

Introduction to the Indiana State Board of Accounts

Soil and Water Conservation Districts



Mission Statement



Mission

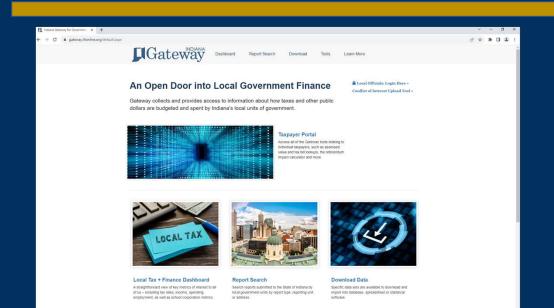
• We are dedicated to providing the citizens of the State of Indiana with complete confidence in the integrity and financial accountability of state and local government.

Values

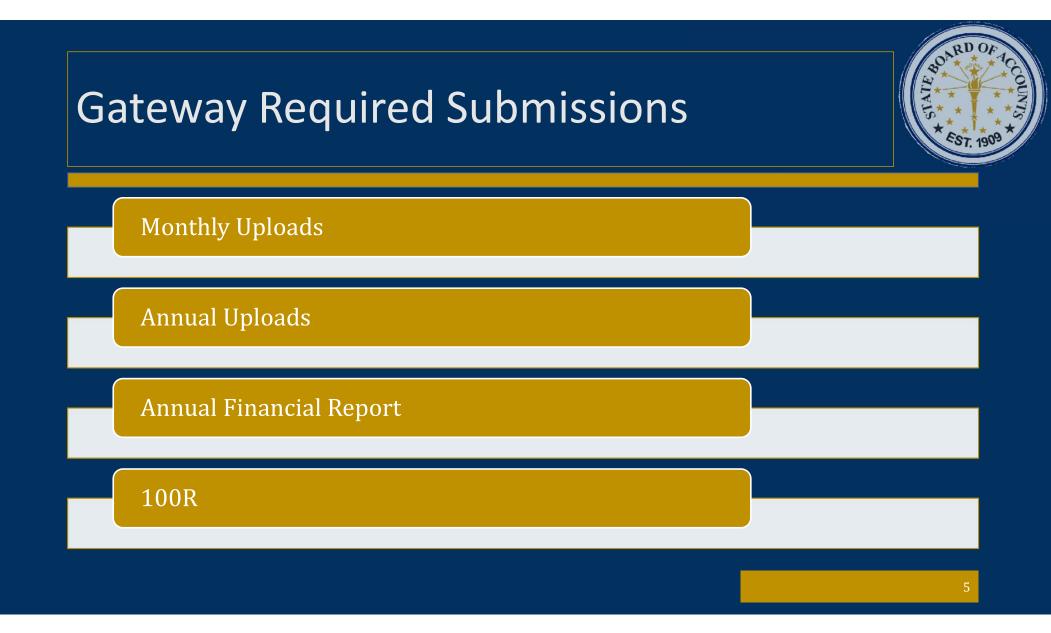
- Public Service
- Excellence
- Integrity
- Respect
- Efficiency
- Independence

Gateway





https://gateway.ifionline.org/default.aspx





Gateway Helpdesk

• Email: AnnualReports@sboa.IN.gov





Monthly Uploads

Bank Information

- Reconicliation
- Statements
- Oustanding Checks List
- Approved Board Minutes
- Funds Ledger



Annual Uploads

- Year End Investment Statements
- Detail of Receipt Activity
- Detail of Disbursement Activity
- Salary Ordinance
- Vendor History Report
- Funds Ledger
- Payroll History Report
- Excel Data Capture (Optional)



Annual Financial Report

• IC 5-11-1-4

- Submit financial reports covering the full period of each year
- Separate section from monthly and annual reports



100-R Report

• IC 5-11-13-1

- Entails:
 - Number of employees
 - How much each employee was paid
 - Information on benefits
- Required even if there are no employees to report



References



Manual:

https://www.in.gov/sboa/files/Special-Districts-Manual-Chapter-9-2014.pdf

Gateway Information:

Login: <u>https://gateway.ifionline.org/login.aspx</u> Annual Financial Report User Guide: <u>https://gateway.ifionline.org/userguides/AFRguide</u> Form 100-R User Guide: <u>https://gateway.ifionline.org/userguides/100Rguide</u> Monthly & Annual Upload User Guide: <u>https://gateway.ifionline.org/userguides/engagementguide</u>

State Examiner Directive 2018-1 (Amended 11/2020):

https://www.in.gov/sboa/files/Directive-2018-1-Monthly-and-Annual-Engagement-Uploads-Amended-11_9_2020.pdf





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