

The background features a large, faint watermark of the Seal of the State Board of Accounts of Indiana. The seal is circular and contains a central figure holding a scale and a sword, surrounded by stars and the text "STATE BOARD OF ACCOUNTS" and "INDIANA".

# GATEWAY REPORTS

Ryan Preston

Director of Audit Services

State Board of Accounts



GATEWAY 100-R

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## New for 2017

- You are no longer required to print, sign, and mail in an Attestation Form when the report is submitted.

## As of January 26<sup>th</sup>

- 685 Townships submitted
- 319 Townships not submitted



100R CONT.

## Helpful Hints:

- User Guide can be found at <https://gateway.ifionline.org/userguides/100Rguide>
- Default submitter
- Data Entry
  - Should input total compensation for calendar year 2017 provided to each official employee
  - Addresses listed should be Township office – Set Default Address
  - Remember to hit “Enter” button on keyboard after inputting information in each box
  - Remember to hit “Save All Work” button on top or bottom of screen before exiting



100R CONT.

## Helpful Hints cont.:

- Policy Uploads
  - “Most recent year for this policy was 20XX uploaded on XX-XX-XXXX. If the policy has not changed, another file does not need to be uploaded.”
- Username and Password problems
  - Contact the SBOA Gateway Help Desk at [gateway@sboa.in.gov](mailto:gateway@sboa.in.gov)

### Frequently Asked Questions

- 50 Questions over all areas of the report



AFR CONT.

As of January 26<sup>th</sup>

- 209 Townships submitted
- 795 Townships not submitted

From 2016 AFR - Township Internal Control Policy

- 826 Yes
- 178 No

From 2016 AFR - Township Internal Control Training

- 801 Yes
- 203 No



## New for 2017

- Changes to Risk Assessment Questions
- Changes to the defined benefits Pension screen
- Question asking what type of accounting software is used by the Township (Unit Questions section)
- Internal Control Certification answered no, then an explanation must be entered (Unit Questions section)
- Attestation form is no longer required to print, sign, and mail to our office



AFR CONT.

## Our most common questions answered:

- Submission Errors
  - Disbursements by Vendor does not match Disbursements on Financial Data by Fund
  - Official Bonds
  - Capital Asset or Debt Schedule not completed
  
- Submission Warnings
  - Beginning balances do not equal prior ending balances
  
- General Questions
  - Do we have to advertise and what is the deadline?
  - Do we have to take a copy to the County Auditor and what is the deadline?
  - Username/password does not work



AFR CONT

## What are the penalties for not completing the AFR?

- Subsequent Budget and Additional Appropriations will be denied by DLGF
- Subpoena issued by SBOA
- Court action filed by Attorney General
- Request to local prosecutor to file Infraction
  - Possible civil fine and removal from office





## GATEWAY CONTRACT REPORTING

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### Required by IC 5-14-3.8-3.5

- Contracts entered into after June 30, 2016
- Applies to all contracts in excess of \$50,000 except employment contracts
- Must be uploaded within 60 days of contract execution
- May redact information as allowed by law

### Department of Local Government Finance application

- Called “File Transmission”

### Refer to User Guide for Assistance

### DLGF Gateway Assistance

- [Gateway@dlgf.in.gov](mailto:Gateway@dlgf.in.gov)



CONTACT INFO

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