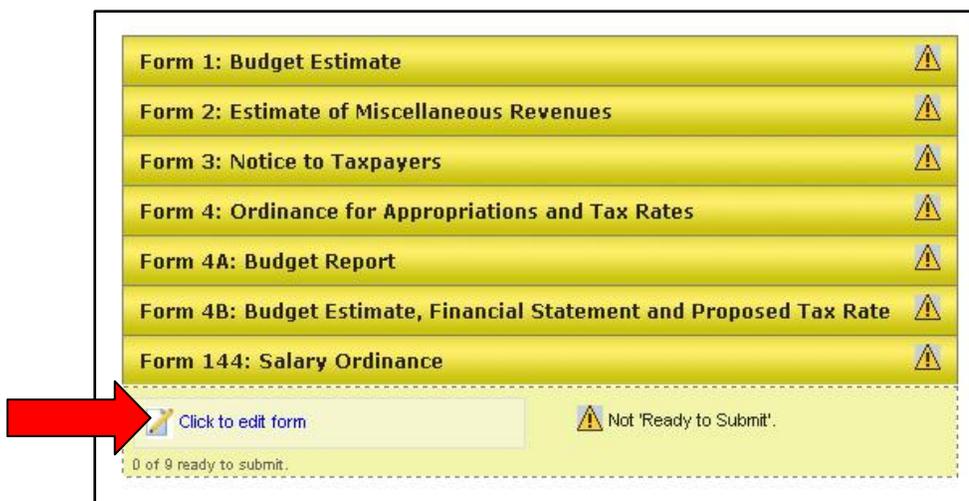
Form 144, used only by counties and some cities and towns, presents a list of the planned salaries of all full-time and part-time employees of the unit of government, broken down by department.

Accessing the Form 144

First, navigate to the Accordion by selecting your unit and then clicking “View Forms, Enter and Edit Budgets.”



From the Accordion, click on the link on the left side of the Form 144 box that says “Click to edit form.” This will load the form.



You will need to make one selection before arriving at the form. You will need to select the department from the list you customized previously (see Chapter 4: Customizing Your Unit). On the right side of the list, you will see completion statistics that will tell you whether each department’s Form 144 has been completed. This will be indicated by a “Y” if complete and an “N” if not. Click on the name of the department to proceed.

Form 144 - Dept. List for 0000 Fulton County Unit

Form 144 Links

Department Code	Link to Form 144 - Department Name	Marked as Complete
0000	0000 - No Department	N
0001	0001 - Clerk Of Circuit Court (County Clerk)	N
0003	0003 - County Treasurer	N
0004	0004 - County Recorder	N
0005	0005 - County Sheriff	N
0007	0007 - County Coroner	N
0117	0117 - Personnel	N
0529	0529 - County Highway	N

Ensuring Proper Options are Available on the Form

The availability of Form 144s is based upon the unit customization departments. To ensure that the proper number and type of forms are available, please be sure that you have completed the second step in the “Customize Unit” area.

Since you will need to make a department selection to get to the Form 144, Gateway will give you the option of “0000-No Department” if you have not previously added Departments to your list.

Departments List for Fulton County

Department Code	Department Name	Remove Dept.
0000	0000 - No Department	✘

Entering Data on Form 144

Form 144 collects salaries in two groups: full-time employees and part-time employees. To start filling out data, first type the name of the department or other entity reporting this Form 144.

Prescribed by Department of Local Government Finance
Approved by State Board of Accounts

Budget Form No. 144 (Rev. 2002)

**STATEMENT OF SALARIES AND WAGES
PROPOSED TO BE PAID OFFICERS AND EMPLOYEES
CALENDAR YEAR 2012**

Name of Office, Department  _____, Fulton County, Indiana

The following statement shows the salaries and wages proposed to be paid to officers and employees of the above named offices, department, board or agency during the calendar year.

FULL TIME SALARIES OFFICERS AND EMPLOYEES

	Title of Position or Employee Classification	Number	Rate of Monthly Salary	Total Annual Salaries
+ Save	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

PART TIME AND HOURLY RATED EMPLOYEES

	Title of Position or Employee Classification	Rate of Pay	Per Unit
+ Save	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> <input type="text"/>

Entering Full-Time Salary Information

Data entry on this section is simple. Type the title of the position or classification in the first field. Type the number of positions your department has for this particular title or classification in the second field.

Name of Office, Department, Board or Agency: _____, Fulton County, Indiana

The following statement shows the salaries and wages proposed to be paid to officers and employees of the above named offices, department, board or agency during the calendar year.

FULL TIME SALARIES OFFICERS AND EMPLOYEES

	Title of Position or Employee Classification	Number	Rate of Monthly Salary	Total Annual Salaries
+ Save	Department Director	200	\$ 5000	\$ 60000

The final step is to enter the rate of monthly and annual salaries in fields three and four. If you have indicated that more than one position exists for a certain title, you may report the sum of all the position salaries in these fields. Alternatively, you may report the rate as a rate per employee. Since different units use this form differently, you should rely on past practice and the guidance of your local fiscal body when filling out this section.

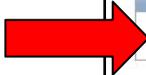
Once all four fields have been entered, click “Save.”

Name of Office, Department, Board or Agency: , Fulton County, Indiana

The following statement shows the salaries and wages proposed to be paid to officers and employees of the above named offices, department, board or agency during the calendar year.

FULL TIME SALARIES OFFICERS AND EMPLOYEES

	Title of Position or Employee Classification	Number	Rate of Monthly Salary	Total Annual Salaries
 Save	<input type="text" value="Department Director"/>	<input type="text" value="200"/>	<input type="text" value="\$5000"/>	<input type="text" value="\$60000"/>



Name of Office, Department, Board or Agency: , Fulton County, Indiana

The following statement shows the salaries and wages proposed to be paid to officers and employees of the above named offices, department, board or agency during the calendar year.

FULL TIME SALARIES OFFICERS AND EMPLOYEES

Edit	Delete	Title of Position or Employee Classification	Number	Rate of Monthly Salary	Total Annual Salaries
		Department Director	200	\$5,000.00	\$60,000.00
			Total: 200	Total: \$ 5,000.00	Total: \$ 60,000.00

 Save

Entering Part-Time Salary Information

Data entry on this section is similar to the previous section. Type the title of the position or classification in the first field. Then enter a rate of pay in the second field.

PART TIME AND HOURLY RATED EMPLOYEES

	Title of Position or Employee Classification	Rate of Pay	Per Unit
 Save	<input type="text" value="Summer Intern"/>	\$ <input type="text" value="8"/>	<input type="text"/> <input type="text"/>

*Show rate of pay per month, week, day, hour, etc.

Since the data reports a periodic wage, you must also indicate the interval to which the rate applies. For example, employees may be paid per hour, per day, per month, etc. Use the drop-down menu labeled “per unit” to select the applicable period.

PART TIME AND HOURLY RATED EMPLOYEES

	Title of Position or Employee Classification	Rate of Pay	Per Unit
	Summer Intern	\$8	

NAME:

TITLE:

month, week, day, hour, etc.



If the employee is paid by a different interval (such as “per mowing job” or “per case worked”), please select “other” in the drop-down menu. This will allow you to enter a description in the next field.

PART TIME AND HOURLY RATED EMPLOYEES

	Title of Position or Employee Classification	Rate of Pay	Per Unit
	Summer Intern	\$8	Per Other <input type="text" value="case worked"/>

*Show rate of pay per month, week, day, hour, etc.



Once all four fields have been entered, click “Save.”

PART TIME AND HOURLY RATED EMPLOYEES

	Title of Position or Employee Classification	Rate of Pay	Per Unit
	Summer Intern	\$8	Per Other <input type="text" value="case worked"/>

*Show rate of pay per month, week, day, hour, etc.



PART TIME AND HOURLY RATED EMPLOYEES

Edit	Delete	Title of Position or Employee Classification	Rate of Pay	Per Unit
		Summer Intern	\$8.00	Other - per case worked
		<input type="text"/>	<input type="text"/>	 <input type="text"/>

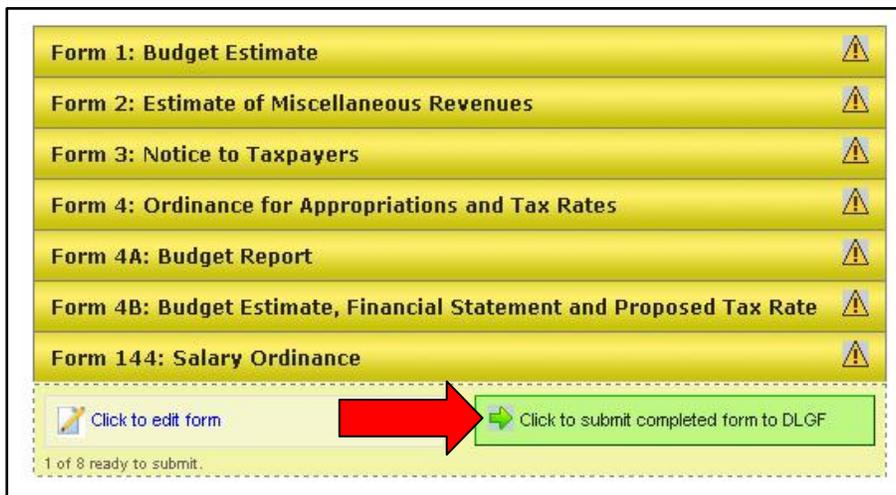
*Show rate of pay per month, week, day, hour, etc.

Marking the Form “Ready to Submit”

Once the form is complete, you should click the button at the bottom of the page that says “Ready to Submit.” This can be done by someone with submission rights or edit rights. This will send a signal to the Gateway that the form is ready to submit. You will see this status change reflected on the completion statistics on the Accordion and in the fund and department selection lists.



You will also see that clicking this form has opened the door for the form to be submitted through the Accordion.



The form is still able to be edited after the “Ready to Submit” button is clicked. The form will only be locked for editing after it has been submitted.

Signing the Form Electronically

At the bottom of Form 144, there is a box to place an electronic signature on the form. Only the user with submission rights will see the signature box.

NAME:

TITLE:

SIGNATURE/PIN:

DATE:

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.

Save

The signature box will be invisible to users with edit or read-only rights.

To sign the form, first type your name and title into the signature box. After that, you will need to enter a four-digit PIN code. This PIN code has been sent to the person with submission rights via email. You may contact the DLGF in the event that you have lost or not received a PIN code. The final step for completing the electronic signature is to indicate the date the form is being signed. You may enter the date directly into the field using the MM/DD/YYYY format. Alternatively, you may click on the date field and select from the calendar that pops up.

NAME:

TITLE:

SIGNATURE/PIN:

DATE:

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.

Save

Click Here to Print

June, 2011						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

Today: June 27, 2011

The Indiana Gateway for Gov... to the Indiana Department of L... the Indiana Business Research...
... to submit forms... it is maintained by
Email
• DLGF
(gateway@dlgf.in.gov)

POWERED BY
information for
INDIANA

Once you have added all the necessary information into the signature, you may save the signature information by clicking the “Save” button at the bottom of the page.

NAME:	<input type="text" value="John Smith"/>
TITLE:	<input type="text" value="Auditor"/>
SIGNATURE/PIN:	<input type="text" value="4321"/>
DATE:	<input type="text" value="6/15/2011"/>

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.



The form is now ready to be submitted. For information on submitting the form, see Chapter 12: Submitting Electronic Forms.

Viewing and Printing the Form

At any point, the entire Form 144 for all departments may be viewed and/or printed. Click the link at the top-left corner of the form.

IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!

[Select Unit](#) > [Unit Main Menu](#) > [Budget Form Menu](#) > [Select Department](#) > **Form 144**

Selected Year: 2012 | Selected Unit: Fulton County - 0000 Fulton County

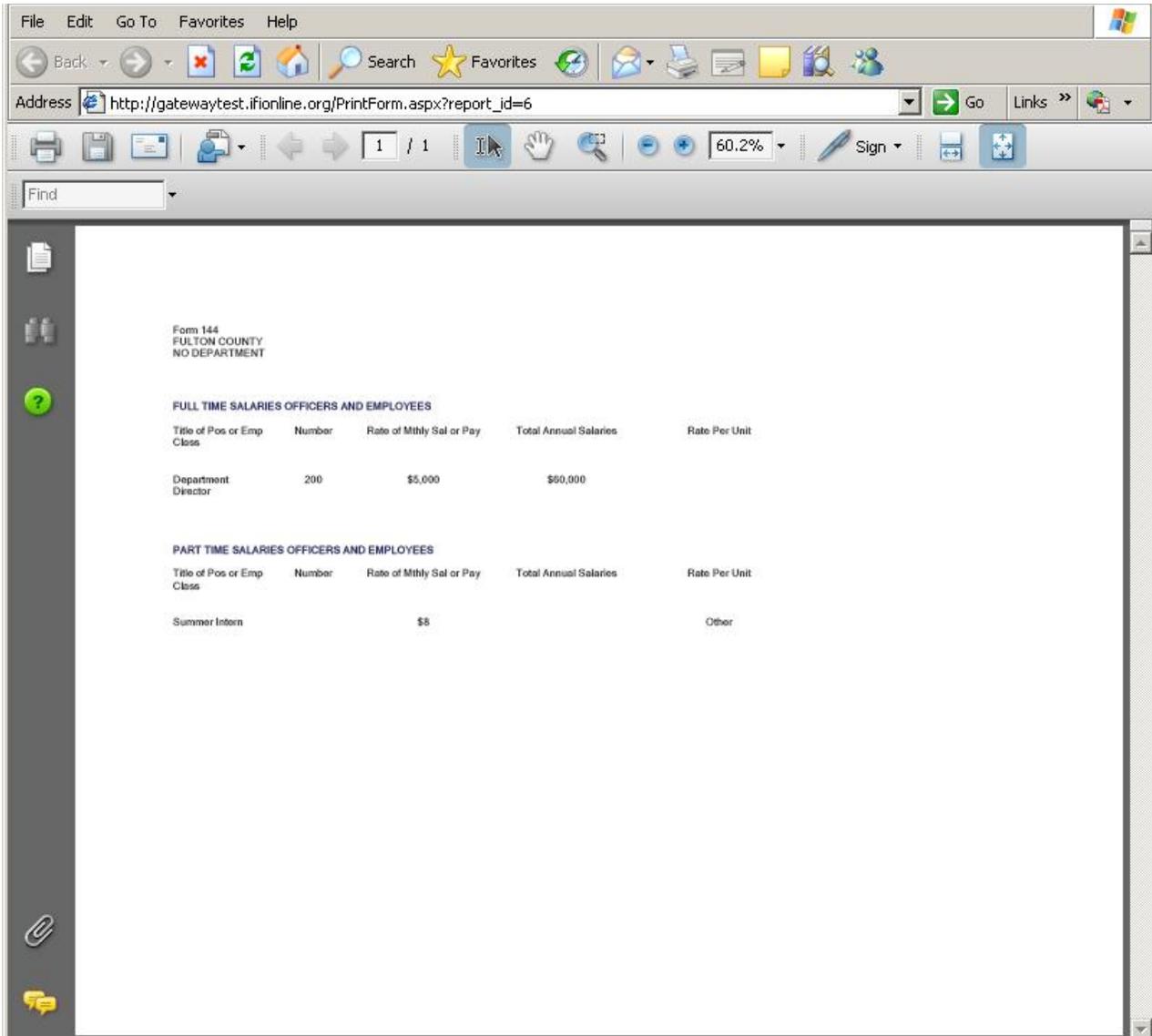
 [Print or View the Full Form in PDF Format](#)

Prescribed by Department of Local Government Finance
Approved by State Board of Accounts

Budget Form No. 144 (Rev. 2002)

STATEMENT OF SALARIES AND WAGES

This will open a separate window with a pre-formatted, PDF version of the form. This will display all departments within the unit. Only data that has already been entered and saved will be contained in the full report.



To print this report, go to your browser’s “File” menu and select “Print.” From there you will specify the printer (or print to a file, such as a PDF) and click “OK.” This may look slightly different according to the browser used.

For information on printing the form, see Chapter 15: Printing Guide.

Visit the Gateway at <https://gateway.ifionline.org/login.aspx>

Chapter 12: Submitting Electronic Forms

Chapter 12 Content:

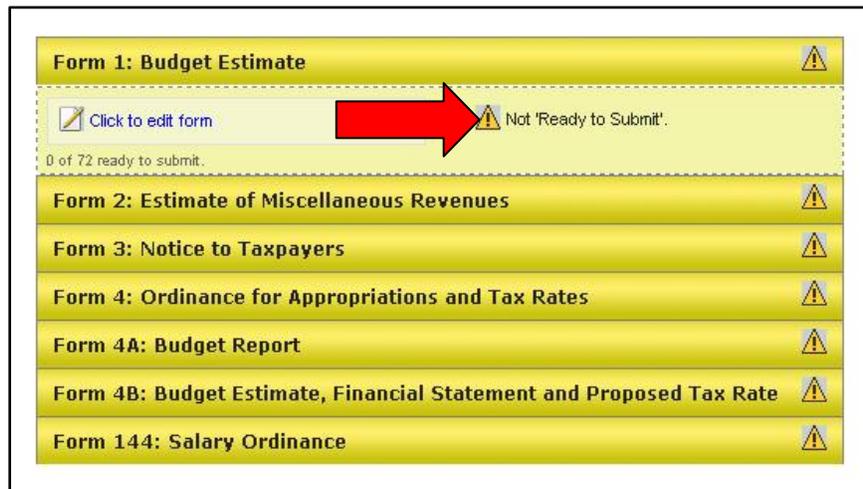
Official Submission of Forms to DLGF **112**
 Verifying Completion Statistics on the Accordion 112
 Verifying the Electronic Signature 113
 Submitting the Forms 113

Official Submission of Forms to DLGF

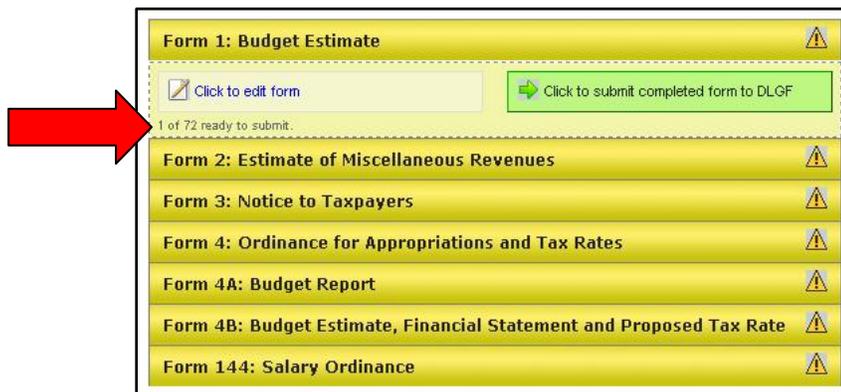
Submission itself is done from the Accordion. The Accordion provides tools to help ensure that users appropriately submit their forms. The submission button also resides in the Accordion.

Verifying Completion Statistics on the Accordion

Until you are finished with a particular form, the Accordion will show that the form is not yet marked ready for submission.



Once the form is complete and correct, you should click the “ready to submit” button at the bottom of the form. This can be done by users with submission rights or edit rights. For more information, please see Chapters 5-11. Clicking “ready to submit” will open the door for the form to be submitted. It will also update the completion statistics, located at the bottom-left of each form’s section of the Accordion.



The first number in the completion statistic is the total count of available forms that have been marked “Ready to Submit.” The second number is the total combination of forms that should be completed. This is based on the fund lists, department lists, and fund-department combinations that you have customized. (For more information, please see Chapter 4: Customizing Your Unit.)

For example, assume a unit has a general fund with four departments, a debt service fund, and a rainy day fund. The unit will need to complete six Form 1s (four for the general fund and one for each of the other funds). It will need to complete three Form 2s and three Form 4Bs (one for each fund). It will need to complete four Form 144s (one for each department, if applicable). Finally, it will need to complete only one Form 3, Form 4, and Form 4a, since those forms contain aggregate unit information.

Before submitting the forms, please ensure that the proper number of forms has been completed and marked “Ready to Submit.” You can easily verify this using the completion statistics on the Accordion.

Verifying the Electronic Signature

Each form (except Form 4) contains an electronic signature box. Before submitting the forms, you should ensure that you have added the electronic signature. Only the user with submission access may sign the form. Users with edit or read-only rights will not be able to view or edit the signature box. Each user with submission rights will be emailed a confidential, four-digit PIN code (e.g. 1234). This code will be entered into the signature box to validate the electronic signature. Once you have signed the form, click the “Save” button at the bottom of the page to save the signature.

NAME:	<input type="text" value="John Smith"/>
TITLE:	<input type="text" value="Auditor"/>
SIGNATURE/PIN:	<input type="text" value="4321"/>
DATE:	<input type="text" value="6/7/2011"/>

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.



Submitting the Forms

Within a particular form number, all completed forms are submitted as a group, with a single click. In our previous example, the unit needed to complete six Form 1s. Clicking the “Submit” button on the Form 1 area in the Accordion will result in the submission of all six Form 1s. **It is important to note that clicking the “Submit” button will submit all the forms in that group, regardless of whether the forms have been completed.**

After ensuring that the proper number of forms have been marked “ready to submit” and contain the electronic signature, you may submit the group of forms by clicking the button on the Accordion that says “Click to submit completed form to DLGF.”

Form 1: Budget Estimate ⚠

1 of 72 ready to submit.

Form 2: Estimate of Miscellaneous Revenues ⚠

Form 3: Notice to Taxpayers ⚠

Form 4: Ordinance for Appropriations and Tax Rates ⚠

Form 4A: Budget Report ⚠

Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate ⚠

Form 144: Salary Ordinance ⚠

This submits the group of forms. After clicking the button to submit the form, a confirmation box will appear. Click “OK” to proceed.

⚠

Are you sure you want to submit this form?

Estimate of Miscellaneous Revenues

Once you confirm your submission, the status bar will say “This form has been submitted” and the form will receive a green check mark. No further action is required for that form.

The screenshot shows a web interface for form submission. At the top, a green bar highlights 'Form 1: Budget Estimate' with a green checkmark icon. Below this bar, a dashed-line box contains a 'Click to view form' button and a status message: 'This form has been submitted.' with a green checkmark. Below the dashed box, a status bar indicates '1 of 600 ready to submit.' Below this, a list of other forms is shown, each with a yellow warning icon: 'Form 2: Estimate of Miscellaneous Revenues', 'Form 3: Notice to Taxpayers', 'Form 4: Ordinance for Appropriations and Tax Rates', 'Form 4A: Budget Report', 'Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate', and 'Form 144: Salary Ordinance'. A red arrow points to the 'Form 1: Budget Estimate' header.

Once you have submitted a set of forms, you will no longer be able to edit them. If you have submitted forms accidentally or need to make a modification, you may contact the DLGF to unlock your forms.

Submitted forms will be available for the public via the Gateway website.

Visit the Gateway at <https://gateway.ifionline.org/login.aspx>

Chapter 13: Submitting Hard Copy Forms

Chapter 13 Content:

Overview	117
Form 3: Proof of Publication	117
Form 4: Ordinance or Resolution	117
Submitting the Hard Copy Documents	117
Proof of Publication	118
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Overview

While most budget data may be transmitted in a pure electronic format, two forms must be submitted in hard copy form. In this context, a hard copy document need not be the original document, nor does it need to be submitted in paper format. A hard copy document may be a scanned PDF or picture file or a facsimile.

Form 3: Proof of Publication

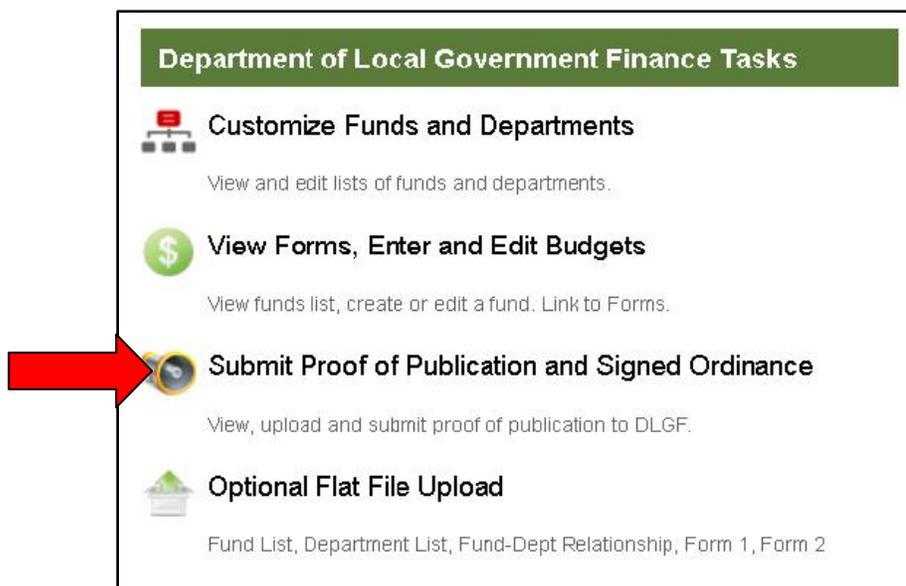
The DLGF must review the proof of publication to certify a budget. The proof of publication must show the newspaper clipping and publisher’s affidavit. These are only transmittable as hard copy documents. Gateway can be used to generate the Form 3 to take to the publisher. As in the past, the DLGF will collect the Form 3 itself in addition to the Proof of Publication. This year, the electronic Form 3 must be submitted through Gateway as described in Chapter 12. The Proof of Publication must be submitted separately as described in this chapter.

Form 4: Ordinance or Resolution

The official adoption ordinance or resolution must be signed in ink by the members of the fiscal body. Ink signatures are only transmittable as hard copy documents. When signing, all members should also indicate their votes in ink on the form. Gateway can be used to generate the Form 4 for the fiscal body to sign. The electronic Form 4 must be submitted (without signatures or votes) through the Gateway as described in Chapter 12. The Signed Ordinance must be submitted separately as described in this chapter.

Submitting the Hard Copy Documents

The preferred method of submitting hard copy documents is to upload a file (PDF or picture) to the Gateway website. To access the screen to complete this upload, start from the Unit Main Menu. Click on the link that says “Submit Proof of Publication and Signed Ordinance.”



The next screen provides two separate upload areas, one for each document.

Submit Proof of Publication and Ordinance - 0000 Fulton County

Submit Publication

Enter a Description:

Select File to Upload:

Publication Date 1:

Publication Date 2:

Submit Ordinance

Enter a Description:

Select File to Upload:

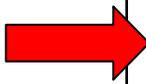
Ordinance Date:

Before you can complete this step, you must first create the file and save it somewhere on your computer. The file will most often be created using a scanner to convert a paper document into a PDF file.

Proof of Publication

To submit the Proof of Publication, you will need to input some basic identifying information. First, you will enter a description. This allows you to name the file submission. You may call it whatever you like, but you are encouraged to provide a specific name, such as “Township Proof of Publication in Indianapolis Star” instead of a generic name, such as “Upload #1.”

Submit Publication

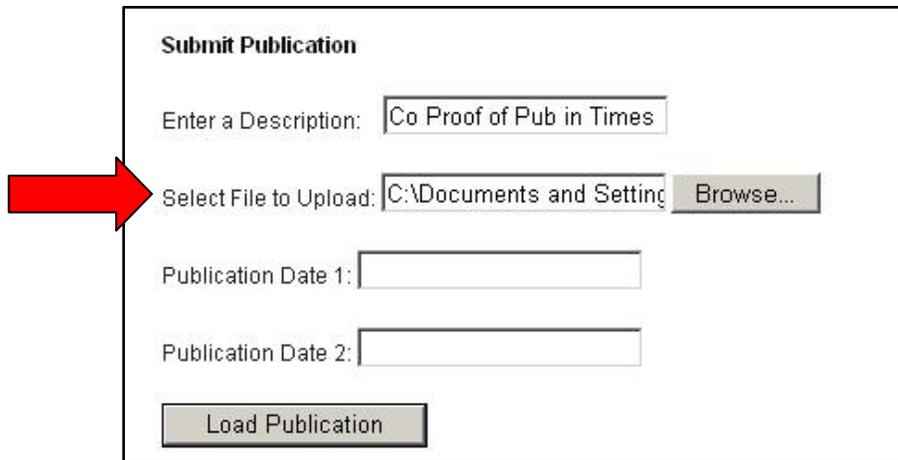
Enter a Description: 

Select File to Upload:

Publication Date 1:

Publication Date 2:

The next step is to select the file to upload. Again, you must first create the file before uploading it. Click the “Browse” button to access all the files saved on your computer. Navigate to the file’s location, and select the file by either double-clicking on its name or clicking it once and hitting “Open.” The path name to the file location will then display in the second box.



Submit Publication

Enter a Description:

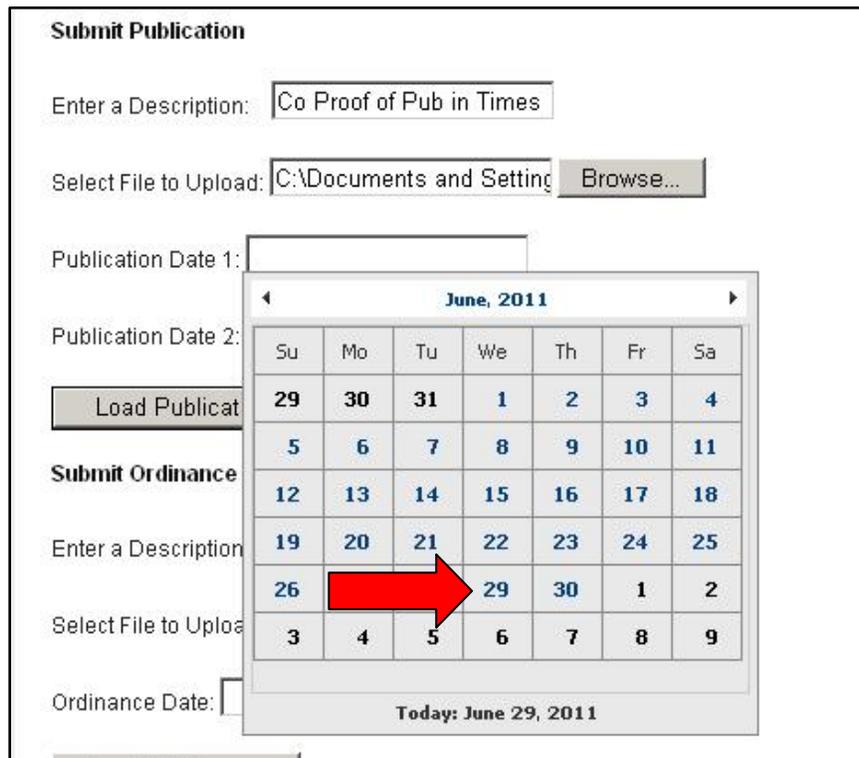
Select File to Upload:

Publication Date 1:

Publication Date 2:

The final step is to select the publication date(s). Each unit must publish the Form 3 data two times. Some publishers offer a single Proof of Publication for both publication dates, while others offer a separate Proof for each publication date. Gateway permits you to select one publication date or two, depending on the type of Proof you receive from the publisher.

Clicking on the date field will bring up a calendar. You may select the date from the calendar. Alternatively, you may type the date directly into the field in the format MM/DD/YYYY.



Submit Publication

Enter a Description:

Select File to Upload:

Publication Date 1:

Publication Date 2:

Submit Ordinance

Enter a Description:

Select File to Upload:

Ordinance Date:

June, 2011						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Today: June 29, 2011

Once you have entered information into the fields, click “Load Publication.” A confirmation will appear at the bottom of the screen detailing the information provided, the file name, and the date the upload was completed.

Submit Publication
Publication File Upload Successful

Enter a Description:

Select File to Upload:

Publication Date 1:

Publication Date 2:

Submit Ordinance

Enter a Description:

Select File to Upload:

Ordinance Date:

Publication File Name	Publication Description	Publication Upload Date	Publication Date 1	Publication Date 2
Demo Publication.pdf	Co Proof of Pub in Times	6-29-2011	6-29-2011	7-09-2011



Signed Ordinance

To submit the Signed Ordinance, you will need to input some basic identifying information. First, you will enter a description. This allows you to name the file submission. You may call it whatever you like, but you are encouraged to provide a specific name, such as “Council budget adoption ordinance” instead of a generic name, such as “Upload #2.”

Submit Ordinance

Enter a Description:

Select File to Upload:

Ordinance Date:

Publication File Name	Publication Description	Publication Upload Date	Publication Date 1	Publ Date
-----------------------	-------------------------	-------------------------	--------------------	-----------



The next step is to select the file to upload. This is done exactly the same way as described in the previous section.

Submit Ordinance

Enter a Description:

Select File to Upload:

Ordinance Date:

Publication File Name	Publication Description	Publication Upload Date	Publication Date 1

The final step is to select the ordinance date. Please indicate the date that the ordinance was adopted and signed by the fiscal body. Clicking on the date field will bring up a calendar. You may select the date from the calendar. Alternatively, you may type the date directly into the field in the format MM/DD/YYYY.

Submit Ordinance

Enter a Description:

Select File to Upload:

Ordinance Date:

Publication Name	Publication Date 1	Publication Date 2
Demo Publication.	6-29-2011	7-0

June, 2011

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Today: June 29, 2011

The Indiana Gateway for Governmental e-Procurement 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](#).

After the information is filled in, click “Load Ordinance.” A separate confirmation will be listed at the bottom of the page.

Load Publication

Submit Ordinance
Ordinance File Upload Successful

Enter a Description:

Select File to Upload:

Ordinance Date:

Publication File Name	Publication Description	Publication Upload Date	Publication Date 1	Publication Date 2
Demo Publication.pdf	Co Proof of Pub in Times	6-29-2011	6-29-2011	7-09-2011

Ordinance File Name	Ordinance Description	Ordinance Upload Date	Ordinance Date
Demo Ordinance.pdf	Council Ordinance	6-29-2011	6-14-2011





Visit the Gateway at <https://gateway.ifionline.org/login.aspx>

Chapter 14: Certificate of Net Assessed Value

Chapter 14 Content:

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Completing the Certificate of Net Assessed Value	126
Step 1: Enter Taxing District Data	126
Step 2: Verify Unit List	129
Step 3: Match Districts to Units	131
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Important Note about District and Unit Changes	135

Accessing the Certificate of Net Assessed Value

Select Unit

Once you log in, a list of units that have been assigned to your user account will appear. For the purpose of completing the Certificate of Net Assessed Value, you must select the county unit.

Gateway INDIANA
for government units

An Information for Indiana Data Site

Home About Account Settings Help F.A.Q Logout

IMPORTANT DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!

Select Unit

Select Unit from List

Currently Viewing Year: 2012

Click a link below to select your unit.

Unit Code	Unit Name Link	Unit Type	Unit County
	Adams County	County	Adams
0000	Fulton County	County	Fulton
0002	Henry Township	Township	Fulton

Simply click on the name of the county unit to proceed to the Unit Main Screen.

The Certificate of Net Assessed Value will appear on the Unit Main Menu screen under the “County Specific Functions” area.

The screenshot shows the 'Gateway for government units' website interface. At the top, there is a navigation bar with links for Home, About, Account Settings, Help, F.A.Q, and Logout. Below the navigation bar, a red warning message states: 'IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!'. The user is currently viewing the 'Unit Main Menu' for Adams County, with the selected year being 2012. The page is titled 'Unit Main Menu - 0000 Adams County' and provides instructions to select options to customize the unit's funds, departments, and/or publications. There are two main sections: 'Department of Local Government Finance Tasks' and 'Indiana State Board of Accounts Tasks'. Under 'Department of Local Government Finance Tasks', there are four options: 'Customize Funds and Departments', 'View Forms, Enter and Edit Budgets', 'Submit Proof of Publication and Signed Ordinance', and 'Optional Flat File Upload'. Under 'Indiana State Board of Accounts Tasks', there is one option: 'Manage Funds List'. A third section, 'County Specific Functions', is highlighted in green and contains one option: 'Certificate of Net Assessed Valuations'. A red arrow points to this option. Below the 'Certificate of Net Assessed Valuations' link, there is a warning icon and the text 'CNAV is Ready to Fill Out' and 'View, upload and submit certificate of Net AV to DLGF.'

Completing the Certificate of Net Assessed Value

The Certificate of Net Assessed Value is completed as a four-step process. Step 1 allows you to enter the net assessed value data at the taxing district level. Steps 2-3 allow you to assign taxing districts to units, enabling Gateway to compute unit-level net assessed value certifications. Step 4 permits you to electronically sign the form.

Step 1: Enter Taxing District Data

In this step, you will enter net assessed value data by taxing district into a web-based “spreadsheet.” The spreadsheet is contained within a scrollable panel. You may tab through the fields as with other spreadsheet software (e.g., Microsoft Excel). Alternatively, the bars at the right and bottom of the screen can be used to scroll through the form.

[Step 2: Verify Units List](#)

Step 1: Enter Taxing District Data

Certificate of Net Assessed Valuations

Delete	Col B: State Assigned Taxing District Code	Col B: District Name	Col C: Bank PP AV	Col D: Net Assessed Valuation Real Estate	Col E: Net Assessed Valuation Business Personal Property Only	Col F: Minus Assessed Value of TIF Real Estate	Col G: Minus Assessed Values TIF Business Personal Property Only
<input checked="" type="checkbox"/>	002	SOUTH BLUE CREEK TOWNSHIP	\$55	\$2300	\$45	\$203	\$34
<input checked="" type="checkbox"/>	003	NORTH FRENCH TOWNSHIP	\$9	\$2342323423423	\$45645	\$4564	
<input checked="" type="checkbox"/>	004	SOUTH FRENCH TOWNSHIP	\$20	\$45546	\$456	\$0	\$0
<input checked="" type="checkbox"/>	005	HARTFORD TOWNSHIP	\$50	\$456	\$0	\$0	\$0
<input checked="" type="checkbox"/>	008	JEFFERSON TOWNSHIP	\$0	\$2354	\$0	\$0	\$0
<input checked="" type="checkbox"/>	007	KIRKLAND TOWNSHIP	\$0	\$0	\$0	\$0	\$0
<input checked="" type="checkbox"/>	008	NORTH MONROE TOWNSHIP	\$0	\$7	\$8	\$0	\$0

As with other spreadsheet software, the column sizes can be altered by “dragging” the edges back and forth. Further, the data may be sorted according to a particular column’s values by clicking on the label of the column you wish to use as the sort parameter.

[Step 2: Verify Units List](#)

Step 1: Enter Taxing District Data

Certificate of Net Assessed Valuations

Delete	Col B: State Assign Taxing District Code	▲ Col B: District Name	Col C: Bank PP AV	Col D: Net Assessed Valuation Real Estate	Col E: Net Assessed Valuation Business Personal Property Only	Col F: Minus Assessed Value of TIF Real Estate	Col G: Minus Assessed TIF Business Pe Property Only
✖	010	BERNE CITY-MONROE TOWNSHIP	\$0	\$48330792	\$18584600	\$2500110	\$3064840
✖	018	BERNE CITY-WABASH TOWNSHIP	\$0	\$51189051	\$5054320	\$0	\$0
✖	014	DECATUR CITY-ROOT TOWNSHIP	\$0	\$108040084	\$32347540	\$0	\$0
✖	019	GENEVA TOWN	\$0	\$31386182	\$7409810	\$0	\$0
✖	005	HARTFORD TOWNSHIP	\$50	\$456	\$0	\$0	\$0
✖	006	JEFFERSON TOWNSHIP	\$0	\$2354	\$0	\$0	\$0
✖	007	KIRKLAND TOWNSHIP	\$0	\$0	\$0	\$0	\$0

As data are entered, they can be saved by clicking the “Save” button at the bottom of the panel. Data are also saved when you hit the “Enter” key on the keyboard or when you move to a different row using the mouse. You will know the data have been saved when a message appears above the save button that says “Data Posted Successfully.”

✖	007	KIRKLAND TOWNSHIP	\$0	\$0	\$0	\$0	\$0
✖	011	MONROE TOWN-MONROE TOWNSHIP	\$0	\$16144244	\$1081500	\$0	\$0
✖	003	NORTH FRENCH TOWNSHIP	\$9	\$2342323423423	\$45645	\$4564	\$7

Data Posted Successfully

If a new taxing district is required, you may add one by clicking the “Add New Taxing District” button located at the bottom left corner of the panel. The new row will appear at the end of the list, so you may need to scroll to the bottom of the chart to view the blank row. The default taxing district code of “9999” should be replaced with the appropriate code and a new name given. Data may then be entered in the same manner as before. See the note on page 16 for other pertinent information about district creation.

✖	007	KIRKLAND TOWNSHIP	\$0	\$0	\$0	\$0	\$0
✖	011	MONROE TOWN-MONROE TOWNSHIP	\$0	\$16144244	\$1081500	\$0	\$0
✖	003	NORTH FRENCH TOWNSHIP	\$9	\$2342323423423	\$45645	\$4564	\$7

Data Posted Successfully

Underneath the panel, Gateway provides countywide totals of each column. To update the totals for data that have been entered, first ensure the data have been saved. Then click the “Refresh Summary Totals” button. Note that if the “Refresh Summary Totals” button is clicked before data are saved, the unsaved data will be lost.

006	JERPERSON TOWNSHIP	\$0	\$2354	\$0	\$0	\$0
007	KIRKLAND TOWNSHIP	\$0	\$0	\$0	\$0	\$0
008	NORTH MONROE TOWNSHIP	\$0	\$7	\$8	\$0	\$0

Buttons: Add Tax, Refresh Summary Totals

Summary Totals

Bank PP AV: \$134.00

Net Assessed Valuation Real Estate: \$2,342,962,308,096.00

Net Assessed Valuation Business Personal Property Only: \$104,069,814.00

Minus Assessed Value of TIF Real Estate: \$2,504,877.00

Minus Assessed Value of TIF Business Personal Property Only: \$3,064,881.00

Adjusted Net Assessed Valuation: \$734,902,768.00

Net Assessed Valuation Homestead: \$0.00

Assessed Value of TIF released: \$0.00

Assessed Value Changes for Annexations First Effect This Year: \$0.00

You may print this chart at any time by clicking the “Print” link at the top-left corner of the panel. This will open a separate window that presents the data in printable format. The separate window is necessary because browser-based printing (printing the screen as you see it) will not capture all the data in the table. (This is the equivalent of a “printer-friendly version” available on other web pages.)

Gateway INDIANA for government units

Department of Local Government Finance

Home About Account Settings Help Logout

IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!

Select Unit > Manage Unit > Certificate of Net Assessed Valuation - Enter Taxing District Data

[Print](#)

CERTIFICATE OF NET ASSESSED VALUATIONS
TO THE DEPARTMENT OF LOCAL GOVERNMENT FINANCE

Once you have completed all the actions described above, Step 1 is complete and you may navigate to Step 2 using the link at the top-right corner of the panel.

Step 1: Enter Taxing District Data
Certificate of Net Assessed Valuations

[Step 2: Verify Units List](#)

Delete	Col B: State Assigned Taxing District Code	Col B: District Name	Col C: Bank PP AV	Col D: Net Assessed Valuation Real Estate	Col E: Net Assessed Valuation Business Personal Property Only	Col F: Minus Assessed Value of TIF Real Estate	Col G: Minus Assessed Values TIF Business Personal Property Only
X	002	SOUTH BLUE CREEK TOWNSHIP	\$55	\$2300	\$45	\$203	\$34

Step 2: Verify Unit List

This task is straightforward. The screen will present a list of units based on the most recently-issued budget order. (Note: Cross-county units will be listed in each of the counties in which the unit has assessed value.) As with Step 1, you may scroll through the list using the scroll bar on the right.

CERTIFICATE OF NET ASSESSED VALUATIONS
TO THE DEPARTMENT OF LOCAL GOVERNMENT FINANCE

[Step 1: Taxing Districts](#) | [Step 3: Link Taxing Districts](#)

Step 2: Verify Unit List
Certificate of Net Assessed Valuations

Delete	Unit Code	Unit Type	Unit Name
X	0025	School	NORTH ADAMS COMMUNITY SCHOOL CORP
X	0035	School	SOUTH ADAMS SCHOOL CORPORATION
X	0304	Library	ADAMS PUBLIC LIBRARY SYSTEM
X	0407	City/Town	DECATUR CIVIL CITY
X	0453	City/Town	BERNE CIVIL CITY
X	0520	City/Town	GENEVA CIVIL TOWN
X	0521	City/Town	MONROE CIVIL TOWN
X	1011	Special	ADAMS COUNTY SOLID WASTE MANAGEMENT
X	9999	...	Please Enter a Unit Name

If the unit list is current and correct, you may proceed to Step 3 using the link at the top-right of the panel.

[Print](#)

CERTIFICATE OF NET ASSESSED VALUATIONS
TO THE DEPARTMENT OF LOCAL GOVERNMENT FINANCE

[Step 2: Verify Unit List](#) | [Step 3: Link Taxing Districts](#)

Step 2: Verify Unit List
Certificate of Net Assessed Valuations

Delete	Unit Code	Unit Type	Unit Name
X	0025	School	NORTH ADAMS COMMUNITY SCHOOL CORP

If the unit list is not current and correct, you will need to update the unit list by either adding a unit or deleting a unit. To add a unit, click the “Add Unit” button at the bottom of the panel. Note that the blank row will appear at the bottom of the list. The default unit code of “9999” should be replaced with the appropriate unit code, and the appropriate unit name given. See the note on page 16 for other pertinent information about unit creation.

	0453	City/Town	BERNE CIVIL CITY
	0520	City/Town	GENEVA CIVIL TOWN
	0521	City/Town	MONROE CIVIL TOWN
	1011	Special	ADAMS COUNTY SOLID WASTE MANAGEMENT
	9999	...	Please Enter a Unit Name

If a unit needs to be deleted, click on the red “x” next to the unit, and click “ok” when asked to confirm.

	0453	City/Town	BERNE CIVIL CITY
	0520	City/Town	GENEVA CIVIL TOWN
	0521	City/Town	MONROE CIVIL TOWN
	1011	Special	ADAMS COUNTY SOLID WASTE MANAGEMENT
	9999	...	Please Enter a Unit Name

You may print this page at any time by clicking the “Print” link at the top-left corner of the panel. This will open a separate window that presents the data in printable format. The separate window is necessary because browser-based printing (printing the screen as you see it) will not capture all the data in the table.

Gateway INDIANA
for government units

OFFICE OF MANAGEMENT AND BUDGET
OMB
INDIANA

Home About Account Settings Help Logout
Department of Local Government Finance

IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!

[Select Unit](#) > [Manage Unit](#) > Certificate of Net Assessed Valuation - Verify Units List

[Print](#)

CERTIFICATE OF NET ASSESSED VALUATIONS
TO THE DEPARTMENT OF LOCAL GOVERNMENT FINANCE

Step 3: Match Districts to Units

This step allows you to link the appropriate taxing districts to each taxing unit.

Example: Gateway County has five taxing districts (001-005). Alpha Township imposes its tax rate on districts 001, 002, and 003. Beta Township imposes its rate on districts 004 and 005. The user would assign districts 001, 002, and 003 to Alpha Township and districts 004 and 005 to Beta Township.

The screen will present the combinations based on the most recently-issued budget order. Gateway will compute a unit-level Net Assessed Value for each unit by subtotaling the data entered in Step 1 according to the unit-district relationships specified in this step.

Step 3: Match Districts to Units				
Certificate of Net Assessed Valuations				
County	Unit	Edit Districts	Districts	Total NAV
Adams	BLUE CREEK TOWNSHIP		NORTH MONROE TOWNSHIP SOUTH MONROE TOWNSHIP	Total: \$ 25,931,711
Adams	FRENCH TOWNSHIP			Total: \$ 0
Adams	HARTFORD TOWNSHIP		HARTFORD TOWNSHIP	Total: \$ 0
Adams	JEFFERSON TOWNSHIP		JEFFERSON TOWNSHIP	Total: \$ 0
Adams	KIRKLAND TOWNSHIP		KIRKLAND TOWNSHIP	Total: \$ 0

The scroll bars in each box may be used to scroll through the list for units with many associated districts.

County	Unit	Edit Districts	Districts	Total NAV
Adams	BLUE CREEK TOWNSHIP		NORTH MONROE TOWNSHIP SOUTH MONROE TOWNSHIP	Total: \$ 25,931,711
Adams	FRENCH TOWNSHIP			Total: \$ 0
Adams	HARTFORD TOWNSHIP		HARTFORD TOWNSHIP	Total: \$ 0
Adams	JEFFERSON TOWNSHIP		JEFFERSON TOWNSHIP	Total: \$ 0
Adams	KIRKLAND TOWNSHIP		KIRKLAND TOWNSHIP	Total: \$ 0

If all the data on the screen are correct, you may proceed to Step 4 using the link at the top-right of the panel.

IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!
[Select Unit](#) > [Manage Unit](#) > Certificate of Net Assessed Valuation - District Selection

[Click Here to Print This Form](#)

[Step 4: Sign the Certificate](#)

Step 3: Match Districts to Units Certificate of Net Assessed Valuations

County	Unit	Edit Districts	Districts	Total NAV
Adams	BLUE CREEK TOWNSHIP		NORTH MONROE TOWNSHIP SOUTH MONROE TOWNSHIP	Total: \$ 25,931,711

If a unit needs to be updated or corrected, click on the “Edit Districts” icon to the left of the district list.

County	Unit	Edit Districts	Districts	Total NAV
Adams	BLUE CREEK TOWNSHIP		NORTH MONROE TOWNSHIP SOUTH MONROE TOWNSHIP	Total: \$ 25,931,711
Adams	FRENCH TOWNSHIP			Total: \$ 0

This will bring up a list of all possible taxing districts. Check the districts that need to be added and uncheck those that should be removed. Then click “update record.” The unit-level Net Assessed Value will recalculate automatically.

Step 3: Match Districts to Units

Unit Districts By County

Selected County: Adams

Selected Unit: BLUE CREEK TOWNSHIP

Available Districts:

<input type="checkbox"/> 002-SOUTH BLUE CREEK TOWNSHIP	<input type="checkbox"/> 006-JEFFERSON TOWNSHIP	<input type="checkbox"/> 010-BERNE CITY-MONROE TOWNSHIP	<input type="checkbox"/> 014-DECATUR CITY-ROOT TOWNSHIP	<input type="checkbox"/> 018-BERNE CITY-WABASH TOWNSHIP
<input type="checkbox"/> 003-NORTH FRENCH TOWNSHIP	<input type="checkbox"/> 007-KIRKLAND TOWNSHIP	<input type="checkbox"/> 011-MONROE TOWN-MONROE TOWNSHIP	<input type="checkbox"/> 015-ST. MARYS TOWNSHIP	<input type="checkbox"/> 019-GENEVA TOWN
<input type="checkbox"/> 004-SO TOWNSHIP	<input checked="" type="checkbox"/> 008-NORTH MONROE TOWNSHIP	<input type="checkbox"/> 012-PREBLE TOWNSHIP	<input type="checkbox"/> 016-UNION TOWNSHIP	<input type="checkbox"/> 020-SOUTH WASHINGTON TOWNSHIP
<input type="checkbox"/> 005-HARTFORD TOWNSHIP	<input checked="" type="checkbox"/> 009-SOUTH MONROE TOWNSHIP	<input type="checkbox"/> 013-ROOT TOWNSHIP	<input type="checkbox"/> 017-WABASH TOWNSHIP	<input type="checkbox"/> 021-NORTH WASHINGTON TOWNSHIP

Once all data are current and correct, you may proceed to Step 4 as described on the previous page.

Step 4: Sign the Form

This final step allows you to provide an electronic signature for the form, provided you are the user with submission rights (the County Auditor). You will enter your name, title, date, and a confidential PIN code. This PIN code will be provided to you by the DLGF, and will be sent only to the official with submission rights. The PIN should be kept confidential. Once you have entered the information, please click the “Save Signature” button to complete the electronic signature.



The screenshot shows a form with four input fields: NAME, TITLE, SIGNATURE/PIN, and DATE. A red arrow points to the SIGNATURE/PIN field. Below the fields is a paragraph of legal acknowledgment text. At the bottom right, there is a button labeled "Save Signature" with a red arrow pointing to it.

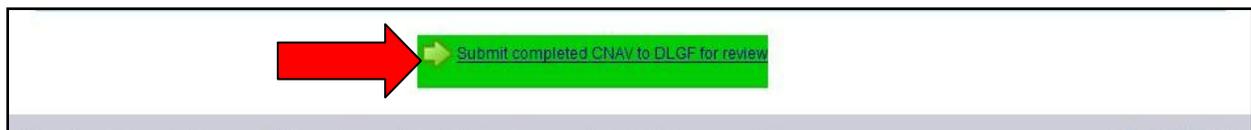
Submitting the Certificate of Net Assessed Value

Once you have completed all four steps and confirmed that the information is correct, click the “Ready to Submit” button.



The screenshot shows a button labeled "Ready to Submit" with a red arrow pointing to it. Below the button is a paragraph of text: "This Form will still be editable. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application. Only Submitting the form to DLGF will turn off the editing function of the form."

Once this button is clicked, the submission option will appear.



The screenshot shows a green button labeled "Submit completed CNAV to DLGF for review" with a red arrow pointing to it.

Simply click on this link and the form will be submitted.

You will see confirmation of the submission on the “Manage Unit” screen as well.



Important Note about District and Unit Changes

If you need to add or delete a taxing unit or a taxing district within your county, you may do so within Gateway for the purpose of certifying net assessed values. However, for these changes to be recognized by the DLGF for the purpose of budget review and certification, the Auditor must notify the DLGF of the changes.



Visit the Gateway at <https://gateway.ifionline.org/login.aspx>

Chapter 15: Printing Guide

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Printing the Forms

The DLGF strongly recommends that you retain a copy of the forms that have been submitted. Forms can be printed directly from Gateway. When you are in the form, there is a button that appears both at the top of the page that says “Click Here to Print This Form” or “Print or View the Full Form in PDF Format.” You can print the forms on paper, or you can print them to a PDF or picture file and save them electronically.



for government units An Information for Indiana Data Site

Home About Account Settings Help Logout Department of Local Government Finance

IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!
[Select Unit](#) > [Unit Main Menu](#) > [Budget Form Menu](#) > [Select Fund](#) > [Select Department](#) > **Form 1**

Selected Year: 2012 | Selected Unit: Fulton County - 0000 Fulton County | Selected Fund: 0101 General | Selected Department: 0002 County Auditor

Click Here to Print This Form

Prescribed by Department of Local Government Finance
Approved by State Board of Accounts Budget Form No. 1 (Rev. 2002)

BUDGET ESTIMATE FOR



IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!
[Select Unit](#) > [Unit Main Menu](#) > [Budget Form Menu](#) > **Form 4A**

Selected Year: 2012 | Selected Unit: Fulton County - 0000 Fulton County

[Print or View the Full Form in PDF Format](#)

Select Fund:

Select Department:

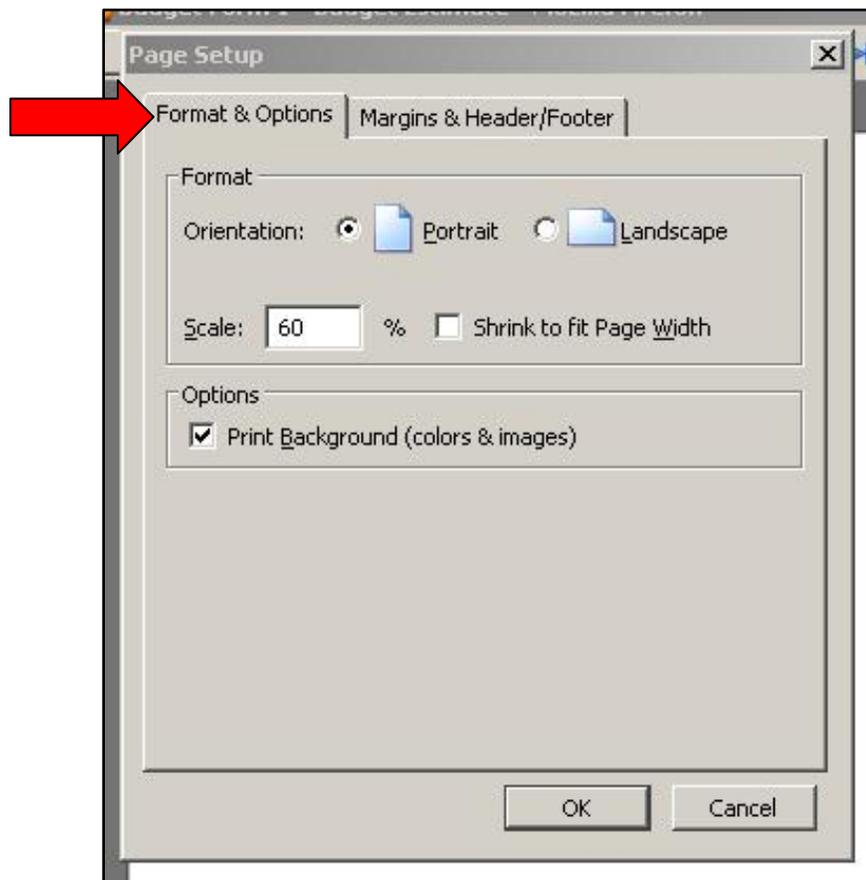
DEPARTMENT: 0001 CLERK OF CIRCUIT COURT (COUNTY CLERK)

Mozilla Firefox

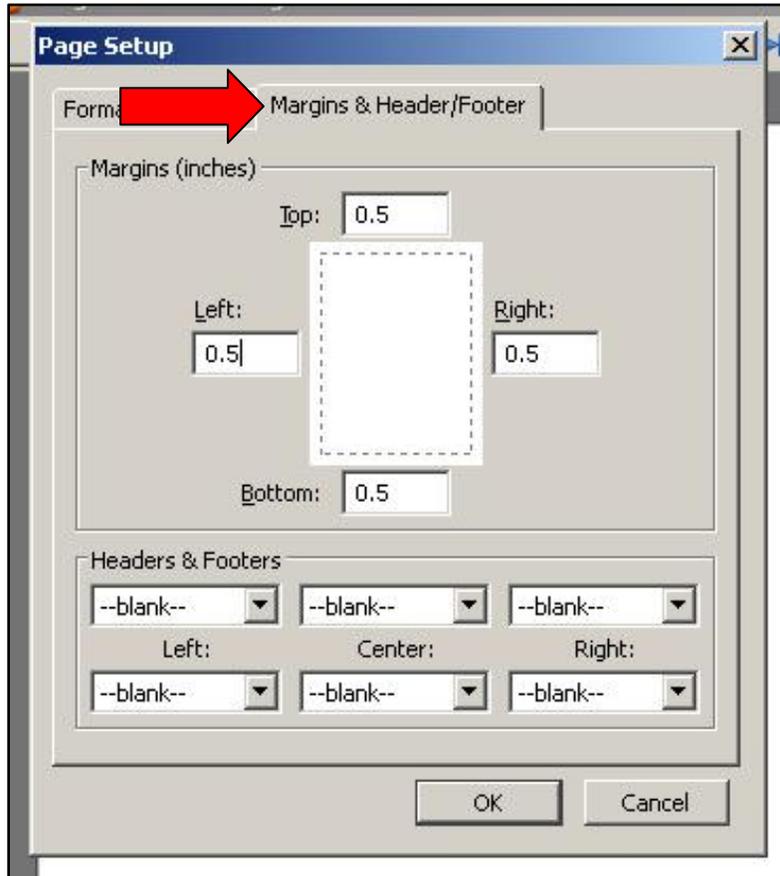
In order for the forms to print properly from your browser, the print settings may need to be adjusted.

Go to File > Print Preview > Page Setup.

In the Format & Options tab, you can change the format between Portrait and Landscape. You can also change the scale of the document to fit on one page. For instance, Form 4B prints on 2 pages by default. If you shrink the scale to approximately 60 percent, it will print on one page. Finally, check the “Print Background” box if you would like line items that are not used to display as grey boxes when printing.



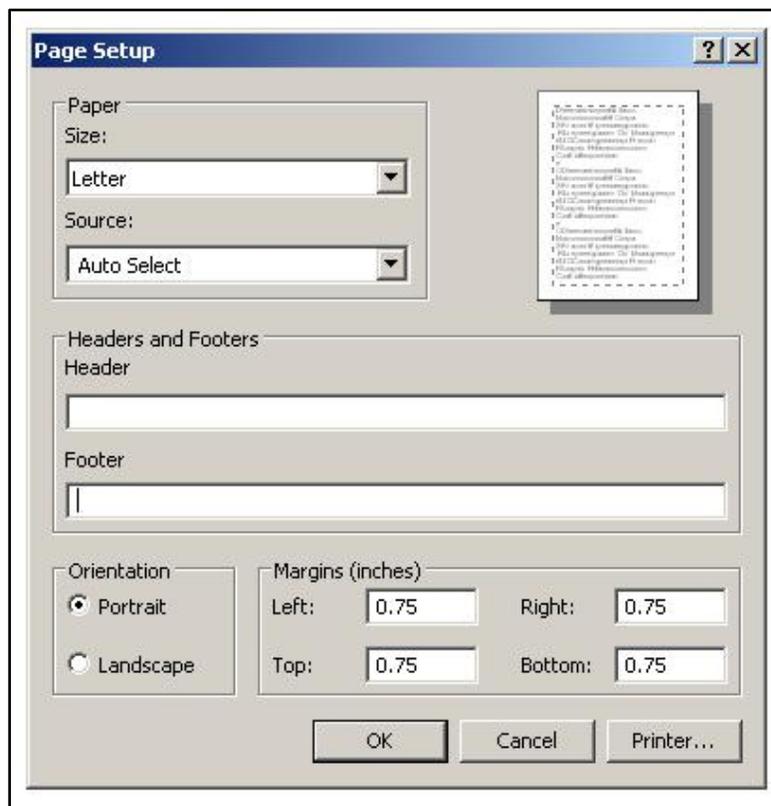
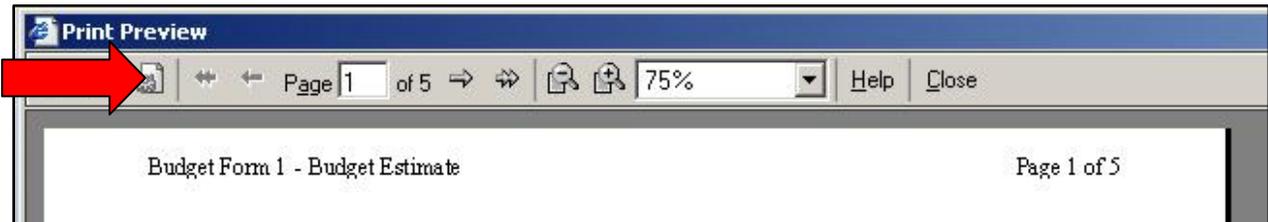
The Margins & Header/Footer tab allows you to choose what information you would like displayed on the print-out. You have the option to display date, time, number of pages, and URL if preferred. Otherwise, ensure that all drop-down boxes read as (--blank--). You may also adjust the margins to prevent data from being cut off on the right side of the page. However, this problem should be remedied by the Scale option in the Format & Options tab.



Internet Explorer

The interface looks a little bit different, but the process is similar.

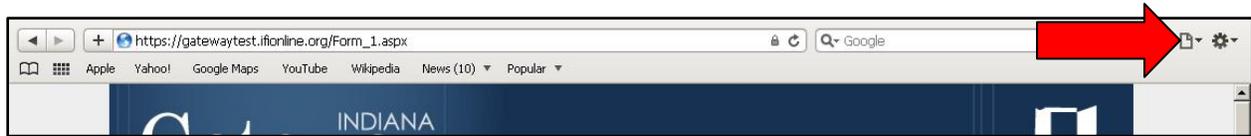
Go to File > Print Preview. Click on the Page Setup icon found in the toolbar across the top of the page to bring up the dialogue box.



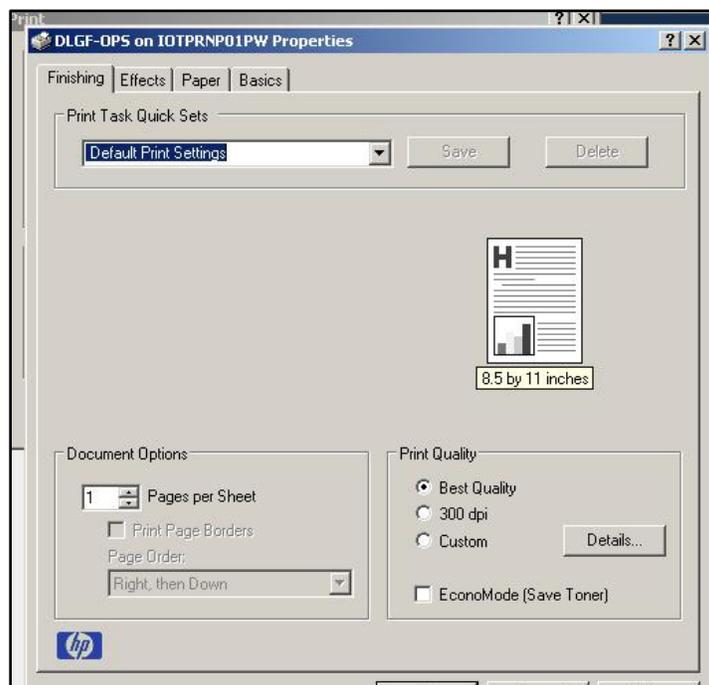
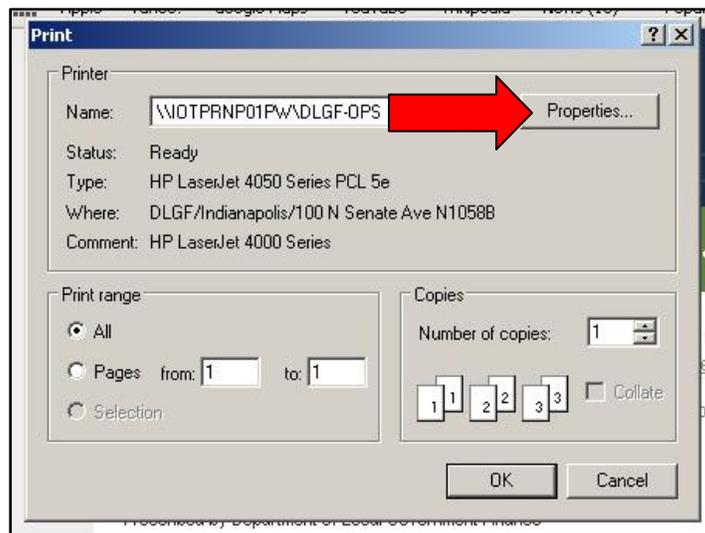
Safari

Again, the interface looks a little bit different, but the process is similar.

Click the icon to display a menu for the current page.



Go to Print > Properties:





Visit the Gateway at <https://gateway.ifionline.org/login.aspx>

Chapter 16: Using the Flat File Upload

An Optional Entry Method for Unit Customization and Forms 1 and 2

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Getting Ready

The Basics

Gateway allows certain information to be populated through the upload of flat files. A flat file is a data file that presents “raw” data according to a set of specifications. If a properly formatted file is uploaded through an area of Gateway, the data will be transferred directly into the database. This method of entering information into Gateway is optional, and expected to be used most by units with existing financial software or consultants.

The flat file option can be used to complete the entire unit customization process, including the Fund List, Department List, and Fund-Department Links List. For more about unit customization, please see Chapter X: Customizing Your Unit. Additionally, the full content of Budget Forms 1 and 2 (except the electronic signature) can be completed through the upload process.

Important Details

There are five files that may be uploaded. Each uploads independently from the others. Therefore, you may use the upload option for one thing (such as the fund list), for all five (all three lists, Form 1, and Form 2), or any combination of these. Whatever information is not uploaded must be entered directly into the Gateway.

In order to upload or enter Budget Forms 1 and 2, the unit customization must be complete. This can be done through flat file upload or through the Gateway website directly. In order to ensure that all Form 1 and 2 data are loaded successfully, it is imperative that the unit customization be consistent with the funds and departments that are included in the flat file for Forms 1 and 2. For example, if the Form 1 upload flat file contains line items of data for the Rainy Day Fund, and the Rainy Day Fund was not included in the unit’s fund list in Gateway, the data will not load properly.

Files may be uploaded at any time, and the same file type may be uploaded more than once. **Any time a file is uploaded, it will overwrite any data entered into the Gateway, whether it was entered directly or by a previous file upload.** Therefore, extreme caution should be taken when uploading files multiple times or uploading a file after data has already been entered directly.

Unit lists and Budget Forms that were populated by direct upload may be later edited directly through the Gateway website in the “Customize Unit” and “Enter/Edit Budgets” links.

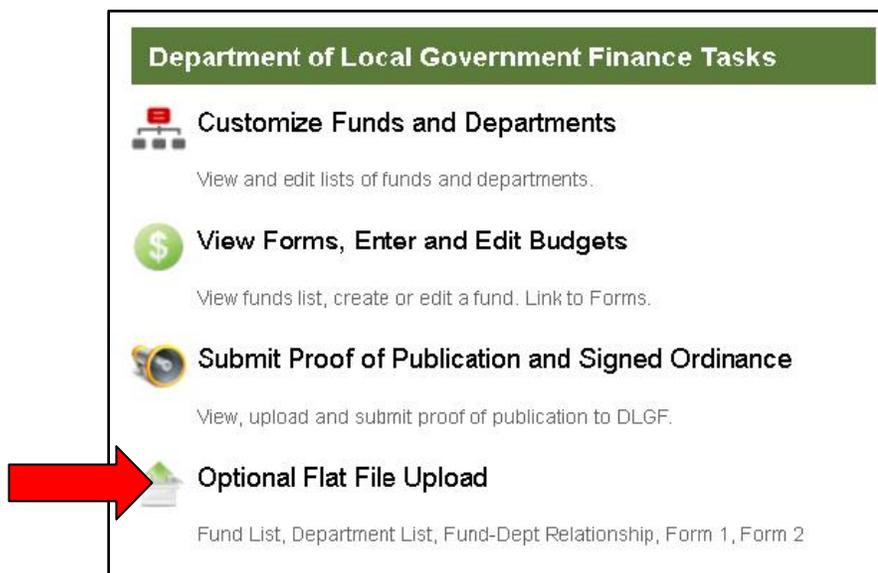
Using the Flat File Upload

Obtaining the Flat File

The first step to populating Gateway through this option is to complete the forms in a separate software (most likely your internal software) and then export the information into the flat file format. Many financial software vendors have upgraded the software to produce this flat file. The flat file can also be generated out of other types of programs, such as Microsoft Excel. If you have questions about generating a flat file, please contact your software vendor or your office IT staff.

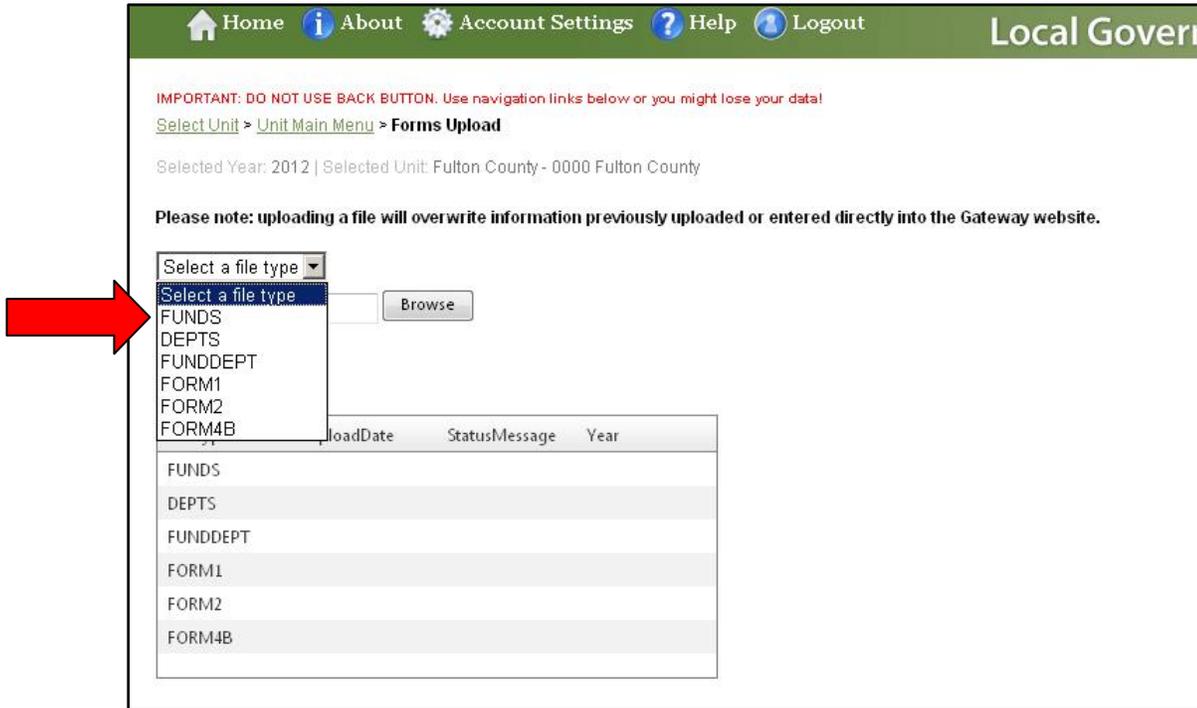
Accessing the Flat File Upload Option

Under the Unit Main Menu, click on the option that says “Optional Flat File Upload.”

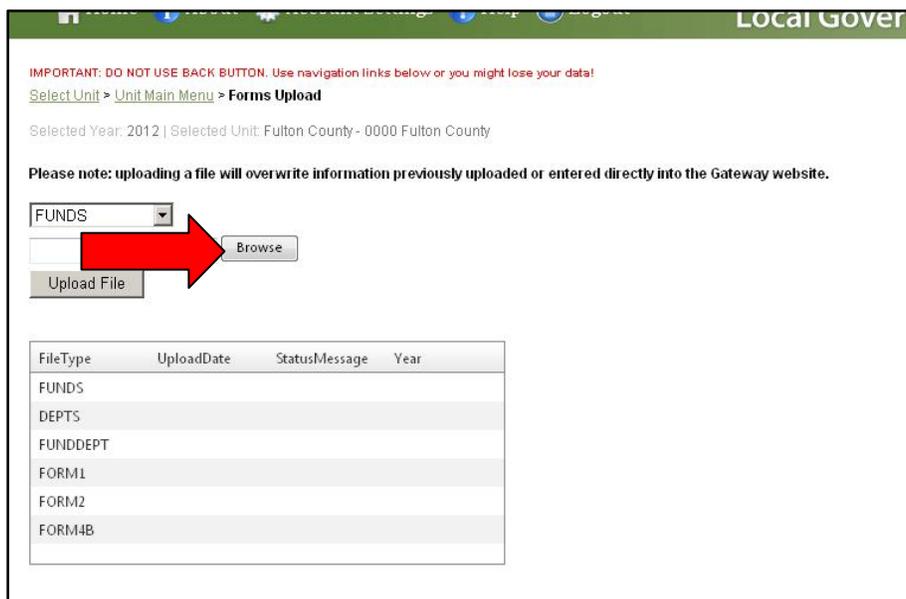


Uploading the Flat File

The first step in uploading a file is to select the file type. As discussed, you may upload the fund list (filename=FUNDS), the department list (filename=DEPTS), the links between departments and funds (filename=FUNDDEPT), the Form 1 data (filename=FORM1), and the Form 2 data (filename=FORM2). Using the drop-down menu at the top of the page, select the type of file you are uploading.



The next step is to select the file you would like to upload. Click the “Browse” button to access all the files saved on your computer.



Navigate to the file's location, and select the file by either double-clicking on its name or clicking it once and hitting "Open."

Finally, click "Upload File."

IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!

Select Unit > Unit Main Menu > Forms Upload

Selected Year: 2012 | Selected Unit: Fulton County - 0000 Fulton County

Please note: uploading a file will overwrite information previously uploaded or entered directly into the Gateway website.

FUNDS

FUNDS (demo).xls

FileType	UploadDate	StatusMessage	Year
FUNDS			
DEPTS			
FUNDDEPT			
FORM1			
FORM2			
FORM4B			

The status box at the bottom of the screen will display the upload date, as well as a status message. The status message will indicate when the file has been processed, and whether it has been accepted or rejected by the Gateway. If the file is rejected, it is most likely due to improper formatting of the file or errors in the unit's basic identifying information.

Verifying the Accuracy of Uploaded Data

While the upload option allows for an automatic population of data into the Gateway, it is imperative that the uploaded data be checked for accuracy. In order to do this, simply navigate to the budget forms through the website. The uploaded data will display in the same way as data that are entered directly.



Visit the Gateway at <https://gateway.ifionline.org/login.aspx>

Chapter 17: Frequently Asked Questions and Troubleshooting

What is the purpose of Gateway?

The goal of this project is to make local government financial data accessible and understandable for taxpayers. We can greatly enhance the way this information is presented to the public by collecting the data online. Collecting and storing data electronically will allow for taxpayer-friendly reports, statewide comparisons, online searchable data, and more. Taxpayers will have innovative research tools at their disposal to truly understand the services their local governments provide and the cost of providing them.

A secondary benefit is that taxpayer money will be saved by eliminating the cost of printing, transporting, storing, and photocopying paper documents.

Is this mandatory?

Yes. IC 5-14-3.8 permits the DLGF to require forms to be submitted in electronic format. Under this authority, the DLGF is requiring all budget forms for non-school units to be submitted through the Gateway website beginning with Pay 2012 budgets. Schools will be required to submit their budgets online beginning with Pay 2013 budgets.

What if I do not submit through Gateway?

The DLGF will only recognize submission of documents through Gateway. Just as with paper forms, if a unit fails to submit forms as prescribed by the DLGF, the unit will face consequences up to and including denial of the proposed budget and reversion to last year's budget and levy.

How do I obtain a login ID?

The unit official should notify the DLGF of its email address, name and title of the official, and unit/county name. The DLGF will then process the account and send an email to the unit with their login details.

Can each of my staff have a login or do we all need to share?

All users of Gateway should obtain their own login account. A unit will have one user with full submission rights. This will be the county auditor for county units, the clerk-treasurer or controller for cities and towns, the trustee for townships, and the library or board director for other unit types. This user may designate any number of additional accounts with "Edit" rights or "Read-Only" rights. These accounts will likely be used by office staff, consultants and vendors, and board members. More details are available on our website in our May 20, 2011 memo entitled "[User Accounts in the Indiana Gateway for Government Units.](#)"

How many users can receive edit or read-only rights per unit?

A unit may designate as many edit and read-only users at it wishes.

Is the website easy to use?

Many users of the program agree that it is easy to use and easy to learn. The DLGF and the development team at Indiana Business Research Center built the Gateway website with the user in mind. The system is designed to be intuitive for the user, as well as being flexible enough to accommodate various user preferences. We have included a number of “shortcuts” for users (such as allowing the Form 4a to be automatically generated from the Form 1s) as well as “assistance tools” (such as a Form 4b calculator). The DLGF has received feedback from users during the Pilot Program and during the training sessions, and all of that feedback is helping to shape the resulting website.

How have you notified local officials of this new requirement?

The DLGF has been communicating information about the Gateway system since February 1, 2011 through our listservs (on a weekly basis) and through direct outreach to associations. We have been presenting information about Gateway at conferences and other events since 2009, and held a pilot program during Fall 2009. We have placed articles in newsletters of various associations and spoken with association leaders and financial advisors about partnering with the DLGF to notify local units of government about Gateway. We have notified each unit without an email address on file via U.S. mail about the website and the need to notify us of their email address. We have dedicated a page of our website to the Gateway, and posted numerous training documents and calendars in that central location. This information can all be found at <http://www.in.gov/dlgf/8918.htm>.

How do I get training?

For a list of all training opportunities, please visit <http://www.in.gov/dlgf/8944.htm>. This calendar is updated as training opportunities are scheduled. In addition, numerous local officials have volunteered to be “on-call” to field Gateway questions.

Will you still do budget workshops?

Yes. Budget workshops will be held as in the past. You should bring the same information that you traditionally bring. At the conclusion of workshops, the field representative will print only the Form 3 (for the newspaper) and the county nonbinding worksheet. With the unit’s consent, Forms 2 and 4b will be uploaded into Gateway for the unit. Officials will need to independently enter the published amounts on Forms 1 and 4a in Gateway, complete the adopted amounts on Forms 1, 4a, and 4b, and then submit the forms through Gateway. This can all be done after workshops.

Do you have to fill out forms in Gateway before budget workshops?

No. However, if you have already started working on the forms, your budget workshop may be more productive. Please see the materials e-mailed or mailed to you regarding the budget workshops.

How much will Gateway cost local units to implement?

The DLGF places top priority on the ability of local units to save taxpayers money. Therefore, as we work toward the transition to electronic reporting, we have built in a number of options to ensure that electronic reporting can be done with existing resources. First, for those units that already utilize financial software, the Gateway website will accept a direct upload of that data from those software programs, eliminating the need to “fill out” the forms altogether. The upload options eliminate any need for data entry and will require far less time than filling out and transporting paper forms. Second, for those units that currently utilize a financial consultant or vendor, these third parties may be given access to the Gateway to edit the forms, therefore allowing the third party to assist with electronic filing under the existing contract with the unit. Third, officials that do not have a computer or public internet access have several free options to gain internet access. The DLGF has designed the program as a web-based reporting tool; this means that there is no software to install and the forms can be completed on any computer, including public access computers. We have secured agreements from Indiana University and Ivy Tech that local officials may utilize computer labs at any of their campuses while filling out budget forms, free of charge. Finally, we have coordinated with the State Library Association, which is designating at least one library in each county as a Gateway help center. Local officials may use public access computer terminals and receive training and assistance on the website, all free of charge.

Why do I not see school forms on the Gateway?

School forms will be available on Gateway for the 2013 budget year. For 2012, schools should submit their budget forms as in the past. Schools integration is coming later because there are more forms involved with their budget submission process.

How does Gateway relate to the new SBOA Chart of Accounts?

In Gateway, you will select from a list of pre-populated fund names and numbers. You will be required to use the DLGF fund codes for submission through Gateway. State Board of Accounts (“SBOA”) is updating the chart of accounts one unit type at a time. The new county chart will be effective January 1, 2012. As each unit type’s new chart becomes effective, the DLGF will take the steps necessary to ensure that the standard fund lists in our side of the Gateway matches the new chart of accounts. During this transition period, the Gateway will permit different fund numbers for DLGF and SBOA sides, with an eventual outcome of a unified code list after the transition.

How will Gateway change the nonbinding review process?

The DLGF is prescribing the same summary form as in past years. The form for Pay 2012 will be available on our website at <http://www.in.gov/dlhf/6800.htm> when the average growth quotient information is available in early summer.

As in past years, this can be submitted to the county as a printout, or as an email attachment. For any additional supporting documentation, such as copies of proposed budget forms, it is at the discretion of the county to determine what documentation it requires and what format it prescribes. One new option for the format would be for the county to rely upon read-only access to other unit forms within the Gateway system. For more, please see the DLGF's April 26, 2011 memo entitled, "[Binding and Non-Binding Review of Budgets and Document Submission with Gateway for Pay 2012.](#)"

Does the county auditor still need to collect two copies of the budget forms?

It is at the discretion of the county to make this determination. Traditionally, the county auditor collected two sets of forms to ensure that the county could retain one set of forms and give one set of forms to the DLGF. The DLGF no longer needs copies of most budget forms. (Only the Form 3-Proof of Publication and the Form 4-Signed Ordinance must still be submitted as hard copies.) Therefore, the county no longer needs to collect a copy to transmit to the DLGF. Each county must make the determination of how it intends to retain copies for its own purposes. Since budget data submitted through Gateway will be viewable to the public online, the county may determine that it no longer needs to collect paper copies of the budget forms. For more, please see the DLGF's April 26, 2011 memo entitled, "[Binding and Non-Binding Review of Budgets and Document Submission with Gateway for Pay 2012.](#)"

Within Gateway, will customization carry through to future years?

Yes. Budget figures themselves will start fresh each year, but the addition of line items labels, home-ruled funds, and other customizations will carry forward to future years after 2012.

Can you undo the "ready to submit" button once it is clicked in Gateway?

The "Ready to Submit" button may only be clicked one time. After the button is clicked, the forms will still be editable, but the door to submit to the DLGF will remain open until the form is submitted.

In the Gateway customization, what do I do if my unit or a certain fund does not have departments?

The default setting in Gateway will be “0000-No Department” in each unit’s department list. Departmentalized forms require a selection of a department before the form is accessible. Unit or funds without departments should be associated with the “0000- No Department” selection. A good rule of thumb to ask is, “How many Form 1s did I file last year?” If the answer is more than one, your unit of government likely has Departments. If you filed only one Form 1 last year, your unit likely is non-departmentalized, and you will want to use the “0000-No Department” default setting.

What are the password requirements?

Passwords must be at least seven characters long. They are case-sensitive.

My password will not work and the “forgot password” function will not recognize my user name. I have been in the system before. What happened?

Any user that incorrectly enters a password five times will be locked out of the system and will need to contact the DLGF to get unlocked.

How long can I be inactive before being timed out of the system?

You can be inactive in Gateway for 30 minutes before the system will time-out your account.

The forms are printing in a way that seems strange to me. Do I need to do something different?

Some of the Gateway forms contain a link to generate a printable version of the form. This is the case with Forms 3, 4, 4a, 4b, 144, and the Certificate of Net Assessed Value. Forms 1 and 2 must be printed directly from the internet using the internet browser itself (e.g., Internet Explorer, Firefox, Safari). Therefore, if the printout is not satisfactory, changes should be made to the browser’s print settings to correct the problem. For information on printing the form, see Chapter 15: Printing Guide.

Who should I contact with additional questions?

To obtain a login account, please contact gateway@dlgf.in.gov. General questions about Gateway navigation or the budget process with Gateway may be directed to Deputy Commissioner Sarah Ancel (sancel@dlgf.in.gov, 317.234.4376) and Chief of Staff / Director of Communications Mary Jane Michalak (mmichalak@dlgf.in.gov, 317.232.3785). A list of other resources and on-call trainers is available at <http://www.in.gov/dlgf/8918.htm>. Please contact your DLGF Budget Field Representatives only with financial questions related to the budget, as the DLGF Field Representatives will be focused on budget review and processing.

Why won't the website load on my computer?

This can result from a number of different factors. To identify the problem, first open a second browser and visit a different website (try <http://google.com>). If the second website will not load, then the problem is most likely with your own internet connection or network. Contact your internet provider to resolve the issue.

If the second website displays properly, then try retyping the website into your browser. The website is <https://gateway.ifionline.org/login.aspx>.

On occasion, Gateway may be temporarily unavailable. Whenever this occurs, an e-mail will be sent to all users. Check your e-mail for any alerts that the website is unavailable. You will also be e-mailed when website availability returns.

If no such alerts have been sent and the website still will not appear on your screen, please contact our Gateway helpline via e-mail at gateway@dlgf.in.gov.

Why is the website running slowly on my computer?

This can result from a number of different factors. To identify the problem, first open a second browser and visit a different website (try <http://google.com>). If the second website runs slowly, then the problem is most likely with your own internet connection or network. Contact your internet provider to resolve the issue.

If the second website runs at the normal speed, then the issue is most likely a high use volume of the Gateway. Peak usage will likely occur as the submission deadline approaches. The best way to avoid this problem is to submit the budget forms in advance of the November 1 deadline. However, peak usage times can also be avoided by completing the work outside of typical business hours (such as early in the morning or in the evening).

Website speed can also be improved by utilizing a faster internet connection. Since the forms are web-based, they can be completed at any computer with internet access.

What do I do if I forget my username?

Your username is simply your e-mail address (for example, auditor@county.gov or [johndoe@yahoo.com](mailto: johndoe@yahoo.com)). If you have multiple e-mail addresses and are unsure which one serves as your username, the most likely address is the same one at which you receive correspondence and memoranda from the DLGF. If this one does not work, you may continue trying different e-mail addresses until you find the correct one.

If you have never logged in before and your e-mail address does not log you in, it is possible that you have not yet been added as a user on the system. You may contact the Gateway helpline (gateway@dlgf.in.gov) to request to be added to the system.

If you have logged in before and your e-mail address does not log you in now, please contact the Gateway helpline (gateway@dlgf.in.gov) for further assistance.

What do I do if I forgot my password?

Passwords may be reset automatically through Gateway. On the login screen, click “Forgot your Password?”

The Indiana Gateway for Government Units provides a central commons for local units to submit their financial forms to the State of Indiana.

Authorized Personnel Login

User Name:

Password:

*After 5 failed attempts, account will be locked

[Forgot your password?](#)

More information is available on the [DLGF web page with tutorials and forms](#).
Contact information: DLGF@ 317-232-3775 or email gateway@dlgf.in.gov.

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.

Email

- [DLGF](mailto:gateway@dlgf.in.gov)
(gateway@dlgf.in.gov)

POWERED BY
information for
INDIANA

You will need to enter your username (which is your e-mail address). If you have entered the incorrect username, the website will give you a message that says “We were unable to access your information. Please try again.” For information about forgotten usernames, see the previous section.

If you enter the correct username, a new password will be sent to your e-mail address. If you do not receive an e-mail, check your spam or junk mail folder to ensure that the e-mail was not diverted there. Once you receive the temporary password, return to the login screen and log in using that password.

Upon gaining access, immediately change your password by going to “Account Settings” and clicking the “Change Password” link.

Gateway INDIANA
for government units

An Information for Indiana Data Site

Home Account Settings Help F.A.Q Logout

IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!

Account Settings

Username: astanley@dlgf.in.gov
E-mail: astanley@dlgf.in.gov
First Name:
Last Name:
Address 1st:
Address 2nd:
City:
State: Indiana
Zip:
Phone:
Fax:

[Change Password](#)

Update Cancel

You may want to write down the password for future reference.

What numbers am I supposed to be putting in the forms?

The DLGF has a budget manual for units that give detailed instructions about the content of the forms. This can be accessed from our Budget Forms and Information page at <http://www.in.gov/dlgf/8945.htm>.

For additional assistance, you may contact any of the following:

- Your financial consultant (if you have one)
- Your association (for example, Association of Indiana Counties or Indiana Association of Cities and Towns)
- Your DLGF Budget Field Representative. To find your representative and his or her contact information, visit www.in.gov/dlgf/files/Budget_Field_Staff_Assignments_and_Numbers.pdf.

When I log in, why is there no unit for me to select?

If your unit is a school, the forms will not be available on the Gateway website until the 2013 budget year. You should submit your budget paperwork as you have for past years for the 2012 budget year.

If your unit is not a school, then our staff can assign your unit to your username within the system. You may need to complete the “Limited Delegation of Authority for Gateway” form, available at http://www.in.gov/dlgf/files/Limited_Delegation_of_Authority_for_Gateway.pdf. Please contact gateway@dlgf.in.gov for assistance.

Why can't I edit a form?

To edit a form, you must have “Edit” rights for your username. If you are able to access a form, but you are unable to edit items, you will need to complete the “Limited Delegation of Authority for Gateway” form, available at http://www.in.gov/dlgf/files/Limited_Delegation_of_Authority_for_Gateway.pdf. Please contact gateway@dlgf.in.gov for assistance.