Annual Uploads in Gateway

Due 60 days after year end

February 29, 2024

www.gateway.ifionline.org

Indiana State Board of Accounts

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Annual Uploads in Gateway

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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 submit its required forms, reports or files to the appropriate state agency. Agencies currently include **Department of Local Government Finance**, **State Board of Accounts**, **Indiana Education Employment Relations Board** and **Indiana Gaming Commission**.

Select Application

Department of Local Government Finance (DLGF)	Deadline
Additional Appropriations	Details
Abstract	Details
Assessor Reports	Jan 15
Budgets	Details
Data Entry for CNAV and Form 22	Details
Debt Management	Details
Economic Development Reporting	Sep 30
File Transmission	Details
Other Post-Employment Benefits	Mar 1
SB 131 Reporting for SWMDs	Mar 1
TIF Management	Apr 15

Indiana Education Employment Relations Board (IEERB)	Deadline
Bargaining Status Form	Nov 15

State Board of Accounts (SBOA)	Deadline
100R	Jan 31
Annual Financial Report	Details
Monthly and Annual Engagement Uploads	Details
E-1 Entity Annual Report	60 days after entity's fiscal year ends
ECA Risk Report	Aug 29
Conflict of Interest Disclosure	15 days after final action on the contract or purchase
Interlocal Agreement	60 days after agreement takes effect
Food and Beverage Tax	March 1st following entity's year end

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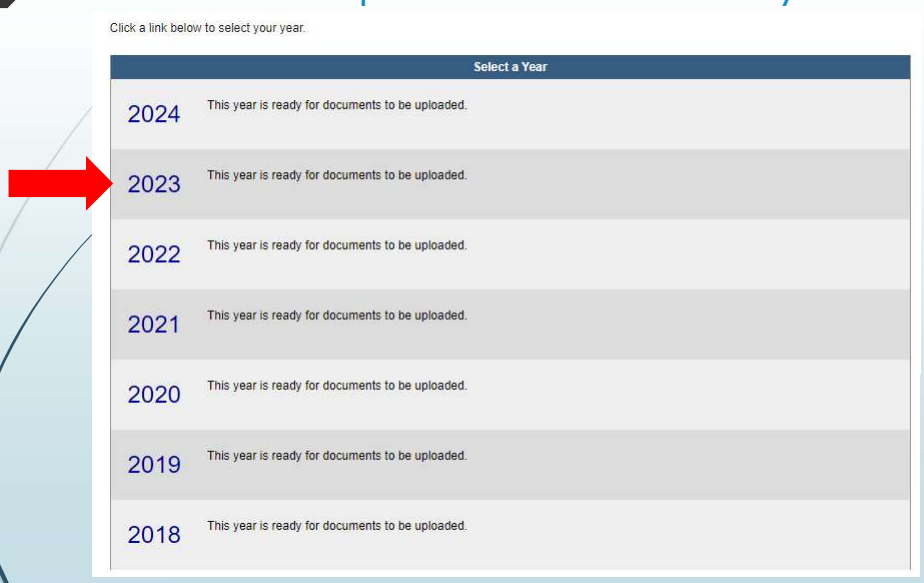

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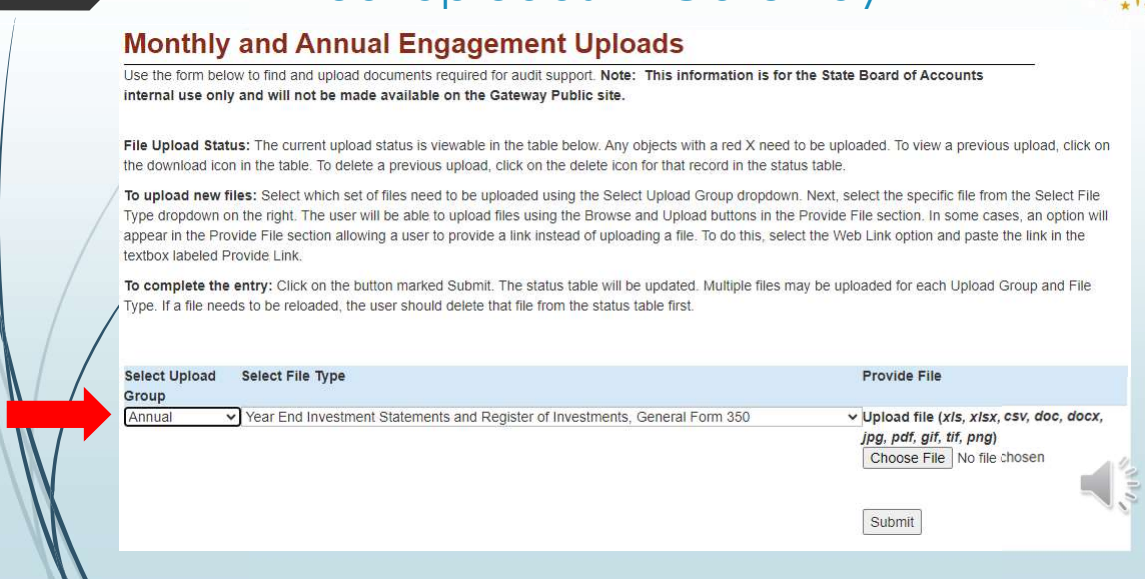

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Annual
Year End Investment Statements and Register of Investments, General Form 350
Detail of Receipts by Fund and Account (if Data Capture Not Available)
Detail of Disbursements by Fund and Account (if Data Capture Not Available)
Current Year Salary Ordinance and Amendments
Annual Vendor History Report
Annual Funds Ledger (beginning balance, receipts, disbursements, and ending balance by fund)
Annual Payroll History Report- without SS#
Court Trust Fund Subsidiary Detail (as of 12-31)
Excel Data Capture (data dump)
Accounts Payable/Receivable Schedule Support
Direct Federal Grant Agreements/Award Letters and Amendments Initiated During the Year
Agreements for Subawards Made to Subrecipients for All Federal Grants Initiated During Year
Personnel Policy

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Year End Investment Statements & Register of Investments (General Form 350)

- Similar to a checking account statement, but for all investment accounts
- Year end account statement
- Register of Investments (General Form 350)

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Detail of Receipt Activity

- Report of all receipts including receipt numbers, date, amount, fund, and who it was received from.
- Does not apply if hand-posted records
- If you have a software system, you most likely have a report you can run.
- Not required if you upload the Data Capture (Data Dump)

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Detail of Disbursement Activity

- Report of all disbursements including check numbers, date, amount, fund, and vendor/payee.
- Does not apply if hand-posted records
- If you have a software system, you most likely have a report you can run
- Not required if you upload the Data Capture (Data Dump)

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Current Year Salary Ordinance & Amendments

- Upload the salary ordinance and amendments in effect at the end of the year

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Annual Vendor History Report

- Detailed listing of all vendors to whom checks were issued during the year
- Should show a total by vendor
- Does not apply if hand-posted records

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Annual Funds Ledger

- Report that shows the summary of beginning balances, total receipts, total disbursements, and ending balances by fund by year
- Manual records should be scanned and uploaded

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Annual Payroll History Report (without Social Security numbers)

- Report should include at a minimum date, employee name, gross wages, and check number for all payroll during the year.
- Does not apply if hand-posted records

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Excel Data Capture (Data Dump)

- Check with your software vendor if this is available
- The following should be included
  - Receipts – receipt numbers, date, amount, fund and who the money was received from
  - Disbursements – check numbers, date, amount, fund, and vendor/payee names
- Does not apply if hand-posted records

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Court Trust Fund Subsidiary Detail

- Listing as of December 31 including the following: name, description, and account balance at year end
- Total should agree to the fund balance at year end
- If you do not have a court, not applicable

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Accounts Payable/Receivable Schedule Support

- Accounts Payable – a list of items due to be paid (by the unit) at year end by vendor and amount totaling to the amount entered on the AFR
- Accounts Receivable – a list of items due to be received (by the unit) at year end by vendor and amount totaling to the amount entered on the AFR

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Direct Federal Grant Agreements/Award Letters and Amendments

- Any federal financial assistance (grants, loans, loan guarantees, non-cash contributions, food commodities, etc.) that a recipient receives directly from a federal awarding agency.

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Agreements for Subawards made to Subrecipients for all Federal Grants initiated during the year

- A subaward is an award provided by the unit to a subrecipient for the purpose of the subrecipient to carry out part of the federal award received by the unit.
- A subaward may be provided through any form of legal agreement, including an agreement that the unit considers a contract.

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Personnel Policy

- All units with employees will be required to upload Personnel Policy in 2023
- This will need to be updated in future years if modified

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Contact Information

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