
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: All Political Subdivisions

FROM: James Johnson, Director of Data Analysis

SUBJECT: Gateway Budget Training Sessions

DATE: May 14, 2018

This memorandum provides information on the Gateway Budget Training Sessions being offered by the Department of Local Government Finance (“Department”) during the months of May and June 2018.

Like in previous years, the Department will be hosting a series of Gateway Budget Training Sessions throughout the state, starting next week and continuing through the month of June. The training sessions will consist of two parts: a presentation on the highlights and time frame for the 2019 Budget cycle and a walkthrough of the various forms that units will be submitting in Gateway Budget, including a summary overview of Gateway user policies. Unlike in previous years, the upcoming training sessions will not require attendees to log onto a computer and do test data entry in Gateway Budget. The Department representatives will be available to answer questions specific to individual units at the conclusion of the presentations.

The following represents a current list of the Gateway Budget Training Sessions scheduled around the state:

- May 14, 2018: Indiana State Library (Marion County)
- May 15, 2018: Ivy Tech – Batesville (Ripley County)
- May 16, 2018: Ivy Tech – Evansville (Vanderburgh County)
- May 17, 2018: Anderson Public Library (Madison County)
- May 18, 2018: Ivy Tech – Bloomington (Monroe County)
- May 21, 2018: Ivy Tech – Richmond (Wayne County)
- May 29, 2018: Ivy Tech – Madison (Jefferson County)
- May 30, 2018: Tell City-Troy Township School Corporation (Perry County)
- May 31, 2018: Ivy Tech – Rockville (Parke County)
- June 1, 2018: New Castle – Henry County Public Library (Henry County)
- June 4, 2018: Ivy Tech – Marion (Grant County)
- June 5, 2018: Allen County Public Library (Allen County)
- June 6, 2018: Fort Branch – Johnson Township Library (Gibson County)
- June 7, 2018: Central Education Center (Morgan County)
- June 8, 2018: Zionsville Community Schools Educational Services Center (Boone County)
- June 11, 2018: Northwestern School Corporation (Howard County)
- June 12, 2018: Warren County Learning Center (Warren County)

June 13, 2018: Kankakee Valley Administration Office (Jasper County)
June 14, 2018: Tri-Central Community Schools (Tipton County)
June 15, 2018: Plymouth Public Library (Marshall County)

Additional dates and locations may possibly be scheduled and if so, will be provided in future communications released by the Department. In order to register for one of the training sessions listed above, please click on the following link: https://docs.google.com/forms/d/1zl3_NL-N71LLXqoSqar9LeCvqEs4vea3kPtShwPEZfY/viewform?edit_requested=true.

Please note that the exact times for a number of the training sessions are yet to be determined. However, they will be included in the confirmation email sent once a prospective attendee has registered. The training sessions will likely start between 9 a.m. – 10 a.m. local time and will last for approximately three hours. The Department will do its best to accommodate all users who wish to attend. If capacity has been met at a given location, the Department will attempt to work with participants to find an alternate location but cannot guarantee that a spot will be available. Similarly, if a particular training session has fewer than four people registered 48 hours in advance of the scheduled date, the Department reserves the right to cancel that session.

The Department will provide an initial confirmation email each Friday for attendees who signed up during the previous week. Another confirmation email will be sent approximately 48 hours before each session containing the location's address and other details.

As a supplement to the materials that will be discussed during the training sessions, local officials are also encouraged to review the Gateway Budget user guides at <https://gateway.ifionline.org/help.asp>.

Contact Information

Questions related to the highlights and timeframe for the 2019 Budget should be directed to the Department's Budget Field Representative team. Budget Field Representative county assignments and contact information may be found at http://www.in.gov/dlhf/files/Field_Rep_Map_-_Budget.pdf. Technical questions about Gateway's Budget application, as well questions about training session registrations, should be directed to the Department's Gateway support team at Gateway@dlhf.in.gov or (317) 234-4480.