LEPC FISCAL REPORTS: DISBURSE THE DESPAIR

2019 EMAI/IERC Conference
WHY ARE FISCAL REPORTS REQUIRED?

• IC 13-25-2-10.6 requires that each LEPC submit annually to the Indiana Emergency Response Commission (IERC) a fiscal report accounting for the LEPC’s Expenditures in the preceding year by March 1 of the current year.
SPENDING CATEGORIES
• Preparing and updating the SARA Title III plan; and

• Establishing and implementing procedures for dealing with public information requests; and

• Training for emergency response planning, information management and hazardous materials (HAZMAT) incident response; and

• Equipping a HAZMAT response team, which provides response throughout the LEPC’s district if the equipment is consistent with team training; and
• Purchasing communications gear for the LEPC’s administrative use; and

• Paying LEPC members a $20 meeting stipend; and

• Paying for SARA Title III risk communication, chemical accident related and accident prevention projects submitted to and approved by the IERC; and

• Maintaining, repairing and calibrating equipment purchased for a hazardous materials response team under subdivision (4).
REQUIRED INFORMATION
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• Auditor’s report or cash ledger

• Disbursements grouped under the Tier II categories:
  • Meeting stipend
  • Emergency planning
  • Hazmat response equipment
  • IERC approved special projects
  • Data management
  • Communication equipment
  • LEPC equipment maintenance
  • Training

TIP – If an LEPC is unsure what category an expenditure falls under, reach out to your LEPC program manager.
AUDITOR’S REPORTS OR CASH LEDGER

• January 1 – December 31 of preceding year
• Beginning and ending balances

TIP – LEPCs can upload multiple documents if there are issues. For example, an email from the county auditor addressing a refund. This email may be uploaded as a pdf to help explain an abnormality on the Auditor's Report or Cash Ledger.
TIER II MANAGER REPORTING
REPORTING

• Log in to your LEPC admin account
• Select your county
• On the right side of the screen, click on “Add a New Report”
• Select your “Fiscal Report and Auditor’s Report”
• Select “Annual for”
• Select the correct reporting year
• Click the blue “Proceed” button
• Step 1 allows for disbursements to be entered. During this step you will be able to edit the “Amendment Credit” and “Amendment Debit.” To start, please click the “Edit” button.
Once on LEPC Fiscal Report Disbursement screen, you will click the “Add Fiscal Disbursements.”
DISBURSEMENTS

• To add the disbursement, select a category from the drop down menu under “LEPC FD Category.” Once you have selected the category, enter the appropriate amount.
• You will repeat this step for each category.
• Once that is done, you will click “Save Report Disbursements.”
• Step 2 allows for Auditor’s Reports or other fiscal paperwork to be uploaded like refund statements.
COUNTY AUDITOR’S REPORT

• Once on this screen, Tier 2 Manager will request a document description and allow for an attachment to be selected.
• To upload multiple attachments, please repeat these steps.

TIP – The description for each document should be clear and concise. For example, 2019 Auditor’s Report or 2019 Refund $54.85.
Once all fiscal paperwork is uploaded, Tier II Manager will require the user to click “Click here to confirm attachments are valid” line to validate the documents.

The last step is to submit the report. To do this, click the “continue” button.

TIP – If the LEPC isn’t sure the information listed is correct, please contact your LEPC program manager. Once the report is in “Pending Admin approval” status, we can’t edit the report.
• Once in this screen, Tier II Manager requires the user to click the certification box and list your credentials.
• When the user is ready, click the blue “Submit” button.
QUESTIONS?
THANK YOU!