

STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: Solid Waste Management Districts
FROM: Brian E. Bailey, Commissioner 
RE: Reporting Requirement for Solid Waste Management Districts
DATE: January 2, 2013

On March 14, 2012, Governor Mitch Daniels signed into law Senate Enrolled Act 131 (“SEA 131”), which specifies additional information that solid waste management districts (“SWMD”) must include in the annual report prepared by the district and provided to the Department of Local Government Finance (“Department”).

Pursuant to IC 13-21-2-13.5 as amended by SEA 131, the Department has developed a new application called *SB 131 Reporting for SWMD* in the Indiana Gateway for Government Units (“Gateway”) that allows solid waste management districts to fulfill this reporting requirement. Solid waste management districts have until February 1, 2013 to input the requested financial and programmatic information into the application, upload any necessary supporting documentation, and submit the report through Gateway (<https://gateway.ifionline.org/login.aspx>) to the Department.

District officials will access this Gateway application using the same username and password used to access the Department’s *Budgets* and *Debt Management* applications as well as the State Board of Account’s *Annual Financial Report* and *100R* applications. By default, permissions from the *Annual Financial Report* application were transferred to the Department’s *SB 131 Reporting for SWMD* application in Gateway. Only one individual – either the director or the controller of the district – may have submission rights. Multiple individuals may have editing rights, but new editors must complete a “Limited Delegation of Authority Form” that is signed by either the director or the controller of the district. This form is available at http://www.in.gov/dlgf/files/SB_131_Limited_Delegation.pdf.

The Department has prepared a user guide that provides solid waste management districts with step-by-step instructions on completing this reporting requirement through Gateway. This document is available at http://www.in.gov/dlgf/files/SB_131_Reporting_User_Guide.pdf.

SEA 131 also requires a solid waste management district to publish this report on an Internet website maintained either by the district or on the Internet websites maintained by the counties that are members of the district. Districts may use the *SB 131 Reporting for SWMD* application in Gateway to generate a PDF of the district’s completed report and post this document to the appropriate website(s).

Any questions concerning the completion or submission of this report through Gateway may be directed to Ryan Burke at (317) 234-7987 or gateway@dlgf.in.gov.