



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

# Gateway User Guide

## Pre-Budget Worksheet



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## How do I get to the application screen in Gateway?

As an authorized user of the Indiana Gateway for Government Units (“Gateway”), users will have a username and password that will allow access the program. The username is the email address on file with the Department of Local Government Finance (“Department”). The Department will assign an initial password, which should then be changed by the owner to something unique and confidential. Users are responsible for all information entered into Gateway under the authorized user’s username and password. Users without a Gateway account may contact [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov) to register.

Web Address (URL): <https://gateway.ifionline.org/login.aspx>

To access Gateway, open [Firefox](#) or [Google Chrome](#) and type <https://gateway.ifionline.org/login.aspx> into the browser, and then hit “Enter” on a standard keyboard. Gateway works best using Firefox or Google Chrome. Internet Explorer is not a supported browser.

## Accessing the Budget application

After signing in, users will see the “Select Application” Gateway page. Choose the “Budgets” option.

### Select Application

Department of Local Government Finance (DLGF)	Deadline
<a href="#">Abstract</a>	<a href="#">Details</a>
<a href="#">Assessor Reports</a>	Mar 31
<a href="#">Budgets</a>	<a href="#">Details</a>
<a href="#">Data Entry for CNAV and Form 22</a>	<a href="#">Details</a>
<a href="#">Debt Management</a>	<a href="#">Details</a>
<a href="#">Economic Development Reporting</a>	Sep 30
<a href="#">File Transmission</a>	<a href="#">Details</a>
<a href="#">Other Post-Employment Benefits</a>	Mar 1
<a href="#">SB 131 Reporting for SWMDs</a>	Mar 1
<a href="#">TIF Management</a>	Apr 15

On the Select Unit page, users should select their unit.

**Select Unit**

**Select Unit from List**

Currently Viewing Year: 2020

Click a link below to select your unit.

Unit Code	Unit Name Link	Unit Type	Unit County	User Role
0000	<a href="#">County</a>	County		Submitter

### Navigate to the Pre Budget Worksheet

Once the unit is selected, users will be directed to the Unit Main Menu page. To access the Pre Budget Worksheet, the user should select the “Pre Budget Worksheet” button.

[Home](#)
[About](#)
[Account Settings](#)
[User Guides](#)
[Logout](#)

Select Unit > Unit Main Menu

Selected Year: 2020 | Selected Unit: Gateway1 County - 9955 Dlgf City 16, Gateway1 Co.

**Unit Main Menu - 9955 Dlgf City 16, Gateway1 Co.**

Select from the options below to customize your unit's funds, departments, and/or publications.

**Department of Local Government Finance Tasks**

- Pre-Budget Worksheet - Not Submitted**  
Provide information and estimates in advance.
- Customize Funds, Departments, Debts, Rev. Codes  
View and edit lists of funds, depts., debts by fund and rev. codes.
- View Forms, Enter and Edit Budgets  
View, edit and submit Forms to DLGF.
- Submit Signed Form 4 and Other Documents  
View, upload and submit budget-related documents to DLGF.
- Property Tax Cap Info  
View Property Tax Cap Data Currently Entered on all Forms
- Optional Flat File Upload  
Fund List, Department List, Fund-Dept Relationship, Form 1, Form 2



## Pre-Budget Worksheet

On the Pre Budget Worksheet page, users will select “Yes” or “No” for a series of questions. For each answer of "Yes", you will be prompted to complete another section pertaining to the question. Once all sections are marked as complete, the worksheet will be ready for submission by the authorized submitter.

### Pre-Budget 2020 Worksheet

Dlglf City 16  
Gateway1 County  
Not Submitted

Please answer the following questions. For each answer of "Yes", you will be prompted to complete another section pertaining to the question. Once all sections are marked as complete, the worksheet will be able to be submitted by the authorized submitter.

Does Dlglf City 16 have a debt service levy in 2019 or will it have a debt service levy in 2020? For taxing units with a levy in 2019, the answer at right is automatically Yes.  Please follow the steps in the <a href="#">Debt Service Levy Section</a> to complete this question.	<input checked="" type="radio"/> Yes <input type="radio"/> No	COMPLETED
Will Dlglf City 16 file for an excess levy appeal in 2019?  Please follow the steps in the <a href="#">Excess Levy Section</a> to complete this question.	<input checked="" type="radio"/> Yes <input type="radio"/> No	NOT COMPLETED
Will Dlglf City 16 hold a referendum in 2019?  Please follow the steps in the <a href="#">Referendum Section</a> to complete this question.	<input checked="" type="radio"/> Yes <input type="radio"/> No	NOT COMPLETED
Not applicable to Dlglf City 16	<input type="radio"/> Yes <input type="radio"/> No	
Dlglf City 16 is a township, or city/town and will be entering information about the members of its fiscal body.  Please follow the steps in the <a href="#">Township and City/Town Fiscal Body Section</a> to complete this question.	<input checked="" type="radio"/> Yes <input type="radio"/> No	NOT COMPLETED
Not applicable to Dlglf City 16	<input type="radio"/> Yes <input type="radio"/> No	
What are the Public Meeting and Adoption Meeting dates and times?  Please follow the steps in the <a href="#">Public / Adoption Meeting Section</a> to complete this question.		COMPLETED
Has Dlglf City 16 annexed any territory for levies effective 2020?  Please note that the response to this question will not directly impact your maximum levy. If you have questions about annexations and their impact on your maximum levy, please contact your Budget Field Representative. Contact information for Budget Field Representatives may be found at <a href="http://www.in.gov/dof/2338.htm">http://www.in.gov/dof/2338.htm</a> .  The purpose of this question is to identify units that may be making	<input type="radio"/> Yes <input type="radio"/> No	NOT COMPLETED

If a user selects “No” to a question, it will show as “Completed”.

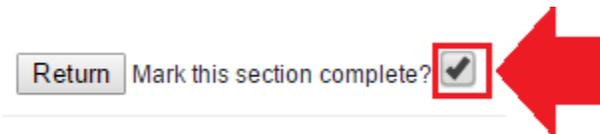


If a user selects “Yes” to a question, a dropdown with a link will appear. Users will need to click the applicable blue hyperlink to get to the applicable section.



## Mark Section as Complete

For any questions that have been answered as “Yes”, users will need to mark the section as “complete” within the appropriate section. To mark the section as complete, simply click the box next to “Mark this section complete”.



## Debt Service Levy Section

On the Debt Section page, users will select whether or not their unit anticipates issuing new debt in 2020. Users may also click a link to add a new debt service fund or to link debts to a debt service fund. For all debt that has been issued, users should enter the debt in Debt Management, then link the debt to a debt service fund.



Users will also be prompted to enter the estimated June 30 cash balance for any debt service funds.

[Select Unit](#) > [Manage Unit](#) > [Pre-Budget 2020 Worksheet](#) > **Debt section**

**Binding Adoption Units Section**  
Dlcf City 16, 2020 Pre-Budget Worksheet

Dlcf City 16 anticipates issuing in 2019.

Dlcf City 16 DOES NOT anticipate issuing new debt in 2019  
 Dlcf City 16 DOES anticipate issuing new debt in 2019

Debt Fund Balances: Please begin the PreBudget Debt Worksheet below and Refresh your debt information. You will then be able to enter fund balances for Debt Service.

0180 - DEBT SERVICE needs completion on Debt Worksheet  
 0283 - LEASE RENTAL PAYMENT needs completion on Debt Worksheet  
[Go to Debt Worksheet](#)

Use the following links for quick navigation to the pages for adding new debt service funds and linking debts:

- [Customize Funds Lists](#)
- [Customize Debts by Funds](#)

Users should then click the “Go to Debt Worksheet” button to complete a debt service worksheet. The worksheet asks users to indicate when they estimate that payments will be made. For most debts, users will use a checkmark system to indicate payment dates. For certain entries, such as unreimbursed textbooks for school corporations and anticipated debt service, users will enter dollar amounts.

[Select Unit](#) > [Manage Unit](#) > [Pre-Budget 2020 Worksheet](#) > [Debt Section](#) > **Debt Worksheet**

Selected Year: 2020 | Selected Unit: Gateway1 County - 9955 Dlcf City 16, Gateway1 Co.

Prescribed by Department of Local Government Finance

**DEBT WORKSHEET**

**Selected Year:** 2020

**Selected County:** Gateway1 County

**Selected Unit:** Dlcf City 16

**Select Fund:**

[Click here to refresh Debt Data](#)

Use this feature to refresh with the most recent debt data, and to clear any issues saving amounts for special debt types.

Please note that if you have already entered debt payment amounts through this page, clicking the “Click here to refresh Debt Data” button will reset those entries.

0180 - DEBT SERVICE ▼

(This form is to be prepared for each debt service fund that requires either a tax rate or an appropriation. Debt service funds designated by an “8” in the third digit of the fund code.)

No Data Entered for this Category. Please visit refresh data link.



## Excess Levy Section

On the “Excess Levy Appeal Section” page, users will provide information about any levy appeals that their unit anticipates filing in 2019. If the unit does not anticipate filing any levy appeals in 2019, then they may click the box next to “Mark this section complete”. Clicking the “Return” button will bring you back to the “Pre-Budget 2019 Worksheet” page.



To add an appeal, click the “Add New Appeal” button and complete the boxes. Please be sure to click the “Add Appeal” button before leaving the page.

[Select Unit](#) > [Manage Unit](#) > [Pre-Budget 2020 Worksheet](#) > [Excess Levy Appeal Section](#)

### Excess Levy Appeal Section

Dlcf City 16, 2020 Pre-Budget Worksheet

Please provide information about any levy appeals that Dlcf City 16 anticipates filing in 2020. To add an appeal, click the "Add New Ap button and complete the boxes. Completion of this form does not constitute an excess levy appeal.



## Referendum Section

On the “Referendum” page, users will describe any referenda that the unit anticipates presenting to voters in 2020. Please note: This page does not replace any part of the statutory referendum process and does not serve as an approval from the Department.

[Select Unit](#) > [Manage Unit](#) > [Pre-Budget 2020 Worksheet](#) > [Referendum](#)

### Referendum Section

Dlcf City 16, 2020 Pre-Budget Worksheet

Please describe any referenda that Dlcf City 16 anticipates presenting to voters in 2019. This page does not replace any part of the statutory referendum process and does not serve as an approval from the Department.

**Add/Edit Referendum**

<b>Referendum Types:</b>	<b>Referendum Election:</b>
<input type="radio"/> Capital Projects	<input type="radio"/> May
<input type="radio"/> Operating	<input type="radio"/> November

Describe the nature of the referendum.

Maximum Tax Rate imposed if passed in 2020

Mark this section complete?



## Binding Adoption Section

On the “Binding Adoption Units Section” page, units subject to a binding adoption by another taxing unit in 2020 will indicate which unit is the adopting body in 2020. To do this, use the dropdown to select the appropriate adopting body from the list, and then click the “Save binding unit” button.

[Select Unit](#) > [Manage Unit](#) > [Pre-Budget 2020 Worksheet](#) > [Binding Adoption Units Section](#)

### Binding Adoption Units Section

Berne Public Library, 2020 Pre-Budget Worksheet

Last year binding unit:

Please indicate which unit is the adopting body for

in 2020

- Select unit from list -



Save binding unit

Return



## Township and City/ Town Fiscal Body Section

On the “Township and City/Town Fiscal Body Section” page, users will enter all fiscal body members and indicate whether they are volunteer firefighters in a volunteer fire department or a fire department that provides fire protection services to the taxing unit. To do this, users will enter the name of the Fiscal Body Member, indicate whether or not the Fiscal Body Member is a Volunteer Firefighter, and then click the “Add Board Member” button.

[Select Unit](#) > [Manage Unit](#) > [Pre-Budget 2020 Worksheet](#) > [Township and City/Town Fiscal Body Section](#)

### Township and City/Town Fiscal Body Section

#### Dlcf City 16, 2020 Pre-Budget Worksheet

Enter all fiscal body members and indicate whether they are employed by a volunteer fire department or a fire department that provides fire protection services to the taxing unit. If they are employed, include their position or title with fire department. If a fiscal body seat is currently unfilled, please list "Vacant" for that seat.

**Note: The trustee or clerk treasurer should not be listed with the board members. The list below must only include official fiscal body members.**

**Add/Edit Fiscal Body Member**

Name of Fiscal Body Member

Is the Fiscal Body Member a Volunteer Firefighter in a volunteer fire department or a fire department that provides fire protection services to the taxing unit?

Yes  
 No

\*User must enter at least 3 board members to mark this section complete.

Pursuant to IC 36-1-23, a member of a fiscal body of a city, town, or township may not participate in a vote on the adoption of the city, town, or township’s budget if the member is a volunteer firefighter in a volunteer fire department or a fire department that provides fire protection services to the taxing unit.



## County Estimates Section

On the “County Estimates Section” page, users will enter their 2020 estimates for their developmental disabilities levy adjustment. Please be sure to click the “Save Estimates” button after entering your 2020 estimates.

[Select Unit](#) > [Manage Unit](#) > [Pre-Budget 2020 Worksheet](#) > [County Estimates Section](#)

### County Estimates Section

#### County, 2020 Pre-Budget Worksheet

Counties should estimate their developmental disabilities levy adjustment for 2020. The maximum allowable developmental disabilities levy adjustment cannot be calculated until the Assessed Value Growth Quotient is released. 2019 levy adjustments are listed as an aid when developing estimates. These estimates are not binding.

Please note that, pursuant to HEA 1141-2018, beginning with 2019 budgets, the mental health levy adjustment will be automatically computed for counties.

	2019 Adopted	2020 Estimated	2020 Estimated
Developmental Disabilities Levy Adjustment	\$175,000	\$0	<input type="text" value="0"/>

Mark this section complete?

## Public/ Adoption Meeting Section

On the “Public/Adoption Meeting Section” page, users will use the pop-up calendar to select the estimated dates of the public hearing and adoption meeting to be held in 2020. These dates are estimates only and are not binding. Please be sure to click the “Save Public/Adoption Meeting information” button after entering your hearing date and meeting date.

[Select Unit](#) > [Manage Unit](#) > [Pre-Budget 2020 Worksheet](#) > [Township and City/Town Fiscal Body Section](#)

### Public/Adoption Meeting Body Section

#### Training City 1, 2020 Pre-Budget Worksheet

Please enter Public/Adoption Meeting information. These dates are estimates only and are not binding.

**Public Meeting Info**

Hearing Date:

Hearing Time: 12:00  AM

**Adoption Meeting Info**

Meeting Date:

Meeting Time: 12:00  AM

← August, 2019 →

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Today: July 10, 2019



## Additional Information

The bottom of the main page also includes an optional text box where users may enter additional information. Please enter any information in this text box that you believe is important to share.

Please provide any other information that you believe is important to share. If you anticipate that you will take less than a full operating balance on a debt service fund or less than the statutory maximum levy for other funds, please provide details in the comment box below.

Save Unit Information

Please see the other user guides for assistance with other forms. If you have any questions, please contact the Department at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov) or at (317) 234-4480.