

2015 Bookkeeping Workshop at Indiana State Library on November 4 and repeated November 10, 2015

Presentation by Linda Baker of the State Board of Accounts

Slide 1

Gateway 100R and Annual Financial Report (AFR)

2015 Overview and Update

Slide 2

Indiana Gateway for Government Units

- **Gateway Public Website**
– <https://gateway.ifionline.org/>



Home Report Builder Download Data Learn More

An Open Door into Local Government Finance

Gateway collects and provides access to information about how taxes and other public dollars are budgeted and spent by Indiana's local units of government.



Find your units



Public employee compensation



When is your budget hearing?

[Local Officials: Login Here](#)

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Indiana Gateway for Government Units

- **Gateway Login Screen**
 - <https://gateway.ifionline.org/login.aspx>

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?](#)

Browser Support
Gateway runs on the latest web technology, so you will need to use the latest versions of Firefox or Chrome on your local desktop. (Some applications in Gateway are not supported by Internet Explorer.) You can use these links to download the latest versions:

- [Firefox](#)
- [Chrome](#)

For additional questions or technical assistance, please contact IBRC Tech Support at ibrtech@iupui.edu.

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Indiana Gateway for Government Units

- **Gateway Home Screen**
 - Applications are available for multiple agencies.

Welcome to the Indiana Gateway for Government Units

As an authorized user, you will have at least one application to use. Each of these applications enables a local unit to submit its required forms, reports or files to the appropriate state agency, which currently include DLGF (Department of Local Government Finance), SBOA (State Board of Accounts) and IEERB (Indiana Education Employment Relations Board).

Select Application

 Budgets	 Debt Management	 Annual Financial Report
 SB 131 Reporting for SWMDs	 TIF Management	 100R
 Property Files Upload	 Redevelopment	 Collective Bargaining Reporting

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Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **Per IC 5-11-13**
 - Must be filed with the State Examiner.
 - DLGF may not approve the budget of a unit until it is filed.
 - Must be filed electronically via the State Gateway.
 - Due January 31 each year.
 - Must indicate whether the unit offers a health plan, a pension, and other benefits to full-time and part-time employees.

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Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

100R Unit Questions

Please answer all of these questions – they help determine what is required for your unit to complete the 100R submission via Gateway.

2. Will you enter the data manually or upload a file? Manual Upload

	Full-Time	Part-Time
3. Are health benefits provided to employees?	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
4. Are pension/retirement benefits provided to employees?	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
5. Are any other benefits provided to employees?	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

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Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **Who to Report**

- Report ALL people employed by the unit for the previous year. This includes part time, temporary, and seasonal employees. If a W2 is issued, that person should be listed on the Gateway 100R. IRS Publication 15 has guidelines for determining if someone is an employee or a contractor. Elected officials including board members should be included.

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Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **What to Report**

- Report the total compensation paid to the employee during the previous year. Use IRS Publication 15 as a guideline as to what to include as compensation. For specific questions, check the user guide and consult your tax professional.

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Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

100R Employee Data Entry Save All Work Return to 100R Main Menu

Enter total compensation for the reporting year for each employee for which you should have supplied a W-2. Many units inappropriately report board member payments on 1099s. According to IRS requirements they should be issued W-2s, and therefore should be included on the 100R.

Set Default Address Add Row

Delete	Last Name	First Name	Middle Initial	Department Name	Business Address	Business City	Bus. State Abr.	Business Zip Code	Job Title	Total Compensation
X	Required	Required			Required	Required	Required	Required	Required	Required
X	Required	Required			Required	Required	Required	Required	Required	Required
X	Required	Required			Required	Required	Required	Required	Required	Required

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Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **Ability to auto fill address fields.**

100R Employee Data Entry Save All Work Return to 100R Main Menu

Enter total compensation for the reporting year for each employee for which you should have supplied a W-2. Many units inappropriately report board member payments on 1099s. According to IRS requirements they should be issued W-2s, and therefore should be included on the 100R.

Set Default Address Add Row

Delete	Last Name	First Name	Middle Initial	Department Name	Business Address	Business City	Bus. State Abr.	Business Zip Code	Job Title	Total Compensation
X	Required	Required			Required	Required	Required	Required	Required	Required

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Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **Ability to auto fill address fields.**

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Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **Ability to auto fill address fields.**

100R Employee Data Entry Save All Work Return to 100R Main Menu

Enter total compensation for the reporting year for each employee for which you should have supplied a W-2. Many units inappropriately report board member payments on 1099s. According to IRS requirements they should be issued W-2s, and therefore should be included on the 100R.

Set Default Address Add Row

Delete	Last Name	First Name	Middle Initial	Department Name	Business Address	Business City	Bus. State	Business Zip Code	Job Title	Total Compensation
X	Required	Required			1 Main Street	Anywhere	IN	40227	Required	Required
X	Required	Required			1 Main Street	Anywhere	IN	40227	Required	Required
X	Required	Required			1 Main Street	Anywhere	IN	40227	Required	Required

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Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **Helpful Hints**

- Tab or click in a cell to go to the next cell in a row.
- Enter one row at a time. Press the Enter key when you are finished entering a row.
- Correct any errors on a row before starting the next row.
- Enter something in all cells marked “Required” or the row will not be saved.

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Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **Helpful Hints**

- Avoid using double quotes in a cell.
- Do not enter a dollar sign or commas in the Total Compensation cell.
- Click the Save All Work Button to save changes.
- You may sort rows within the grid by clicking on the column heading.
- For best results, use the most recent version of Internet Explorer, Chrome or Firefox.

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Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **Submit 100R and Attestation Statement**
 - Don't forget to submit. Your form is not filed until you submit it.
 - An Attestation Statement is part of the submission process.

100R Main Menu ?

The sections below are the ones that are required to complete your report. Some of these sections are based on the answers that you gave to the questions on the previous screen. To change any of the answers to those questions, click on the Unit Questions option on the menu.

		Status
Unit Questions	The answers to these questions help tailor the form and validation to your unit.	Complete
Employee Data Entry	Use the form entry for manual entering of the information or to edit what you uploaded.	3 Rows Entered
100R Report Outputs	Once you have entered or uploaded your information, you can use this option to view your entries, print them, or download them into an Excel file.	Available
Submit 100R	This process includes validation to ensure the information has been entered properly and that the number of records matches the number of employees you indicated in the Questions section. Once any errors have been corrected, you will see the Proceed to Submit button appear and you will click on that to complete the submission.	Not Submitted

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Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **Submit 100R and Attestation Statement**

Submit 100R

Please review the following summary before certifying that the 100R data is complete.

100R Data Summary

Employee Counts	
Count Stated in Unit Questions	3
Count From Entered Records	3
Compensation Summary	
Maximum Salary	\$1,000.00
Minimum Salary	\$500.00
Total Salary	\$2,000.00

Submit Report

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Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **Submit 100R and Attestation Statement**

CERTIFICATION: This is to certify that the data contained in this report is accurate and agrees with the employment records, to the best of my knowledge and belief.

[Submit This Report](#)

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Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **Submit 100R and Attestation Statement**

The 100R Report has been submitted

The online portion of the 100R Report for Sboa Township Unit was submitted to the State Board of Accounts on 9/17/2014 3:41:00 PM. The 100R Report is not considered submitted until the attestation form is completed, signed and mailed.

! Attestation Statement

To complete your 100R Report submission you must also download the attestation form using the link below, complete and sign this form and have it postmarked within 5 days of submitting your report via Gateway.

[Return to the 100R Main Menu](#)

[DOWNLOAD ATTESTATION FORM](#)

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Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **Attestation Statement**
 - Certifies that the data is accurate to the best of your knowledge and belief.
 - Must be signed by the official.
 - Must be **mailed** within 5 days of submitting on Gateway.
 - If you re-submit your 100R on Gateway, you **must** print, sign and mail a new attestation form.

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**State Board of Accounts
Compensation of Public Employees (100R)
Attestation Form**

To complete your Compensation of Public Employees (100R) submission via Gateway you must sign and mail this Attestation Form to the address below below within 5 days of submitting your report via Gateway:

Indiana State Board of Accounts
Attn: 100R Attestation Forms
302 West Washington St. Rm E418
Indianapolis, IN 46204

The 2013 100R for Sboa Library Unit, sboatest County
was submitted via the State
Gateway on 10/17/2013 8:58:00 AM by lbaker@sboa.in.gov.

I, _____
as the Executive or Fiscal Officer hereby certify that data contained in the 100R report submitted
via Gateway on
10/17/2013 8:58:00 AM is accurate and agrees with the employment records,
to the best of my knowledge and belief.

Signed: _____
Printed Name: _____
Title: _____
Date: _____

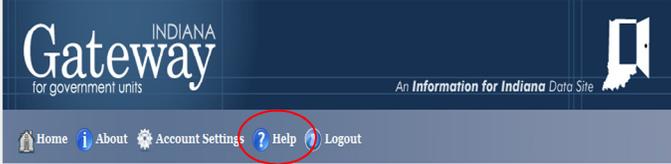
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Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **How can I get help?**
 - User Guide



Welcome to the Indiana Gateway for Government Units

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Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **How can I get help?**
 - SBOA Web site at www.in.gov/sboa



Gateway ▾
Annual Financial Report (AFR) ▾
100R ▾
Login to Live Site

Per Statute, the Executive Officer (Library Board President) is responsible for submitting the 100R by **January 31 each year**. The Executive Officer may delegate the submission to the Fiscal Officer. If you do not have a Gateway account, please send an email to our help desk at gateway@sboa.in.gov to request an account. Please include your official email address, name and job title and we will establish a Gateway account for you.

If you would like to request access for someone else, please complete the [Limited Delegation of Authority](#) form.

If you have any questions, email our help desk at gateway@sboa.in.gov.

GATEWAY 100R RESOURCES

- [User Guide](#)
- [User Account Information](#)
- [Gateway 100R Upload Specs](#)

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Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **How can I get help?**
 - Email the SBOA Help Desk at:
gateway@sboa.in.gov
 - Email IBRC Technical Support at:
ibrctech@iupui.edu

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Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

Questions?

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Annual Financial Report (AFR)

- **Per IC 5-11-1-4**
 - Must be filed with the State Examiner.
 - DLGF may not approve the budget of a unit until it is filed.
 - Must be filed electronically via the State Gateway.
 - Due 60 days after the year end which will be February 29, 2016.

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Annual Financial Report (AFR)

- **New for 2015- Risk Assessment Questions**
 - This questionnaire is part of your Annual Financial Report and must be completed in order for your report to be submitted. All questions must be answered.
 - Certain questions may require documents to be uploaded.
 - Will be used to develop risk based audit criteria per IC 5-11-1-25 (b) and to determine audit frequency (every 2 years, 4 years, etc).

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Annual Financial Report (AFR)

- **Helpful Hints**

- Tab or click in a cell to go to the next cell in a row or on the screen.
- On a grid, enter one row at a time. Press the Enter key when you are finished entering a row.
- Correct any errors on a row before starting the next row or leaving the screen.
- Enter something in all cells marked “Required” or the row or screen will not be saved.
- Make sure to scroll to the right to see all cells.

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Annual Financial Report (AFR)

- **Helpful Hints**

- Avoid using double quotes in a cell.
- Do not enter a dollar sign or commas when entering amounts.
- Click the Save All Work Button to save changes.
- You may sort rows within some grids by clicking on the column heading.
- Do **not** send SBOA a copy of the AFR or the proof of publication.
- For best results and to view output reports, you must use the most recent version of Internet Explorer, Chrome or Firefox.

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Annual Financial Report (AFR)

- **Submit AFR and Attestation Statement**
 - Don't forget to submit. Your form is not filed until you submit it.
 - An Attestation Statement is part of the submission process.

System Functions		Status
Annual Report Outputs	Reports may be viewed as PDFs or Excel spreadsheets.	Available
Review Submission	Review any submission errors or warnings.	Available
Submit Annual Report	Review and submit the annual report to SBOA	Not Submitted

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Annual Financial Report (AFR)

- **Submit AFR and Attestation Statement**

Submit Annual Report

Your report entries have been reviewed to make sure that it meets minimum standards for submission. This review is not considered a final approval of this submission.

Submission Errors

No errors were found that would prevent submission.

Submission Warnings

There are no warnings for this submission.

Submit Report

[Proceed to Submit the Annual Report](#)

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Annual Financial Report (AFR)

- **Submit AFR and Attestation Statement**

Submit Annual Report

CERTIFICATION: This is to certify that the data contained in this report is accurate and agrees with the financial records, to the best of my knowledge and belief. I understand that if an audit is required due to the level of Federal funding expended by this entity, the data entered here will be used to generate a financial statement in accordance with the regulatory basis of accounting. I understand that this financial statement will be audited by the State Board of Accounts unless I choose to provide financial statements in accordance with another acceptable basis of accounting.

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Annual Financial Report (AFR)

- **Submit AFR and Attestation Statement**

Submit Annual Report

<p><small>The Annual Report has been submitted</small></p> <p><small>The online portion of the Annual Report for Sboa Township Unit was submitted to the State Board of Accounts on 9/18/2014 1:30:00 PM. The Annual Report is not considered submitted until the attestation form is completed, signed and mailed.</small></p> <p><small>Return to the AFR Main Menu</small></p>	<p style="color: #800000; text-align: center;">! Attestation Statement</p> <p><small>To complete your Annual Financial Report submission you must also download the attestation form using the link below, complete and sign this form and have it postmarked within 5 days of submitting your report via Gateway.</small></p> <p style="text-align: center;"><input type="button" value="DOWNLOAD ATTESTATION FORM"/></p>
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Annual Financial Report (AFR)

- **Attestation Statement**

- Certifies that the data is accurate to the best of your knowledge and belief.
- Must be signed by the official.
- Must be **mailed** within 5 days of submitting on Gateway.
- If you re-submit your AFR on Gateway, you **must** print, sign and mail a new attestation form.
- Must use the most recent version of Internet Explorer, Chrome or Firefox to view statement.

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**State Board of Accounts
Annual Financial Report Attestation Form**

To complete your Annual Financial Report submission via Gateway you must sign and mail this Attestation Form to the address below within 5 days of submitting your report via Gateway.

**Indiana State Board of Accounts
Attn: AFR Attestation Forms
302 West Washington St. Rm E418
Indianapolis, IN 46204**

The 2013 AFR for Sboa Library Unit, sbostatest County
was submitted via the State
Gateway on 10/17/2013 9:30:00 AM by lbaker@sboa.in.gov.

I, _____,
as the Fiscal Officer, hereby certify that data contained in the Annual Financial Report submitted
via Gateway on
10/17/2013 9:30:00 AM is accurate and agrees with the financial records,
to the best of my knowledge and belief.

Signed: _____
Printed Name: _____
Title: _____
Date: _____

Contact Information:
Name: _____
Telephone: _____
Email: _____

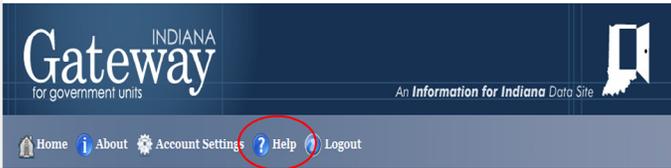
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Annual Financial Report (AFR)

- **How can I get help?**
 - User Guide



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Annual Financial Report (AFR)

- **How can I get help?**
 - SBOA Web site at www.in.gov/sboa

Gateway ▾

Annual Financial Report (AFR) ▾

[Login to Live Site](#)

Per Statute, the Fiscal Officer (Treasurer/Controller or Director) is responsible for submitting the AFR not later than **sixty days after the close of the fiscal year**. If you do not have a Gateway account, please send an email to our help desk at gateway@sboa.in.gov to request an account. Please include your official email address, name and job title and we will establish a Gateway account for you.

If you would like to request access for someone else, please complete the [Limited Delegation of Authority](#) form.

If you have any questions, email our help desk at gateway@sboa.in.gov

GATEWAY ANNUAL FINANCIAL REPORT RESOURCES

- User Guide
- User Account Information
- Annual Financial Reports - 2010 and Prior

UPLOAD SPECIFICATIONS

- Annual Financial Report Upload Specs
- File Layouts
- URL IDs
- Vendor Meeting Q and A

NEW CODE TABLES FOR 2014 ANNUAL FINANCIAL REPORT

- 2014 Fund Table (Updated October 28, 2014)
- Budget Codes (No Changes)
- Disbursement Codes (No Changes)

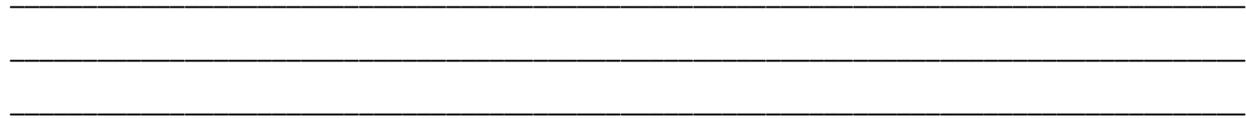
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Annual Financial Report (AFR)

- **How can I get help?**
 - Email the SBOA Help Desk at:
gateway@sboa.in.gov
 - Email IBRC Technical Support at:
ibrctech@iupui.edu



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Annual Financial Report (AFR)

Questions?

