

Entity Annual Report (E1)

Gateway Submissions for 2015 (and forward)



A New Way to Report – Gateway

- State law IC 5-11-1-9 delegates the “oversight” responsibility to examine the records and accounts of entities receiving financial assistance from government sources.
- The Annual Report requirement will now be filed using Gateway (a web-based system)
- These are fast-track instructions on using Gateway to submit your E1.

Username and p-words

- You will receive an email from ibrctech@iupui.edu with your username and password.
- Be sure to check your “junk” or “spam” in case your network passes that email there. Make sure it is flagged as an accepted email address.
- Once logged in, you can change your password using Account Settings and keep your contact information current there.

After Login

After you log in, you will see the Select Application page - click on the E1 as circled below.

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), **IEERB** (Indiana Education Employment Relations Board) and **IGC** (Indiana Gaming Commission).

Select Application

 Budgets	 Debt Management	 Annual Financial Report
 SB 131 Reporting for SWMDs	 TIF Management	 100R
 Property Files Upload	 Redevelopment	 E-1 Entity Annual Report
 Economic Development Reporting	 Additional Appropriations	 Collective Bargaining Reporting
 Other Post-Employment Benefits	 Public Transit Upload	 CBR Contract Upload
 Homestead	 Local Development Agreements	 Bargaining Status Form: Pre-Impasse

Select Unit/Entity

You will then see the Select Unit page - click on the unit (or entity) that has been assigned to you. If you do not see it, please email Notforprofit@sboa.in.gov to have the proper entity and access rights (submitter or editor) assigned to you.

Gateway

INDIANA
for government units



State Board of Accounts - Entity Annual Report (Form E-1)

[Home](#)
[About](#)
[Account Settings](#)
[Help](#)
[Logout](#)

Select Entity

Select Entity from List

SBA ID	Entity Name Link	Entity Type	Entity County	Role
01-604.00	Adams County Council On Aging, Inc.	COUNCIL ON AGING	Adams	Submitter
49-520.00	The Damien Center, Inc.	CAP AGENCIES	Marion	Submitter

Indiana Gateway for Government Units is the collection platform for local units of government to submit required data to the State of Indiana, as well as a public access tool for citizens. It represents a unique partnership between the State of Indiana and the [Indiana Business Research Center](#) at IU's Kelley School of Business, with initial support from the Lilly Endowment and sustainable support from the State of Indiana.

Participating state agencies currently include the [Indiana Department of Local Government Finance](#), the [State Board of Accounts](#), the [Indiana Education Employment Relations Board](#) and the [Indiana Gaming Commission](#).

Need Help? Email: [Technical Support](#) or the [State Board of Accounts](#)



Select Year

Next, you will select the YEAR - currently 2015.

Note that reporting for periods ending December 31, 2014 or prior cannot be submitted through Gateway and must be submitted using the traditional E-1 report. If you need a copy of that report, please request one by emailing Notforprofit@sboa.in.gov.

The screenshot displays the 'Indiana Gateway for government units' website. The main header features the text 'Gateway for government units' with 'INDIANA' in orange above 'Gateway'. A logo on the right shows a white outline of Indiana with a grey door icon. Below the header is a dark red navigation bar with the text 'State Board of Accounts - Entity Annual Report (Form E-1)' and links for 'Home', 'About', 'Account Settings', 'Help', and 'Logout'. The main content area has a breadcrumb trail 'Select Entity > Select Year' and a section titled 'Select Year from List'. A table with a dark blue header 'Select Year' contains one row: '2015 Fiscal Year - Entity Annual Reporting'. At the bottom, there is a paragraph of text about the gateway's purpose and a 'POWERED BY Information for Indiana' logo.

Indiana Gateway for Government Units is the collection platform for local units of government to submit required data to the State of Indiana, as well as a public access tool for citizens. It represents a unique partnership between the State of Indiana and the [Indiana Business Research Center](#) at IU's Kelley School of Business, with initial support from the Lilly Endowment and sustainable support from the State of Indiana.

Participating state agencies currently include the [Indiana Department of Local Government Finance](#), the [State Board of Accounts](#), the [Indiana Education Employment Relations Board](#) and the [Indiana Gaming Commission](#).

Need Help? Email: [Technical Support](#) or the [State Board of Accounts](#)

The Main Menu

The menu is the central point from which you can enter information, review your "output" and also upload any files. The menu also indicates to you the status of your reporting - for example, the screenshot below indicates "Not Submitted" for the reporting, but "available" for your use are the report outputs and upload options.

State Board of Accounts - Entity Annual Report (Form E-1) [Home](#) [About](#) [Account Settings](#) [Help](#) [Logout](#)

[Select Entity](#) > [Select Year](#) > [Main Menu](#)

County: Adams County
Entity: Adams County Council On Aging, Inc.
SBA ID: 01-604.00
Year: 2015

Entity Annual Reporting Main Menu

The Entity Annual Reporting section below is required to complete your report. To change any of the fields on the report, click on the Entity Annual Reporting option on the menu.

		Status
E-1 Entity Annual Reporting	This process includes validation to ensure the information has been entered properly. You have permission to SUBMIT this form.	Not Submitted
Upload Files	Upload pdf files (e.g. audit contract, audit report, additional documentation)	Available
Report Outputs	Once you have entered your information, you can use this option to view your entries, print them, or download them into an Excel file.	Available

Entry form – Section I

E-1 Entity Annual Report Form

I. Entity Information

Entity's Fiscal Year End: 12/31/2015

E-1 Form (Due Date): 02/29/2016

Legal Name: Adams County Council On Aging, Inc.

Federal ID No: Must be a Federal ID number, do not enter your SSN

____-

D/B/A: Adams County Council On Aging, Inc.

Address1: 313 W. Jefferson St.

Address2: Room 120

City: Decatur

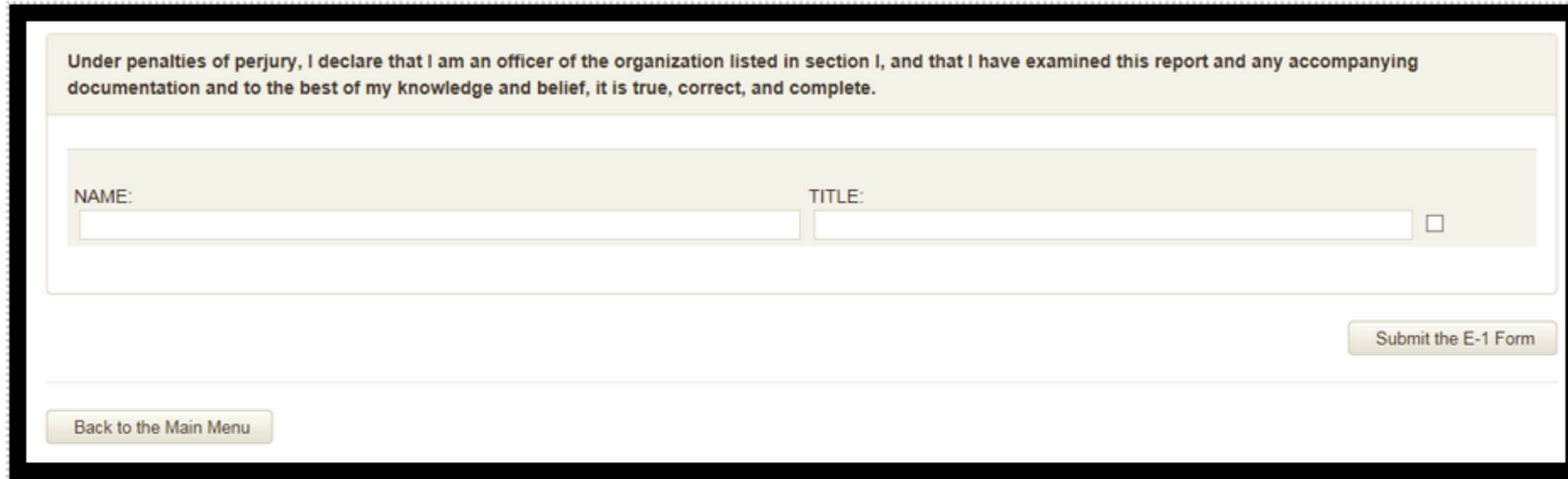
Entry form – Section II

II. Financial Information

1. Total Government funds received during the year: <i>(Enter amounts in Section III. Detail of Government Funds)</i>	<input type="text" value="\$0.00"/>
2. Total Government funds disbursed during the year: <i>(Enter amounts in Section III. Detail of Government Funds)</i>	<input type="text" value="\$0.00"/>
3. Entity's total disbursements (or expenditures) for the year:	<input type="text"/>
Basis of Accounting the financial information below is reported on:	<input type="text" value="Select"/>

Submit

Only the designated and authorized Submitter will see the penalty language show below in the screenshot, the check to agree box and the "submit" button. Editors will not see this, as only the designated submitter can agree and submit.



Under penalties of perjury, I declare that I am an officer of the organization listed in section I, and that I have examined this report and any accompanying documentation and to the best of my knowledge and belief, it is true, correct, and complete.

NAME: TITLE:

[Submit the E-1 Form](#)

[Back to the Main Menu](#)

Once the report is submitted OR after an editor has finished, you can click on the Main Menu and review the status. For example, if you have Submitted, then the Main Menu status will show that.

And then, once you have submitted, we will review the submitted report and notify you of your audit requirements or waiver of audit and your next steps. This notification will be via email. Any questions as to your status or questions as to issues with completing this online E-1 submission should be sent to Notforprofit@sboa.in.gov.

Upload Files

In addition to entering the specific information required, you can use the upload option to provide PDF versions of the audit contract, audit report or additional documentation for use by the State Board of Accounts. The screenshot below shows that you can select the file by browsing your local computer, put in comments, and then upload the file. You can upload multiple files.

Upload Files (PDF format)

+ Add New File

FILE NAME	FILE DESC	DOWNLOAD FILE	USERNAME	TIMESTAMP	COMMENTS
-----------	-----------	---------------	----------	-----------	----------

File Desc:

Comments:

Upload File:

View Your Content Via Report Outputs

On the main menu there is a Report Output option that allows you to view your entries in a "report-like" format via PDF or Excel. This is a great way for you to review what you have entered prior to submission or to share with others in your organization as additional 'eyes' to ensure accuracy. It is recommended that you use these output options to review your entries before you submit.

(E-1) Reporting

These reports are available for you to view, print or download at your convenience. The content of the report will change if the form is edited.

You CAN and should use your back button when viewing this report.

Report Output Format:	PDF ▼	Select the output method for the report that you prefer. Choices include Adobe PDF or Microsoft Excel Format
E-1 Report		This report shows the Entity Annual Report (E-1).

Help is Available

- SBOA is available to answer your content and process questions via email at Notforprofit@sboa.in.gov
- IBRC (which manages the Gateway system) is available to answer technical questions via email at ibrctech@iupui.edu.
- [Online user guide](#) with more information and instructions is available.