



Indiana Gateway for Government Units What's New for 2012-2013

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Overview of the Gateway Project


- Phase I: Non-school budgets
- Phase II: State Board of Accounts annual report, DLGF debt report
- Phase III: School budgets
- Goal: Transparency and Education via Public Access Site: <https://gateway.ifionline.org>
 - local financial information made accessible and understandable to the public








Gateway Public Access Website



INDIANA
Gateway
for government units

An *Information for Indiana* Data Site 

 Home
  Report Builder
  Download Data
  Help
  Local Officials: Login Here »

Where do my tax dollars go?



Type in your street and city
 Spot location on map
 List of your taxing units
 Links to more data

Explore my government's finances

This site contains budget, expense and debt data for counties, cities/towns, townships, special districts and more (school districts available in 2012).

- [Browse unit reports](#)
- [Download data](#)
- [Learn more about the budget process](#)

2012 Budgeted Expenditures

\$8,615,558,270
(96.2% of units reporting)

Local Debt Remaining Balance

\$13,531,673,077
(56.3% of units reporting)

[About the Gateway](#) • [Contact Us](#) • [Contact Officials](#)

The Indiana Gateway for Government Units was developed and is maintained by Indiana University's [Indiana Business Research Center](#), part of the Kelley School of Business. This public portal provides access to local government financial and tax data that has been entered by local units themselves. We work in partnership with the Department of Local Government Finance and the State Board of Accounts.





Timeline for 2012

- March 1: Deadline to Report all Outstanding Debt through Gateway Debt Management
- April 1: Release the 2013 Budget Package
- Summer
 - Release upgraded Debt Management application
 - Launch Appeals form for 2013 max levy appeals
 - Launch Additional Appropriations, for use during CY 2013
 - Launch Sales Disclosure Application in Gateway for Assessors and the public









2013 Budget Forms – Policy Changes

- Form 144: no longer in Gateway
 - Follow SBOA manual for salary ordinance forms and procedures
- Form 3: Submit at same time form is given to newspaper
 - This allows us to publish the information online
- Revenue/Receipt Codes: New DLGF-SBOA List
 - Consistent categorization and grouping as Annual Financial Report
 - Shorter, more manageable list



2013 Upgrades – Information Pop-ups

- Throughout website, hover over the  icon to get more information about budget forms or website functionality.
- Example on Form 4b:

a). Total Column A Budget Form 2 	
b). Total Column B Budget Form 2 	\$ 0
9. TOTAL FUNDS (Add lines 6, 7, 8a and 8b) 	0
10. Net amount to be raised for expenses to De from 5) 	0
<input checked="" type="radio"/> I want to make my own calculations for this form 4b	
<input type="radio"/> I want to use the Gateway Calculator 	

This is the total amount of money that you have available to support your budget for the upcoming budget year and the six months before. It is the sum of lines 6-9. Gateway calculates this value for you.



2013 Upgrades – Customize Revenue

- Under “Customize Unit” users can now select “Customize Revenues”
 - Set up revenue sources from drop-down menus
 - Link revenue to specific fund(s)
- Once revenue is customized, Form 2 is ready for entry
 - Revenue codes, names, already on fund-specific forms
 - Only need to enter the amounts
- Getting Started
 - Any revenue included on Form 2 last year will roll into “Customize Revenue” EXCEPT those with multiple replacement options for the new list and those entered with missing or incorrect revenue codes last year
 - Units should review and refine the information that pre-populates “Customize Revenue” screens



2013 Upgrades – Fund/Dept Selection

- In 2012:
 - Forms 1, 2, 4B guided users through “selection screens” to pick funds and departments
 - Form 4a had users pick funds and departments from drop-down menus on the same screen
- In 2013
 - All forms will follow the drop-down method for fund and department selection

Selected Year: 2013 | Selected Unit: Adams County - 0453 Berne Civil City, Adams Co.

[Print or View the Full Form in PDF Format](#)

PRESCRIBED BY THE DEPARTMENT OF LOCAL GOVERNMENT FINANCE
APPROVED BY STATE BOARD OF ACCOUNTS

Budget Form 4-B

BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE

Select Fund:

0101 - GENERAL
0101 - GENERAL
0342 - POLICE PENSION
0706 - LOCAL ROAD & STREET
0708 - MOTOR VEHICLE HIGHWAY
2379 - CUMULATIVE CAPITAL IMP (CIG TAX)
2391 - CUMULATIVE CAPITAL DEVELOPMENT

 Net Assessed Value \$ 0

Click Here to Insert
Form 2 & Form 4a
published amounts



Click Here to Insert
Form 2 & Form 4a
adopted amounts



Funds Required For Expenses To December 31st Of Incoming Year

Published Amount

Adopted Amount

1. Total budget estimate for incoming year 

\$ 0

\$ 0



2013 Upgrades – Forms 1 and 2

- Now use a common template – unit type/fund specific line items and categories removed
- New look and feel
 - Easier data entry
 - Resolve issues with Internet Explorer, time lags
- More convenient printing
 - “Printer-friendly” version like other 2012 forms (e.g., Form 4a)
 - Only print line items you enter – no blank spaces, fewer pages
- Form 1 line item codes and descriptions entered in 2012 roll over to 2013
- Form 2 revenue codes and descriptions roll from the “customize revenue” area



Form 1 Snapshot

[Select Unit](#) > [Unit Main Menu](#) > [Budget Form Menu](#) > **Form 1**

Selected Year: 2013 | Selected Unit: Greene County - 0000 Greene County

[Click Here to Print This Form](#)

Prescribed by Department of Local Government Finance
 Approved by State Board of Accounts

Budget Form No. 1

BUDGET ESTIMATE FOR

Select Fund:

0101 - GENERAL

Select Department:

0002 COUNTY AUDITOR

Select Category Tab

		Personal Services	Supplies	Services And Charges	Capital Outlays		
Delete	Sub-Category	Line Item Code	Description	Published Amount		Adopted Amount	
X	Salaries and Wages		Auditor	\$ 40,000	COPY →	\$	
X	Salaries and Wages		Chief Deputy	\$ 35,000		\$	
X	Salaries and Wages		Deputy	\$ 30,000		\$	
X	Employee Benefits		Health Insurance	\$ 15,000		\$	
+ ADD	Salaries And Wages			\$		\$	
TOTALS BY CATEGORY				Total: \$ 120,000		Total: \$ 0	
TOTALS BY FUND				Total: \$ 182,000		Total: \$ 0	
TOTALS BY UNIT				Total: \$ 182,000		Total: \$ 0	

SAVE



Form 2 Snapshot

[Select Unit](#) > [Unit Main Menu](#) > [Budget Form Menu](#) > **Form 2**

Selected Year: 2013 | Selected Unit: Greene County - 0000 Greene County

[Click Here to Print This Form](#)

Prescribed by Department of Local Government Finance
Approved by State Board of Accounts

Budget Form No. 2

ESTIMATE OF MISCELLANEOUS REVENUES FROM SOURCES OTHER THAN GENERAL PROPERTY TAXES FOR USE IN PREPARATION OF ESTIMATE OF FUNDS TO BE RAISED, YEAR 2013

Select Fund:

0101 - GENERAL

Select Category Tab

		Taxes And Intergovernmental	Licenses And Permits	Charges For Services	Fines And Forfeitures	Other Receipts
Revenue Code	Description	July 1 to Dec 31, 2012			Jan 1 to Dec 31, 2013	
0203	County Adjusted Gross Income Tax (CAGIT) Certified Shares	\$ 2,000	COPY		\$	
TOTALS BY CATEGORY		Total: \$ 2,000			Total: \$ 0	
TOTALS BY FUND		Total: \$ 2,500			Total: \$ 500	
TOTALS BY UNIT		Total: \$ 2,500			Total: \$ 500	

Form values saved at 07:52 AM and 58 seconds. [SAVE](#)



2013 Upgrades – Form 3

- Previous year levy now pre-populated correctly for cross-county units
- “Fill” from other forms optional, user can also edit/type in the values
- Ability to specify an adopting body different from the unit (e.g., solid waste mgmt district adopted by county council)

1 Fund Name	2 Budget Estimate	3 Maximum Estimated Funds to be Raised (Including appeals and levies exempt from maximum levy limitations)	4 Excessive Levy Appeals (Included in Column 3)	Cu
	Click Here to Insert Form 4b published amounts ↓	Click Here to Insert Form 4b published amounts ↓		
0101-GENERAL	\$ 0	\$ 0	\$ 0	
0342-POLICE PENSION	\$ 0	\$ 0	\$ 0	
0300-LOCAL ROAD & STREET				



2013 Upgrades – Form 4

- Ability to directly enter the total budget, tax rate, and levy (instead of pulling from other forms)
- User must enter total budget, tax rate, and levy before printing form; additional warnings added for invalid forms

Select Unit > Unit Main Menu > Budget Form Menu > Form 4

Selected Year: 2013 | Selected Unit: A

[Print or View the Full Form in PDF Format](#)

PRESCRIBED BY DEPT OF LOCAL GOVERNMENT
FORM APPROVED BY STATE BOARD OF LOCAL GOVERNMENT FINANCE

Input Paragraph Values

Total Budget
\$ Current total budget from Form 4a: \$ 1000000

Total Max. Levy
\$ Current total levy from Form 4b: \$ 750000

Total Tax Rate
 Current total tax rate from Form 4b: 0.1500

[Click to fill or update values above from other form values at right](#)

Date of Adoption

Name of Adopting Body

Select Type of Fiscal Body

Enter Values into Paragraph Above

Cancel Update Record

Name Signature

+ ADD

ATTEST

Name	Title	Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>

This Form is Invalid until all form values have been entered.

Be it ordained by the **[No Adopting Unit Entered]**, Indiana that for the expenses of **Berne Civil City** for the year ending December 31, 2013 the sum of \$ 2,100, as shown on Budget Form 4-A are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expense of **Berne Civil City**, a total property tax levy of \$ 2,000 and a total tax rate of 0.2000, as shown on Budget Form 4-B are included herein. Budget Form 4-A and 4-B for all funds and departments are incorporated by the signing of this form and must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance shall be in full force and effect from and after its passage and approval by the taxing unit's fiscal body **[No Adopting Body Entered]**.

Enter Values into Paragraph Above

This Form is Invalid until at least one name for signature been entered.

Name	Signature
+ ADD	<input type="text"/>




2013 Upgrades – Signature Panel

- Only one signature panel per set of forms
 - E.g., sign only once for all Form 1s
- Automated PIN Code checking
 - Error will occur if user enters incorrect PIN
- Automatic date population
 - Date is inserted when user clicks “sign and date form”

Form Signature


NAME
Joe Smith

TITLE
Auditor

SIGNATURE/PIN
●●●● 

DATE
02/02/2012

Your pin number was not valid. Please try again.

 SIGN AND DATE FORM

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an “electronic signature” as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.



2013 Upgrades – Validation

- “Ready to Submit” button cannot be clicked until:
 - At least one value has been saved to each column of the form (Forms 1, 2, 4a, 4b)
 - Critical values have been entered and saved (Forms 3, 4)
 - Signature panel is completed and “sign and date form” has been checked
- Button shows as “grayed out” until form meets criteria, appears normally after

Ready to Submit 

This Form will still be editable. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application. Only Submitting the form to DLGF will turn off the editing function of the form.

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New Budget Forms Added to Gateway

- Current Year Financial Worksheet
 - Formerly known as the Line 2 Worksheet
 - Data flows to Form 4B
- Debt Worksheet
 - Imports data from Gateway Debt Management
 - Debts need to be entered in Gateway Debt Management first



Additional Functionality

- Appeals and Additional Appropriations
 - Under development
 - Expected to launch this summer
- Form 22
 - Under development
 - Expected to launch for pilot phase in December
 - Looking for development group members



Contact the Department

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- **Web site: www.in.gov/dlgf**
 - “Contact Us”: www.in.gov/dlgf/2338.htm.