

# Gateway 100R and Annual Financial Report (AFR)

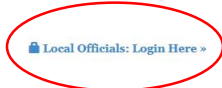
2016 Overview and Update

## Indiana Gateway for Government Units

- **Gateway Public Website**  
– <https://gateway.ifionline.org/>

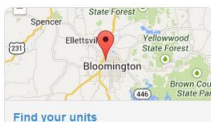


[Home](#) [Report Builder](#) [Download Data](#) [Learn More](#)



### An Open Door into Local Government Finance

*Gateway collects and provides access to information about how taxes and other public dollars are budgeted and spent by Indiana's local units of government.*



# Indiana Gateway for Government Units

- **Gateway Login Screen**

– <https://gateway.ifionline.org/login.aspx>

# Indiana Gateway for Government Units

- **Gateway Home Screen**

– Applications are available for multiple agencies.

## 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	State Board of Accounts (SBOA)	Deadline
Assessor Reports	Mar 31	100R	Jan 31
Budgets	<a href="#">Details</a>	Annual Financial Report	<a href="#">Details</a>
Data Entry for CNAV and Form 22	<a href="#">Details</a>	Conflict of Interest Disclosure	15 days after final action on the contract or purchase
Debt Management	<a href="#">Details</a>		
Economic Development Reporting	Sep 30	E-4 Entity Annual Report	60 days after

Certified Report of Names, Addresses, Duties and  
Compensation of Public Employees (Form 100R)

- **Per IC 5-11-13**

- Must be filed with the State Examiner.
- DLGF may not approve the budget of a unit until it is filed.
- Must be filed electronically via the State Gateway.
- Due January 31 each year.
- Must indicate whether the unit offers a health plan, a pension, and other benefits to full-time and part-time employees.

Certified Report of Names, Addresses, Duties and  
Compensation of Public Employees (Form 100R)

- **Per IC 5-11-13-1.1**

- Must indicate whether the unit has implemented a nepotism policy (IC 36-1-20.2) and a contracting policy (IC 36-1-21). Do **NOT** send copies of these policies or the 100R to SBOA.
- Nepotism and Contracting Policies rollover from last year. If you filed a nepotism and contracting policy last year, you will not have to upload it again this year. Should review to verify it is correct. Must upload new policy if you had changes.

## Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

	Full-Time	Part-Time
3. Are health benefits provided to employees?	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
4. Are pension/retirement benefits provided to employees?	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
5. Are any other benefits provided to employees?	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

Has your unit implemented the following?	
6. A nepotism policy per IC 36-1-20.2	<input checked="" type="radio"/> Yes <input type="radio"/> No
7. A contracting policy per IC 36-1-21	<input checked="" type="radio"/> Yes <input type="radio"/> No

## Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

### 100R Main Menu ?

The sections below are the ones that are required to complete your report. Some of these sections are based on the answers that you gave to the questions on the previous screen. To change any of the answers to those questions, click on the Unit Questions option on the menu.

	Status
<a href="#">Unit Questions</a>	Complete
<a href="#">Employee Data Entry</a>	0 Rows Entered
<a href="#">Nepotism Policy Upload</a>	Not Uploaded
<a href="#">Contracting Policy Upload</a>	Not Uploaded
<a href="#">100R Report Outputs</a>	Available
<a href="#">Submit 100R</a>	Not Submitted

## Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

### Nepotism Policy Upload

Use this page to upload the nepotism PDF file.

Upload PDF file:

Upload history

year	Upload date	
2014	10/31/2014 8:54:26 AM	<a href="#">View File</a> X

## Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **Who to Report**

- Report ALL people employed by the unit for the previous year. This includes part time, temporary, and seasonal employees. If a W2 is issued, that person should be listed on the Gateway 100R. IRS Publication 15 has guidelines for determining if someone is an employee or a contractor. Elected officials including board members should be included.

## Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **What to Report**

- Report the total compensation paid to the employee during the previous year. Use IRS Publication 15 as a guideline as to what to include as compensation. For specific questions, check the user guide and consult your tax professional.

## Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

### 100R Employee Data Entry

Enter total compensation for the reporting year for each employee for which you should have supplied a W-2. Many units inappropriately report board member payments on 1099s. According to IRS requirements they should be issued W-2s, and therefore should be included on the 100R.

Delete	Last Name	First Name	Middle Initial	Department Name	Business Address	Business City	Bus. State Abr.	Business Zip Code	Job Title	Total Compensation
X	Required	Required			Required	Required	Required	Required	Required	Required
X	Required	Required			Required	Required	Required	Required	Required	Required
X	Required	Required			Required	Required	Required	Required	Required	Required

## Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **Ability to auto fill address fields.**

### 100R Employee Data Entry

Save All Work

Return to 100R Main Menu

Enter total compensation for the reporting year for each employee for which you should have supplied a W-2. Many units inappropriately report board member payments on 1099s. According to IRS requirements they should be issued W-2s, and therefore should be included on the 100R.

Set Default Address

Add Row

Delete	Last Name	First Name	Middle Initial	Department Name	Business Address	Business City	Bus. State Abr.	Business Zip Code	Job Title	Total Compensation
X	Required	Required			Required	Required	Requi	Required	Required	Required

## Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **Ability to auto fill address fields.**

The following address fields can auto populate the grid by entering defaults below. Click **Apply** to add the entered default fields to each blank record. Default fields will also apply to newly added rows.

Business Address	Business City	Business State Abr	Business Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Apply Cancel

Initial	Department name	Business Address	Business City	State Abr.	Code	Job title	Compensation
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## Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **Ability to auto fill address fields.**

### 100R Employee Data Entry



Enter total compensation for the reporting year for each employee for which you should have supplied a W-2. Many units inappropriately report board member payments on 1099s. According to IRS requirements they should be issued W-2s, and therefore should be included on the 100R.



Delete	Last Name	First Name	Middle Initial	Department Name	Business Address	Business City	Bus. State Abr.	Business Zip Code	Job Title	Total Compensation
X	Required	Required			1 Main Street	Anywhere	IN	46227	Required	Required
X	Required	Required			1 Main Street	Anywhere	IN	46227	Required	Required
X	Required	Required			1 Main Street	Anywhere	IN	46227	Required	Required

## Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **Helpful Hints**

- Tab or click in a cell to go to the next cell in a row.
- Enter one row at a time. Press the Enter key when you are finished entering a row.
- Correct any errors on a row before starting the next row.
- Enter something in all cells marked “Required” or the row will not be saved.



## Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **Helpful Hints**

- Avoid using double quotes in a cell.
- Do not enter a dollar sign or commas in the Total Compensation cell.
- Click the Save All Work Button to save changes.
- You may sort rows within the grid by clicking on the column heading.
- **For best results, use the most recent version of Chrome or Firefox. Internet Explorer is no longer supported.**

## Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **Submit 100R and Attestation Statement**

- Don't forget to submit. Your form is not filed until you submit it.
- An Attestation Statement is part of the submission process.

### 100R Main Menu

The sections below are the ones that are required to complete your report. Some of these sections are based on the answers that you gave to the questions on the previous screen. To change any of the answers to those questions, click on the Unit Questions option on the menu.

		Status
<a href="#">Unit Questions</a>	The answers to these questions help tailor the form and validation to your unit.	Complete
<a href="#">Employee Data Entry</a>	Use the form entry for manual entering of the information or to edit what you uploaded.	3 Rows Entered
<a href="#">100R Report Outputs</a>	Once you have entered or uploaded your information, you can use this option to view your entries, print them, or download them into an Excel file.	Available
<a href="#">Submit 100R</a>	This process includes validation to ensure the information has been entered properly and that the number of records matches the number of employees you indicated in the Questions section. Once any errors have been corrected, you will see the Proceed to Submit button appear and you will click on that to complete the submission.	Not Submitted

## Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **Submit 100R and Attestation Statement**

### Submit 100R

Please review the following summary before certifying that the 100R data is complete.

#### 100R Data Summary

Employee Counts	
Count Stated in Unit Questions	3
Count From Entered Records	3
Compensation Summary	
Maximum Salary	\$1,000.00
Minimum Salary	\$500.00
Total Salary	\$2,000.00

#### Submit Report

[Proceed to Submit the 100R](#)

## Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **Submit 100R and Attestation Statement**

CERTIFICATION: This is to certify that the data contained in this report is accurate and agrees with the employment records, to the best of my knowledge and belief.

[Submit This Report](#)

## Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **Submit 100R and Attestation Statement**

The 100R Report has been submitted

**! Attestation Statement**

The online portion of the 100R Report for Sboa Township Unit was submitted to the State Board of Accounts on 9/17/2014 3:41:00 PM. The 100R Report is not considered submitted until the attestation form is completed, signed and mailed.

To complete your 100R Report submission you must also download the attestation form using the link below, complete and sign this form and have it postmarked within 5 days of submitting your report via Gateway.

[Return to the 100R Main Menu](#)

[DOWNLOAD ATTESTATION FORM](#)

## Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **Attestation Statement**

- Certifies that the data is accurate to the best of your knowledge and belief.
- Must be signed by the official.
- Must be **mailed** within 5 days of submitting on Gateway.
- If you re-submit your 100R on Gateway, you **must** print, sign and mail a new attestation form.

**State Board of Accounts  
Compensation of Public Employees (100R)  
Attestation Form**

To complete your Compensation of Public Employees (100R) submission via Gateway you must sign and mail this Attestation Form to the address below within 5 days of submitting your report via Gateway:

**Indiana State Board of Accounts  
Attn: 100R Attestation Forms  
302 West Washington St, Rm E418  
Indianapolis, IN 46204**

The 2013 100R for Boone Township, Harrison County  
was submitted via the State  
Gateway on 9/19/2013 6:00:00 PM by lbaker@sboa.in.gov.

I, \_\_\_\_\_  
as the Executive or Fiscal Officer hereby certify that data contained in the 100R report submitted  
via Gateway on  
9/19/2013 6:00:00 PM is accurate and agrees with the employment records,  
to the best of my knowledge and belief.

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Information:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Certified Report of Names, Addresses, Duties and  
Compensation of Public Employees (Form 100R)**

- **How can I get help?**
  - User Guide

Indiana State Board of Accounts

## Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **How can I get help?**

– SBOA Web site at [www.in.gov/sboa](http://www.in.gov/sboa)

The screenshot shows the SBOA website interface. On the left is a navigation menu with the following items: About Us, Political Subdivisions, Citizens, SBOA Staff, and Private Examiner Audits (highlighted in red). The main content area features several sections: TOWNSHIPS, Indiana Code References (with a note about 2015 updates), Contact Information (listing W. Tyler Michael and Ryan Preston), Overview, Uniform Compliance Guidelines, State Examiner Directives, Manuals, Bulletins, Indiana Codes, Gateway (circled in red), and Annual Financial Report (AFR) 100R.

## Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **How can I get help?**

– Email the SBOA Help Desk at:

[gateway@sboa.in.gov](mailto:gateway@sboa.in.gov)

– Email IBRC Technical Support at:

[ibrctech@iupui.edu](mailto:ibrctech@iupui.edu)

Certified Report of Names, Addresses, Duties and  
Compensation of Public Employees (Form 100R)

**Questions?**

**Annual Financial Report (AFR)**

- **Per IC 5-11-1-4**
  - Must be filed with the State Examiner.
  - DLGF may not approve the budget of a unit until it is filed.
  - Must be filed electronically via the State Gateway.
  - Due 60 days after the year end which will be March 1, 2017.

## Annual Financial Report (AFR)

- **New for 2016- Internal Control Certification**

- IC 5-11-1-27 (h) requires the fiscal officer to certify that minimum Internal Control procedures have been adopted and personnel have received training on these procedures.

## Annual Financial Report (AFR)

- **New for 2016- Internal Control Certification**

- To fulfill this requirement, two questions will be added to the Unit Questions at the beginning of the AFR.
- By answering these questions you are certifying whether you are in compliance with this requirement or not. Please make sure to answer these questions accurately.

## Annual Financial Report (AFR)

- **New for 2016- Internal Control Certification**

The questions are:

- “Has your unit adopted the minimum internal control standards and procedures as required per IC 5-11-1-27(e)?”
- “If yes, has personnel received training concerning the internal control standards and procedures adopted by your unit?”

## Annual Financial Report (AFR)

- **New for 2016- Public Official Surety Bonds**

- This was new on the AFR last year, but there have been a few changes to this section for 2016.
- Last year you were only required to enter and upload bond information for the Controller, Clerk, Clerk Treasurer or Judge.



## Annual Financial Report (AFR)

- **New for 2016- Public Official Surety Bonds**
  - This year you will enter and upload bond information for any other individuals that are required to be bonded per IC 5-4-1-5.1(e).
  - It requires copies of bonds from local fiscal officers be uploaded to Gateway and includes contractors, and other employees whose duties include receiving, processing, depositing, disbursing or otherwise having access to government funds.

## Annual Financial Report (AFR)

- **New for 2016- Public Official Surety Bonds**
  - IC 4-5-1-5.1(f) requires you to enter the position/title, name, and dollar amount of the bond.
  - You will choose one of these four types of bonds: Individual, Blanket Bond – Position, Blanket Bond – Name and Crime Insurance Policy.
  - You should have at least one bond for the clerk treasurer to report.

## Annual Financial Report (AFR)

- **New for 2016- Optional Contract Upload**

- This option will be removed from the AFR as it is being replaced by a new Gateway application soon that is the responsibility of DLGF per SEA 327-2016.
- DLGF will issue a memo with more details and instructions on fulfilling this requirement. Please contact their helpdesk with questions at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov).

## Annual Financial Report (AFR)

- **New for 2016- New Funds**

- New Funds for Cities/Towns
  - 102257 LOIT Special Distribution
  - 102260 Rainy Day Restricted-Wheel and SurTax
  - 102261 Rainy Day Restricted-Local Road and Street
  - 102262 Rainy Day Restricted-Major Moves
  - 102263 Rainy Day Restricted-MVH

## Annual Financial Report (AFR)

- **New for 2016- Receipts**
  - New Receipts for Cities/Towns
    - R138 Local Income Tax (LIT) Certified Shares
    - R139 Local Income Tax (LIT) Public Safety
    - R140 Local Income Tax (LIT) Economic Development
    - R141 Local Income Tax (LIT) Special Purposes
    - Updated fund and receipt tables are on our website at <http://www.in.gov/sboa/4453.htm>

## Annual Financial Report (AFR)

- **Helpful Hints**
  - Tab or click in a cell to go to the next cell in a row or on the screen.
  - On a grid, enter one row at a time. Press the Enter key when you are finished entering a row.
  - Correct any errors on a row before starting the next row or leaving the screen.
  - Enter something in all cells marked “Required” or the row or screen will not be saved.
  - Make sure to scroll to the right to see all cells.

## Annual Financial Report (AFR)

- **Helpful Hints**

- Avoid using double quotes in a cell.
- Do not enter a dollar sign or commas when entering amounts.
- Click the Save All Work Button to save changes.
- You may sort rows within some grids by clicking on the column heading.
- Do **not** send SBOA a copy of the AFR or the proof of publication.
- **For best results and to view output reports, you must use the most recent version of Chrome or Firefox. Internet Explorer is no longer supported.**

## Annual Financial Report (AFR)

- **Submit AFR and Attestation Statement**

- Don't forget to submit. Your form is not filed until you submit it.
- An Attestation Statement is part of the submission process.

### System Functions

		Status
<a href="#">Annual Report Outputs</a>	Reports may be viewed as PDFs or Excel spreadsheets.	Available
<a href="#">Review Submission</a>	Review any submission errors or warnings.	Available
<a href="#">Submit Annual Report</a>	Review and submit the annual report to SBOA	Not Submitted

# Annual Financial Report (AFR)

- **Submit AFR and Attestation Statement**

## Submit Annual Report

Your report entries have been reviewed to make sure that it meets minimum standards for submission. Your report will not be considered a final approval of this submission.

### Submission Errors

No errors were found that would prevent submission.

### Submission Warnings

There are no warnings for this submission.

### Submit Report

Proceed to Submit the Annual Report

# Annual Financial Report (AFR)

- **Submit AFR and Attestation Statement**

## Submit Annual Report

**CERTIFICATION:** This is to certify that the data contained in this report is accurate and agrees with the financial records, to the best of my knowledge and belief. I understand that if an audit is required due to the level of Federal funding expended by this entity, the data entered here will be used to generate a financial statement in accordance with the regulatory basis of accounting. I understand that this financial statement will be audited by the State Board of Accounts unless I choose to provide financial statements in accordance with another acceptable basis of accounting.

Submit This Report

## Annual Financial Report (AFR)

- **Submit AFR and Attestation Statement**

### Submit Annual Report

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The Annual Report has been submitted

**! Attestation Statement**

The online portion of the Annual Report for Sboa Township Unit was submitted to the State Board of Accounts on 9/18/2014 1:30:00 PM. The Annual Report is not considered submitted until the attestation form is completed, signed and mailed.

To complete your Annual Financial Report submission you must also download the attestation form using the link below, complete and sign this form and have it postmarked within 5 days of submitting your report via Gateway.

[Return to the AFR Main Menu](#)

[DOWNLOAD ATTESTATION FORM](#)

## Annual Financial Report (AFR)

- **Attestation Statement**

- Certifies that the data is accurate to the best of your knowledge and belief.
- Must be signed by the official.
- Must be **mailed** within 5 days of submitting on Gateway.
- If you re-submit your AFR on Gateway, you **must** print, sign and mail a new attestation form.
- Must use the most recent version of Chrome or Firefox to view statement.

**State Board of Accounts  
Annual Financial Report Attestation Form**

To complete your Annual Financial Report submission via Gateway you must **sign and mail** this Attestation Form to the address below within **5 days** of submitting your report via Gateway:

Indiana State Board of Accounts  
Attn: AFR Attestation Forms  
302 West Washington St, Rm E418  
Indianapolis, IN 46204

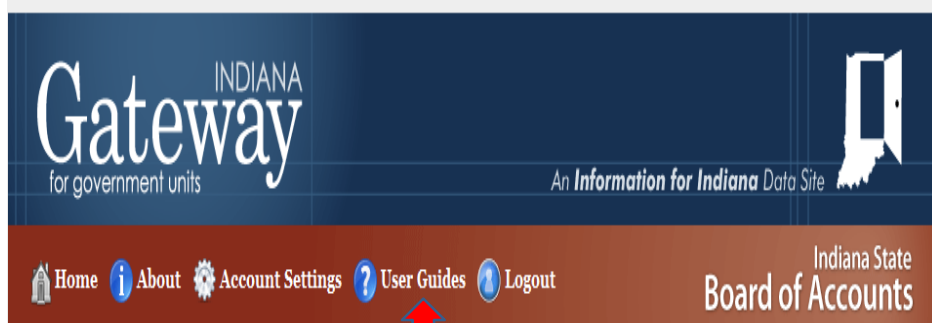
The 2013 AFR for Blue River Township, Harrison County  
was submitted via the State  
Gateway on 9/20/2013 4:46:00 PM by lbaker@sboa.in.gov.

I, \_\_\_\_\_,  
as the Fiscal Officer, hereby certify that data contained in the Annual Financial Report submitted  
via Gateway on  
9/20/2013 4:46:00 PM is accurate and agrees with the financial records,  
to the best of my knowledge and belief.

Signed: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Contact Information:  
Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

## Annual Financial Report (AFR)

- How can I get help?  
– User Guide



# Annual Financial Report (AFR)

- **How can I get help?**

- SBOA Web site at [www.in.gov/sboa](http://www.in.gov/sboa)

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# Annual Financial Report (AFR)

- **How can I get help?**

- Email the SBOA Help Desk at:

- [gateway@sboa.in.gov](mailto:gateway@sboa.in.gov)

- Email IBRC Technical Support at:

- [ibrctech@iupui.edu](mailto:ibrctech@iupui.edu)



# Annual Financial Report (AFR)

**Questions?**