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Gateway User Guide

Current Year Financial Worksheet: Additional Calculations for Form 4B

(Formerly known as the “Line 2 Worksheet”)



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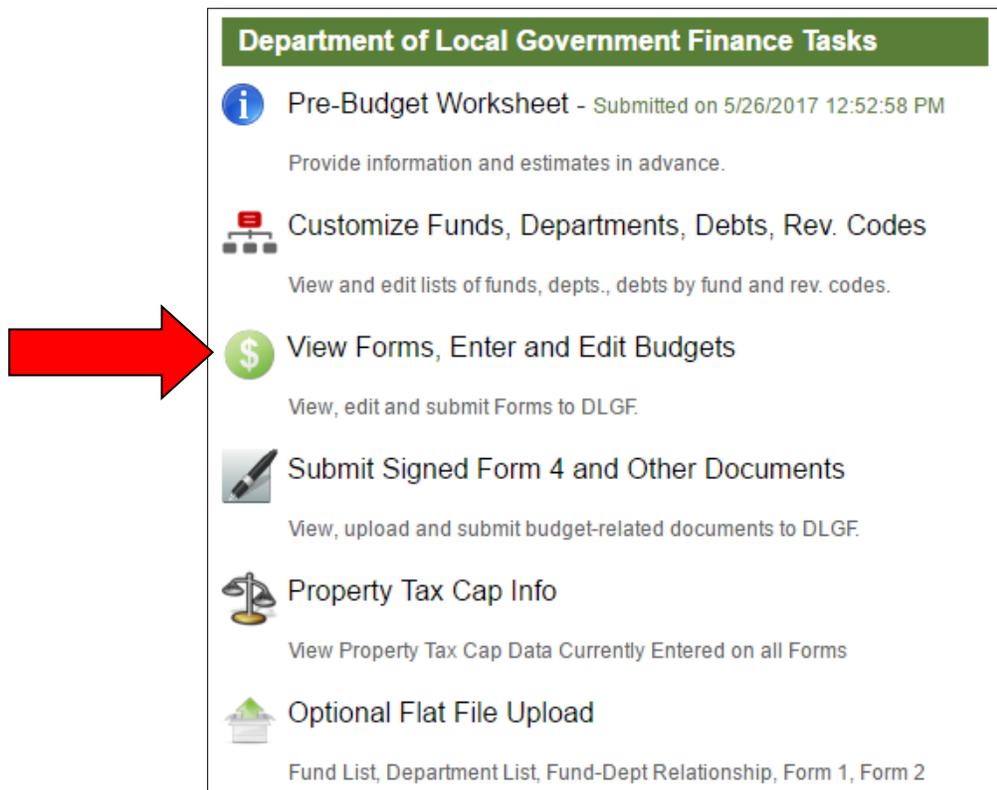
Current Year Financial Worksheet Overview

Many officials will know the Current Year Financial Worksheet under its previous name, the Line 2 Worksheet. This worksheet helps to derive a total of six lines that carry over directly into Form 4B. Your Budget Field Representative uses this June 30th information during the calculations for your ensuing year's budget certification. Most non-school units have the capability of having this form uploaded for them at budget workshops by their Budget Field Rep.

Note: Officials must complete a Current Year Financial Worksheet for each of their funds.

Accessing the Current Year Financial Worksheet

First, navigate to the "Unit Main Menu" by selecting the appropriate unit and then clicking "View Forms, Enter and Edit Budgets."

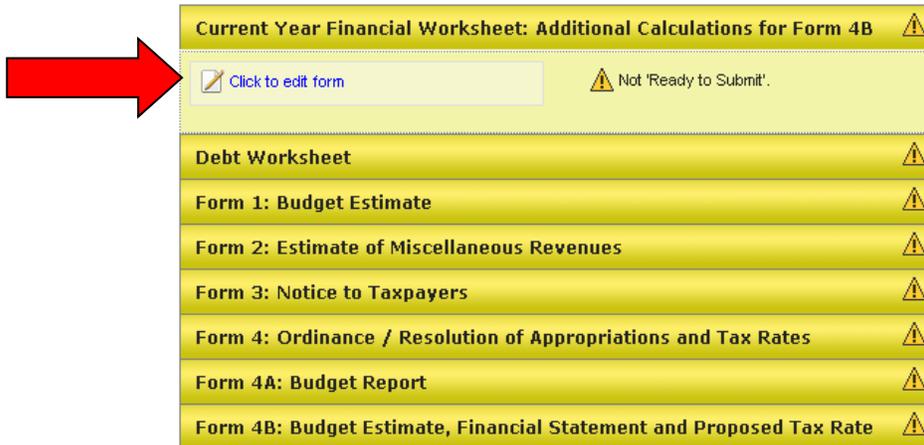


Department of Local Government Finance Tasks

-  **Pre-Budget Worksheet** - Submitted on 5/26/2017 12:52:58 PM
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



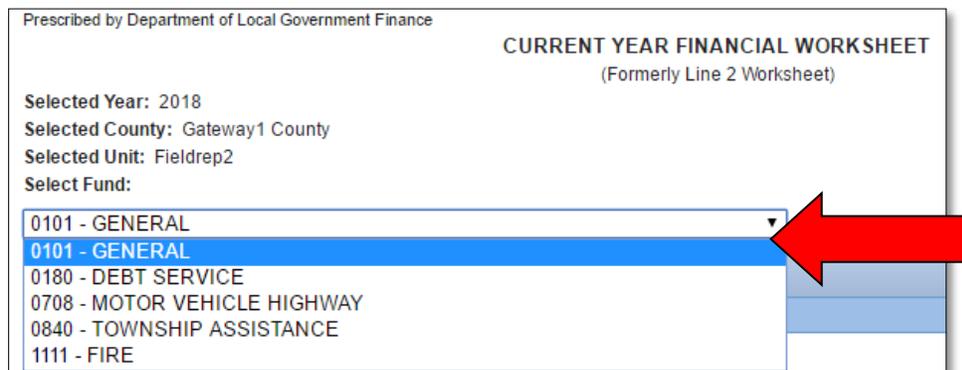
From the Budget Form Menu, notice that “Current Year Financial Worksheet: Additional Calculations for Form 4B” is expanded by default. Click on the link on the left side of the box that says “Click to edit form.”



Entering Data in the Current Year Financial Worksheet

The Current Year Financial Worksheet is 16 lines long. Most of these fields you will enter yourself using your June 30th and other information. A few of the other fields are populated from the Department’s database or by totaling other lines on the worksheet.

Navigation of the Current Year Financial Worksheet is done through a drop-down menu that will allow users to select a fund. Each of your funds must have a completed Current Year Financial Worksheet.





The Current Year Financial Worksheet is divided into six sections: Line 2, Line 3, Line 4A, Line 4B, Line 6, and Line 7 calculations. For most funds, these calculations can be pulled into Form 4B. For debt service funds, all but the Line 2 calculations can be pulled into Form 4B. The Line 2 calculations can instead be pulled from the Debt Worksheet for debt service funds.

Line 2	Line 2		
	APPROPRIATIONS		
	1. Current Year Approved Budget		\$ 412,423
	2. Encumbrances Brought Forward	\$	<input type="text"/>
	3. Changes to Appropriations:		
	a) Additional Appropriations (January to June)	\$	<input type="text"/>
	b) Reductions January through June	\$	<input type="text"/>
	4. Other Non-Appropriated Obligations	\$	<input type="text"/>
	5. Total Approved Appropriations	\$	<input type="text"/>
		DISBURSEMENTS	
	6. January through June Current Year Disbursements	\$	<input type="text"/>
	7. Appropriation Balance	\$	<input type="text"/>
	8. Reductions July through December	\$	<input type="text"/>
	9. Estimated Current Year Expenditures July through December	\$	<input type="text"/>
Line 3	Line 3		
	10. Proposed/Approved Additional Appropriations for July through Dec. of Current Year	\$	<input type="text"/>
Line 4A	Line 4A		
	11. Levy excess not transferred prior to June 30	\$	<input type="text"/>
	12. Temporary Loans outstanding as of June 30	\$	<input type="text"/>
	What fund loaned the cash on Line 12?		<input type="text"/>
	13. Temporary loans not included in Lines 2 or 3	\$	<input type="text"/>
Line 4B	Line 4B		
	14. Temp loans to be repaid in the first six months of ensuing year	\$	<input type="text"/>
	What fund loaned the cash on Line 14?		<input type="text"/>
Line 6	Line 6		
	15. June 30 Cash Balance, including investments	\$	<input type="text"/>
Line 7	Line 7		
	16. Taxes to be collected, present year (December settlement)	\$	<input type="text"/>



“Line 2” section

Appropriations (lines 1-5)

1. Current Year Approved Budget

For DLGF-approved funds, this value is the prior year certified budget. If a non-editable zero amount is being populated in error, please check the county’s budget order online at <http://www.in.gov/dlgf/2339.htm>. Please verify that the fund code is the same as it appears on the budget order.

Line 2	
APPROPRIATIONS	
1. Current Year Approved Budget ⓘ	\$ 12,295,986

All other funds, including Home Ruled funds, will need its current year adopted budget amount manually entered.

Line 2	
APPROPRIATIONS	
1. Current Year Adopted Budget ⓘ	\$ <input type="text"/>



2. Encumbrances Brought Forward

Any open purchase order or contract as of January 1st of current year that should have been paid in the previous year. You will enter the amount here, even if you have already paid it out January 1st of current year or later.

2. Encumbrances Brought Forward	\$ <input type="text"/>
---------------------------------	-------------------------

3. Changes to Appropriations

Additional Appropriations (Dept. approved January to June)



3. Changes to Appropriations:

a) Additional Appropriations (January to June)

\$

Reductions January through June – Amount determined by a resolution to decrease the current year certified budget.

b) Reductions January through June

\$

4. Other Non-Appropriated Obligations

Any expenditure made from this fund as of June 30 that was not charged against an appropriation, but is included in the expenditures. (Examples include an insurance reimbursement or purchase of a CD.)

4. Other Non-Appropriated Obligations

\$

5. Total Appropriations

The total appropriations for the current budget year are calculated as the sum of Lines 1, 2, 3a, 4 minus 3b.

This field will be automatically calculated once the save button on the bottom right-hand side of the worksheet has been clicked.

5. Total Appropriations

\$

Disbursements (lines 6-9)

6. January through June Current Year Disbursements

The total of all expenditures for January through June of current year. This amount can be found on your June 30th fund report or in your June 30th totals in your ledger book.



DISBURSEMENTS

6. January through June Current Year Disbursements

\$

7. Appropriation Balance

This field will be automatically calculated once the form has been saved.

The appropriation balance will be calculated as Line 5 (Total Appropriations) - Line 6 (January through June Current Year Disbursements).

7. Appropriation Balance ⓘ

\$

8. Reductions July through December

Any anticipated or actual reductions planned in the last half of the current year.

8. Reductions July through December

\$

9. Estimated Current Year Expenditures July through December

This field will be automatically calculated once the form is saved.

The Estimated Current Year Expenditures July through December is calculated as Line 5 (Total Appropriations) - Line 6 (January through June Current Year Disbursements) - Line 8 (Reductions July through December).

9. Estimated Current Year Expenditures July through December ⓘ

\$

“Line 3” section

10. Proposed/Approved Additional Appropriations for July through Dec. of Current Year

Please type the total amount of all proposed or approved additional appropriations for this time period.



Line 3

10. Proposed/Approved Additional Appropriations for July through Dec. of Current Year \$

“Line 4A” section

11. Levy excess not transferred prior to June 30

This would be Levy Excess applicable to the ensuing year’s budget that the unit was informed of from their DLGF Budget Field Representative, but has not yet moved as of June 30th of current year. Insert the balance here due to the Levy Excess fund.

Line 4A

11. Levy excess not transferred prior to June 30 \$

12. Temporary Loans outstanding as of June 30

These include inter-fund transfers and tax anticipation warrants to be re-paid by December 31st of current year.

What fund loaned the cash on Line 12?

Please type the name of the fund or financial institution that loaned the money to this fund.

12. Temporary Loans outstanding as of June 30 \$

What fund loaned the cash on Line 12?

13. Temporary loans not included in Lines 2 or 3

This amount will automatically total the amounts entered in Lines 11 and 12 once the form is saved.

13. Temporary loans not included in Lines 2 or 3 \$



“Line 4B” section

14. Temp loans to be repaid in the first six months of ensuing year

These include inter-fund transfers and tax anticipation warrants that are to be paid back during the first six months of the ensuing year.

What fund loaned the cash on Line 14?

Please type the name of the fund or financial institution that loaned the money to this fund.

Line 4B	
14. Temp loans to be repaid in the first six months of ensuing year	\$ <input type="text"/>
What fund loaned the cash on Line 14?	<input type="text"/>

“Line 6” section

15. June 30 Cash Balance, including investments

Please include the June 30 cash balance and ensure that it reconciles with your bank statement.

Line 6	
15. June 30 Cash Balance, including investments	\$ <input type="text"/>

“Line 7” section

16. Taxes to be collected, present year (December Settlement)

Please include the property tax dollars to be collected July 1st – December 31st of current year. This often consists of the certified levy minus June settlement, but can also include the June settlement if it was not deposited and/or distributed by June 30th.

Line 7	
16. Taxes to be collected, present year (December settlement)	\$ <input type="text"/>

Signing the Form Electronically

At the bottom of the Current Year Financial Worksheet, there is an electronic signature box. Only the user with submission rights will see the signature box.

Form Signature

NAME

TITLE

SIGNATURE/PIN
 

DATE

 **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.

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 to the person with submission rights via email. You may contact the DLGF at gateway@dlgf.in.gov in the event that you have lost or not received a PIN code. Once you select "Sign and Date Form," today's date will automatically populate in the date field.

Form Signature

NAME

TITLE

SIGNATURE/PIN
 

DATE

Form signature values saved at 02:36 PM and 10 seconds.

 **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.

Once you see the red text stating "Form Signature Values Saved," you have successfully signed the Current Year Financial Worksheet.



Marking the Form “Ready to Submit”

At the bottom of the Current Year Financial Worksheet and all other forms there are “Ready to Submit” status boxes. Before the form is entirely complete, there will be a grey box that is titled “Not Ready to Submit.”

The budget forms have a feature built in called validation. This does not allow the form to be marked as “Ready to Submit” or be submitted until the required fields are completed. Validation will help prevent some commonly found errors in previous years. Upon closer review, the box states: *“You will be able to mark this form as ‘Ready to Submit’ once the form has been signed with a valid four-digit PIN.”*

 **Not Ready To Submit** 

You will be able to mark this form as 'Ready to Submit' once the form has been signed with a valid four-digit PIN.

Once information has been entered and the form has been appropriately signed with your name, title and PIN, the yellow “Ready to Submit” option will appear. This gives users the ability to mark the form as “Ready to Submit” by clicking on the check box.

Ready to Submit 

This Form will still be editable after checking this box. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application and to be officially submitted to DLGF from the Budget Form Menu. Only Submitting the form to DLGF from the Budget Form Menu will turn off the editing function of the form.

Once this box is checked, the box will turn green and the form will now be marked as “Ready to Submit.” The Current Year Financial Worksheet will still be editable until it is submitted.

Ready to Submit 

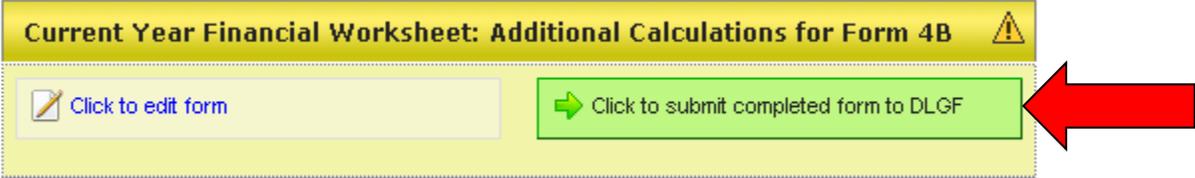
This Form will still be editable after checking this box. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application and to be officially submitted to DLGF from the Budget Form Menu. Only Submitting the form to DLGF from the Budget Form Menu will turn off the editing function of the form.

After the Current Year Financial Worksheet has been marked as “Ready to Submit,” the Current Year Financial Worksheet under the Budget Form Menu now shows a green submit option.

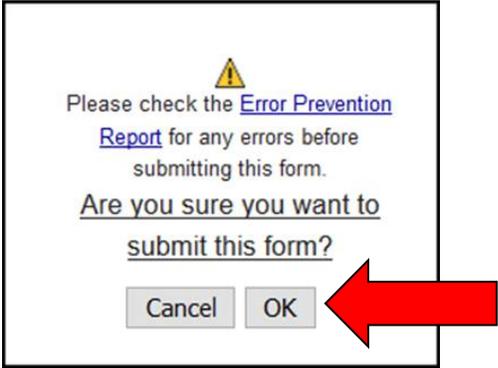
***Do not submit any Budget forms with the exception of the Form 3 until your unit has adopted its budget.**



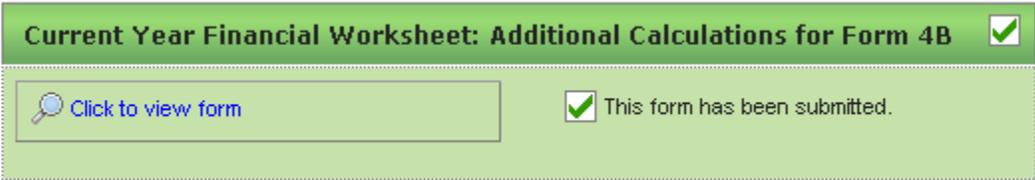
If you have adopted your budget, you may now click the green “Click to submit completed form to DLGF”.



A pop-up box will appear asking you if you have checked the error prevention report. Before submitting the form, please make sure to check the Error Prevention Report to make sure there are no errors triggering at this time. The link to the report can be found on the Budget Form menu. To confirm, simply press “OK.”



After form submission, the Current Year Financial Worksheet on the Budget Form Menu will now appear green, and will now be in “read only” status.



The form may no longer be edited once it has been submitted. If a form has been submitted by mistake, please contact the DLGF at gateway@dlgf.in.gov or at (317) 232-3777.

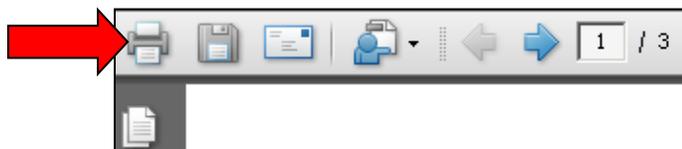


Viewing and Printing the Form

At any point, the Current Year Financial Worksheet can be printed directly from Gateway. Click the button at the top-left corner of the form that reads, "Click Here for Print/Viewing Options." Next, click on the link that reads, "Print/View Financial Worksheet for All Funds for Selected Unit in PDF Format."



Once the page appears in a new window, simply click on the printer icon on the top left hand corner to print. The form may also be saved by selecting the save icon to the right of the print icon. This will save the form as a PDF which can be emailed or posted to a website.



Congratulations! You have successfully submitted your Current Year Financial Worksheet. Please see our other user guides for assistance with other forms. If you have any questions, please contact the Department at gateway@dlgf.in.gov or at (317) 232-3777.