Monthly Uploads in Gateway

www.gateway.ifionline.org



Indiana State Board of Accounts

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State Examiner Directive 2018-1

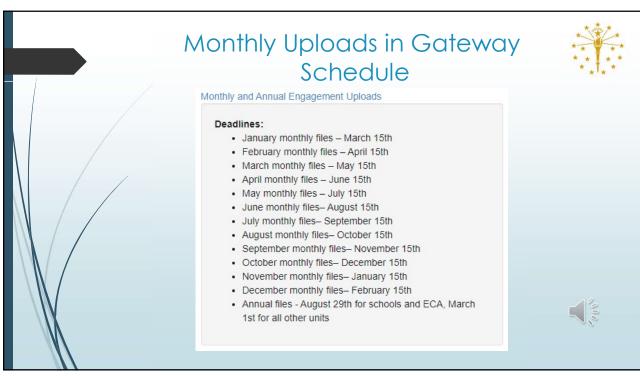


Link to State Examiner Directive 2028-1:

https://www.in.gov/sboa/files/Directive 2018-1/Monthly Uploads 10 30 2023.pdf

The purpose of this Directive is to provide guidelines for the use of the "Indiana Gateway for Government Units" (Gateway) application entitled "Monthly and Annual Engagement Uploads" (Engagement Uploads). The Engagement Uploads provide a more efficient and cost-effective audit process for governmental units.





Monthly Uploads in Gateway



Bank Reconcilements

 Document showing the reconciliation between the bank and the ledger

lank Balance

- + Denosits in Trans
- Outstanding Checks

+/- Reconciling Items

Adjusted Bank Balance = Ledger Balance

Includes all depository accounts

Bank Statements

- Received from the bank monthly showing the beginning balance, deposits, checks, and other activity.
- Include all pages of the bank statement
- Includes all depository accounts

Outstanding Check Lists

- List of checks that have been written but not yet cleared the bank
- Include checks from all depository accounts
- Total should agree to the amount on the bank reconcilement

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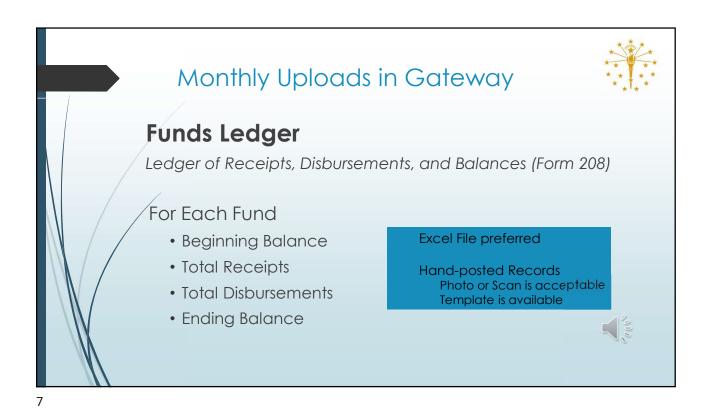
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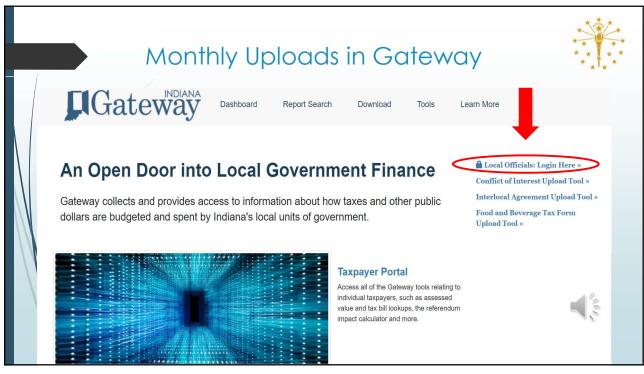


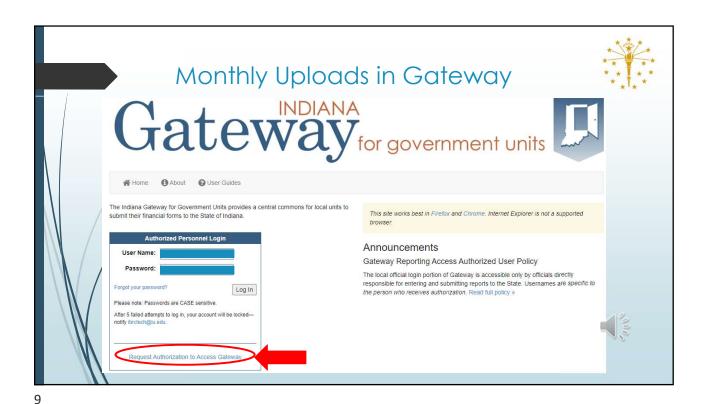
Approved Board Minutes

- Required for any board or commission which has financial activity included in the city or town financial statements
- financial impact could include, but not limited to: approving expenditures, applying for grants (state or federal), approve/recommend issuance of debt, receive/open sealed bids and award the contract, approve and sign contracts, approve change orders, etc...
- Upload to the month the meeting took place, not the month approved



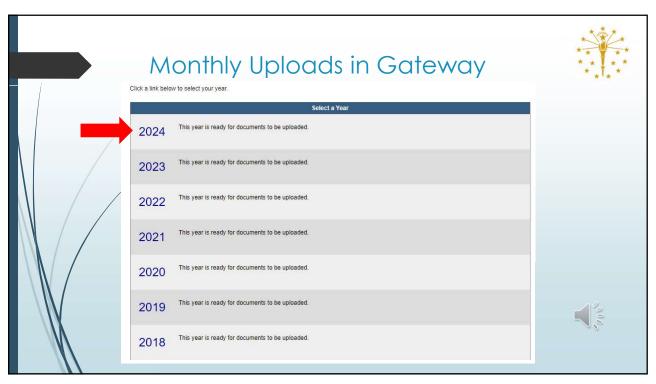


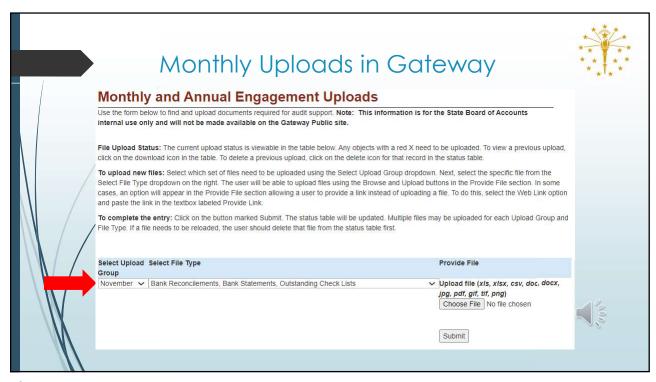




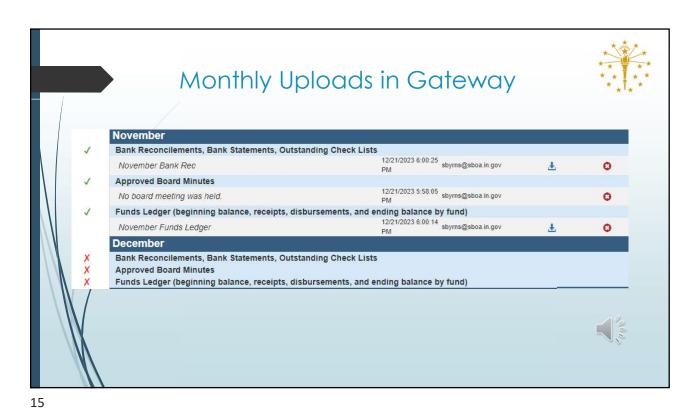
Monthly Uploads in Gateway Welcome to the Indiana Gateway for Government Units As an authorized user, you will have at least one application to use. Each of these applications enables a local unit to suagency. Agencies currently include Department of Local Government Finance. State Board of Accounts, India Gaming Commission. its required forms, reports or files to the appropriate state Select Application Department of Local Gov State Board of Accounts (SBOA Additional Appropriations Jan 31 Annual Financial Report Details Details Details Assessor Reports Jan 15 E-1 Entity Annual Report Budgets 60 days after entity's fiscal year ends Data Entry for CNAV and Form 22 Details Aug 29 Details Conflict of Interest Disclosure 15 days after final action on the contract or Economic Development Reporting Sep 30 purchase Other Post-Employment Benefits Mar 1 Interlocal Agreement 60 days after agreement takes effect SB 131 Reporting for SWMDs Mar 1 Apr 15 Food and Beverage Tax March 1st entity's year end











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