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

Pre-Budget Worksheet User Guide

GATEWAY USER GUIDE
# Table of Contents

How do I get to the application screen in Gateway? ................................................................. 2
Accessing the Budget application ......................................................................................... 2
Navigate to the Pre-Budget Worksheet .................................................................................. 3
Pre-Budget Worksheet ............................................................................................................ 4
Mark Section as Complete ..................................................................................................... 5
Debt Service Levy Section ....................................................................................................... 6
Excess Levy Section ................................................................................................................ 7
Referendum Section ................................................................................................................ 9
Binding Adoption Section ...................................................................................................... 10
Township and City/ Town Fiscal Body Section ...................................................................... 11
County Estimates Section ...................................................................................................... 12
Public/ Adoption Meeting Section .......................................................................................... 13
Additional Information ........................................................................................................... 13
Questions ................................................................................................................................. 13
How do I get to the application screen in Gateway?

Each user has a specific username and password that will allow access to Gateway. The username is the email address on file with the Department of Local Government Finance (“Department”). Users without a Gateway account may contact the Department’s Support team at support@dlgf.in.gov to register.

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

Please note that Gateway works best using Firefox or Google Chrome.

Accessing the Budget application

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

On the Select Unit page, users should select their unit.
Navigate to the Pre-Budget Worksheet

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

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

Gateway 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 submittor.
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”.

![Image of question and answer options]

**Debt Service Levy Section**

Please follow the steps in the Debt Service Levy Section to complete this question.
Debt Service Levy Section

On the Debt Section page, users will select whether or not their unit anticipates issuing new debt in 2021. 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.
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.

**Excess Levy Section**

On the “Excess Levy Appeal Section” page, users will provide information about any levy appeals that their unit anticipates filing in 2021. If the unit does not anticipate filing any levy appeals in 2021, then they may click the box next to “Mark this section complete”. Clicking the “Return” button will bring you back to the “Pre-Budget 2022 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.
Referendum Section

On the “Referendum” page, users will describe any referenda that the unit anticipates presenting to voters in 2021. Please note: This page does not replace any part of the statutory referendum process and does not serve as an approval from the Department.
Binding Adoption Section

On the “Binding Adoption Units Section” page, units subject to a binding adoption by another taxing unit in 2022 will indicate which unit is the adopting body in 2022. To do this, use the dropdown to select the appropriate adopting body from the list, and then click the “Save binding unit” button.
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.

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 2022 estimates for their developmental disabilities levy adjustment. Please be sure to click the “Save Estimates” button after entering your 2022 estimates.
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 2021. 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.

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 textbook that you believe is important to share.

Questions

Questions related to the submission of the Pre-Budget Worksheet may be directed to the Department’s Support team at support@dlgf.in.gov or (317) 234-4480.