Visit the Gateway at https://gateway.ifionline.org/login.aspx

Gateway User Guide

Economic Development Payment Reporting

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Introducing the Economic Development Report

The economic development payments subject to reporting are monetary disbursements initially provided by a licensed owner of a riverboat, an operating agent of a riverboat, or an affiliate of an owner or operating agent.

Indiana Code 4-33-23-17 requires any political subdivision receiving an economic development payment to annually complete and submit a report to the Department of Local Government Finance (Department). Units that do not receive economic development payments will still need to affirm this in Gateway.

Indiana Code 4-33-23-4 defines economic development payments as funds paid under a development agreement, received by a unit of government or person, and that are not paid in legitimate exchange for anything of value. According to IC 4-33-23-2, a development agreement is a written agreement between a person or a unit of government and a development provider that sets forth the financial commitments of a development provider to support economic development, including, without limitation, charitable or educational purposes in a specified location.

Please note that **all** units of government are required by the Department to submit this report through Gateway by **September 30**.

Accessing the Economic Development Payments Report

The Gateway login page can be accessed through the Gateway public data output site at gateway.ifionline.org. Once on this site, please select the "Local Officials: Login Here" link on the top right-hand side of the page.

This will take you to the login page below. Please enter your username which is typically your email address and your password. Once done, please select "Log In."

If you are having difficulties logging in you may contact the Department at gateway@dlgf.in.gov for assistance.

Once you have logged in you will be taken to the Select Application page in Gateway. Please select, "Economic Development Payment Report".

Select Application

Department of Local Government Finance (DLGF)	Deadline
Assessor Reports	Mar 31
Budgets	Details
Data Entry for CNAV and Form 22	Details
Debt Management	Details
Economic Development Reporting	Sep 30
Other Post-Employment Benefits	Mar 1
SB 131 Reporting for SWMDs	Mar 1
TIF Management	Apr 15

You should now be on the Select Unit from List page. Select the name of your unit to continue.

Upon clicking the name of your unit, you will be taken to the first step of completing the Economic Development Payment Report.

Reporting for Units with Economic Development Payments

If you indicate that your unit has received economic development payments between July 1, 2015 and June 30, 2016, by selecting "Yes," the report will request more information.

After you select yes, you will see the additional fields appear below.

Total Amounts Received/Disbursed

The next two fields ask for the total amount of economic development payments received and disbursed from July 1, 2015 through June 30, 2016. Please note that the total amount received is a required field. To enter these amounts simply click in the field and enter the amount.

Once you have entered your amounts, you will want to click the save button on the bottom left-hand side of the form.

Fund Balances

The next field, which is also required, requests the June 30th fund balance for each fund that had economic payments deposited into it. To begin adding a fund and balance, please select *"Add new fund"*

Fund code	Fund name	Fund balance 6/30/2016	
No records to display.			*Required Field
+ Add new fund			

Next, enter the fund code (optional), the fund name, and the fund balance. Once done, select the green checkmark to save your entry.

	Fund code	Fund name	Fund balance 6/30/2016
✓ ✗	123456	Example Fund Name	71,011.00

Once the green checkmark is clicked, your entry will be saved. You may click *"Add new fund"* to add any other funds, if applicable.

	Fund code	Fund name	Fund balance 6/30/2016	
✏	123456	Example Fund Name	$71,011.00	✗
+ Add new fund				

Receipt Details

Gateway will accept receipt details for a complete reporting. Officials may submit reports if they complete only the total amount received and fund balances. To enter receipt information, please select *"Add new receipt."*

Receipt details:

Fund	Provider (Other unit, Casino, Foundation)	Description and purpose	Total
No records to display.			
+ Add new receipt			

Next select the appropriate fund from the drop down menu on the left hand side. Please also include the provider of the funds along with the description/purpose and amount. Once you have entered the information, select the green checkbox to save your entry.

Please complete the receipt details for all remaining receipts. Click the green checkbox to save each new revenue.

	Fund	Provider (Other unit, Casino, Foundation)	Description and purpose	Total	
✏	Example Fund Name	ABC Casino	Example description and purpose	$30,000.00	✗
✏	Example Fund Name	XYZ Casino	Example description and purpose	$20,000.00	✗

➕ Add new receipt

Disbursement Details

Gateway will accept disbursement details for a complete reporting. Officials may still submit reports if they complete only the total amount received and fund balances. The Department needs distributions to other political subdivisions, to ensure that those units correctly report. The level of detail reported for disbursements is left up to the individual unit reporting.

To enter disbursement information, please select "*Add new disbursement.*"

Disbursement details:

Fund	Recipient	Description and purpose	Total
No records to display.			

➕ Add new disbursement

Next select the appropriate fund from the drop down menu on the left hand side. Please also include the recipient along with the description/purpose and amount. Once you have entered the information, select the green checkbox to save your entry.

	Fund	Recipient	Description and purpose	Total
✓ ✗	Example Fund Name ▾	Example Recipient	Example description and purpose	31,011.00

Please complete the disbursement details for all remaining disbursements. Click the green checkbox to save each new disbursement.

Disbursement details:

	Fund	Recipient	Description and purpose	Total	
✏	Example Fund Name	Example Recipient	Example description and purpose	$31,011.00	✗
✏	Example Fund Name	Example Recipient 2	Example description and purpose	$40,000.00	✗
➕ Add new disbursement					

Signing and Submitting the Report

Your final step is to sign and submit this form. Please note that only users with submission rights will see the signature box.

The signature box will be invisible to users with edit or read-only rights.

To sign the form, first type your name and title into the signature box. After that, you will need to enter a four-digit PIN code. This PIN code has been sent, via email, to the person with submission rights. You may contact the Department at gateway@dlgf.in.gov in the event that you have lost or not received a PIN code. Once you select "Sign and Submit Form," today's date will automatically populate the date field and the report will be submitted.

Once the form has been submitted, bold red text will state "This form has been submitted." There will also be an unlock button that can be used to manually un-submit the form.

This form has been submitted.

Click here to unlock the form

Submitted at 9/9/2016 4:14:56 PM

Form Signature

NAME

Bugs Bunny

If you have any questions while completing this form please contact the DLGF at gateway@dlgf.in.gov or at (317)-234-4480.