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Gateway User Guide

Form 4

ORDINANCE / RESOLUTION OF APPROPRIATIONS AND TAX RATES



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Form 4 Overview

Form 4 is the official Ordinance the fiscal body signs to formally adopt the budget. It is a signature sheet which lists the net budget, rate, and levy figures from the adopted column of Form 4B for all funds. Be aware that the budget figure that will appear is your **net** budget. This means your appropriations minus any property tax caps entered for each fund.

This form will also include any home-ruled funds for your unit that you complete this budget process for. For the home-ruled funds, once the Form 4 has been adopted, that is all that is required for those specific funds. The DLGF will not conduct a formal review of home-ruled funds.

The Signed Ordinance that is generated through this process must be uploaded to the DLGF. This is the legal document that we need to begin our budget review process.



The Department will consider the amounts listed on the signed, hard-copy Form 4 to be the official adoption of the fiscal body.



Accessing the Form 4

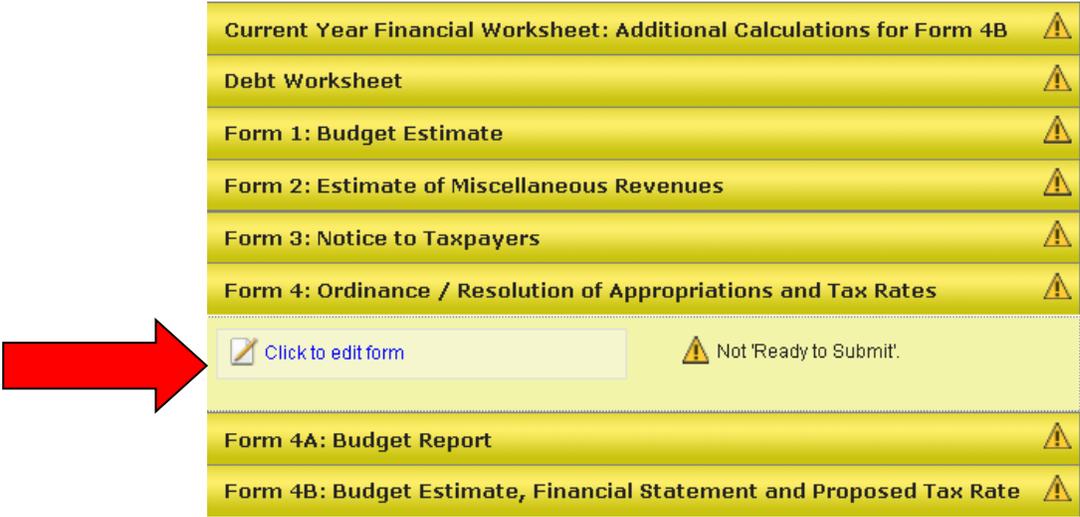
First, navigate to the Budget Form Menu by selecting your unit, and then clicking “View Forms, Enter and Edit Budgets.”



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, first click the Form 4 box. This will open up the accordion drop down box. Next click on the link on the left side of the Form 4 box that says “Click to edit form.” This will load the form.



Current Year Financial Worksheet: Additional Calculations for Form 4B ⚠
 Debt Worksheet ⚠
 Form 1: Budget Estimate ⚠
 Form 2: Estimate of Miscellaneous Revenues ⚠
 Form 3: Notice to Taxpayers ⚠
 Form 4: Ordinance / Resolution of Appropriations and Tax Rates ⚠
 ⚠ Not 'Ready to Submit'.
 Form 4A: Budget Report ⚠
 Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate ⚠

Ensuring that Form 4 is Generated Correctly

The table on Form 4 will populate itself with all fund info that has been added. The figures on Form 4 are automatically pulled from the Form 4B (adopted column) for the Department reviewed funds, while the adopted budget amounts can be pulled from Form 1 or manually entered for all home-ruled funds. Therefore, before entering the Form 4 amounts, it is very important that Forms 1 and 4B adopted columns have been entered in Gateway.

Entering Data on Form 4

The first field on this form is the “Ordinance / Resolution Number.” This is an optional field on Form 4. If an Ordinance / Resolution number is available to enter, simply click in the box to manually input the number. Please be sure to click save at the bottom of the form once complete.



ORDINANCE / RESOLUTION FOR APPROPRIATIONS AND TAX RATES ⓘ
 Ordinance / Resolution Number:

To complete the information in the paragraph at the top of the page, click on the “Enter Information into Paragraph Above” button on the left-hand side.

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES 

State Form 55865 (7-15) Budget Form No. 4
 Approved by State Board of Accounts, 2015
 Prescribed by the Department of Local Government Finance

Ordinance / Resolution Number:

This Form is Invalid until all form values have been entered.

Be it ordained / resolved by the [No Adopting Unit Entered] that for the expenses of Clay County for the year ending December 31, 2018 the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of Clay County, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance/resolution shall be in full force and effect from and after its passage and approval by the [No Adopting Body Entered].

Name of Adopting / Fiscal Body	Type of Adopting / Fiscal Body	Date of Adoption

←

Once you click “Enter Information into Paragraph Above”, a pop up box will appear.

Input Paragraph Information

Date of Adoption

Name of Adopting / Fiscal Body
 

Select Type of Adopting / Fiscal Body
 

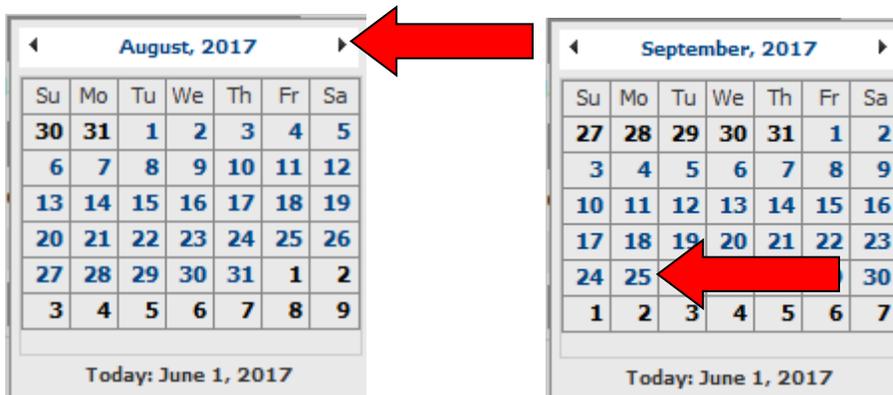
The first field is the “Date of Adoption.”

Date of Adoption

Name of Adopting / Fiscal Body

Select Type of Adopting / Fiscal Body

Please click in the Date of Adoption box. If the date of adoption is not in the current month, use the arrows to the left and right of the month to navigate to the correct month. Once the desired month is selected, click on the date the adoption meeting will be held.



Upon selection of the adoption date, it will appear in the Date of Adoption box. The next step is completing the “Name of Adopting / Fiscal Body” field.

Input Paragraph Information

Date of Adoption

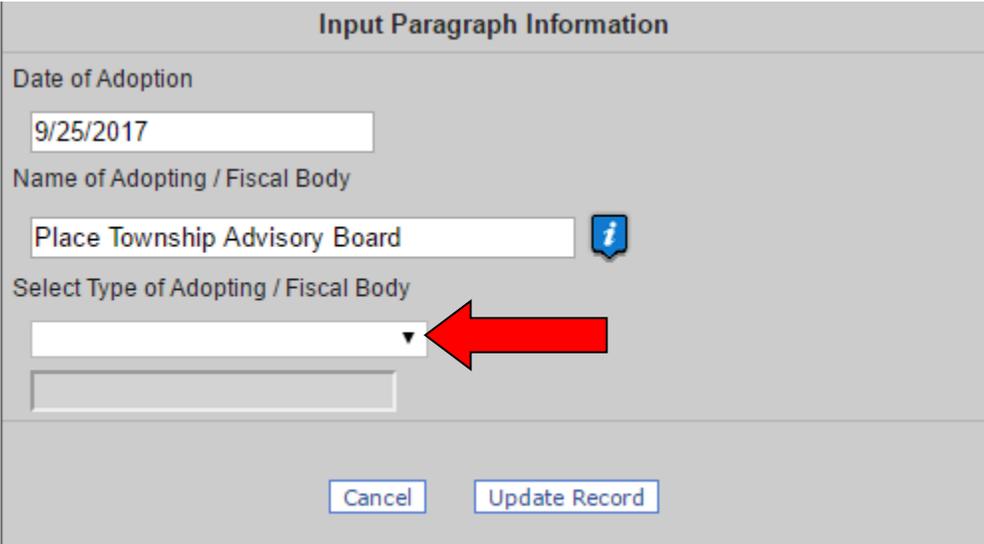
Name of Adopting / Fiscal Body

Select Type of Adopting / Fiscal Body

Cancel Update Record

See the following example for Place Township.

After entering the name of the adopting / fiscal body, select the type of adopting / fiscal body.



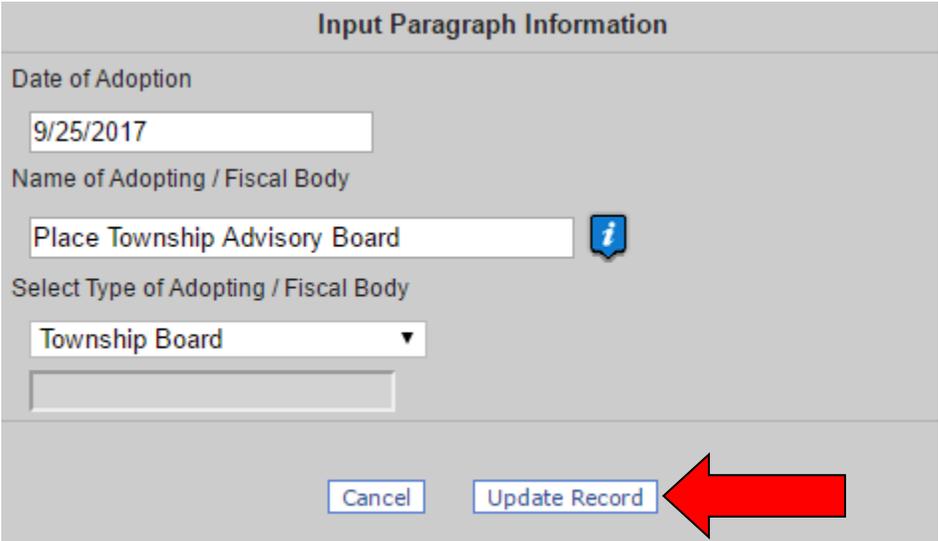
Input Paragraph Information

Date of Adoption
9/25/2017

Name of Adopting / Fiscal Body
Place Township Advisory Board 

Select Type of Adopting / Fiscal Body

Once complete, click "Update Record" to save the information entered into Form 4.



Input Paragraph Information

Date of Adoption
9/25/2017

Name of Adopting / Fiscal Body
Place Township Advisory Board 

Select Type of Adopting / Fiscal Body
Township Board

The next section breaks down the proposed adopted net budget, tax levy, and tax rate by fund. As illustrated below, this section displays these values for standard Department reviewed funds in the first table, and also lists any added home-ruled funds in a second table. If funds need to be added or deleted, please visit the *Adding, Deleting, and Connecting Funds and Departments* user guide.

DLGF-Reviewed Funds

**Values pull from lines 1, 16, 17, and the property tax cap credits of the adopted column of Form 4B.
Adopted Budget = Line 1 - property tax cap credits for each fund.**

Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0061	RAINY DAY	\$0	\$0	0.0000
0101	GENERAL	\$0	\$0	0.0000
0840	TOWNSHIP ASSISTANCE	\$0	\$0	0.0000
1111	FIRE	\$0	\$0	0.0000
1181	FIRE BUILDING DEBT	\$0	\$0	0.0000
1303	PARK	\$0	\$0	0.0000
		Total: \$0	Total: \$0	Total: 0.0000

Home-Ruled Funds (Not Reviewed by DLGF)

Fund ID	Fund Code	Fund Name	Adopted Budget	Action
1030	9507	Peaceful Rest Cemetary Donation	\$0	Edit
			Total: \$0	

The DLGF Reviewed Funds section will automatically pull in the amounts from the adopted column of Form 4B. The Adopted Budget pulls from the calculation of Line 1 *minus* the Property Tax Cap Credits. The Adopted Tax Levy pulls from Line 16. Last, the Adopted Tax Rate pulls from Line 17.

Any field not entered in the adopted column of Form 4B will become a zero amount after being saved. If an amount is blank or incorrect, please update the amount in the adopted column in Form 4B.

If the unit has any home-ruled funds, they will display beneath the DLGF reviewed fund table. These amounts can be pulled from Form 1's adopted column for any and all home-ruled funds by clicking on the "Copy Home-Ruled Budgets from Form 1."

Home-Ruled Funds (Not Reviewed by DLGF)

Fund ID	Fund Code	Fund Name	Adopted Budget	Action
1030	9507	Peaceful Rest Cemetary Donation	\$0	Edit
			Total: \$0	



Home-ruled fund amounts can also be entered or edited manually by selecting the “Edit” button to the right of the fund. Please be sure to click “Update” to save any change to an amount. Then click “Save”.

Home-Ruled Funds (Not Reviewed by DLGF)

Fund ID	Fund Code	Fund Name	Adopted Budget	Action
1030	9507	Peaceful Rest Cemetery Donation	<input type="text" value="\$3000"/>	Update Cancel
			Total: \$0	



Please double check that all adopted amounts listed are correct.



The Department will consider the amounts listed on the signed, hard-copy Form 4 to be the official adoption of the fiscal body.



The next step is to add the names of the Board/Council Members. These names are now to be added by entering their names one at a time. Officials eligible to vote consist of the unit’s Board or Council members only. Fiscal officers’ names should **not** be added into this section.

DLGF-Reviewed Funds

Values pull from lines 1, 16, 17, and the property tax cap credits of the adopted column of Form 4B.
Adopted Budget = Line 1 - property tax cap credits for each fund.

Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0061	RAINY DAY	\$1,000	\$0	0.0000
0101	GENERAL	\$23,165	\$19,500	0.0158
0840	TOWNSHIP ASSISTANCE	\$9,000	\$8,462	0.0069
1111	FIRE	\$12,000	\$13,674	0.0090
1181	FIRE BUILDING DEBT	\$2,650	\$2,750	0.0018
1303	PARK	\$1,500	\$1,000	0.0008
		Total: \$49,315	Total: \$45,386	Total: 0.0343

Home-Ruled Funds (Not Reviewed by DLGF)

Fund ID	Fund Code	Fund Name	Adopted Budget	Action
1030	9507	Peaceful Rest Cemetery Donation	\$3,000	Edit
			Total: \$3,000	

This Form is Invalid until at least two names for signatures have been entered.

Name	Signature
<input type="button" value="+ ADD"/> <input style="width: 100%;" type="text"/>	



Please enter the first Board/Council member's full name, and then click the "+ADD" button to save an entry.

This Form is Invalid until at least one name for signature has been entered.



Now simply repeat the process until all members are entered.

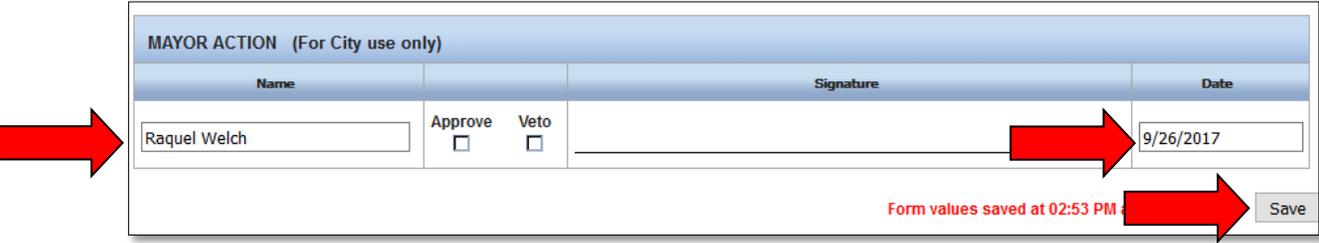
Edit	Delete	Name				Signature
		John Smith	Aye	Nay	Abstain	<hr/>
		Rod Serling	Aye	Nay	Abstain	<hr/>
		Judy Garland	Aye	Nay	Abstain	<hr/>
		+ADD				<hr/>

After all members have been entered, the attest field may be completed. This field must be used for counties, cities and towns.

If the attest field applies to your unit type, you may complete it by entering the name and title of the person attesting, and then click "Save" on the bottom right-hand side of the page.



The last field, "Mayor Action," will only apply to cities and binding units whose budgets are adopted by a city. To complete this field, type in the mayor's name and select the adoption date. To save the information entered, please click "Save."



This concludes inputting the data for Form 4.



Marking the Form “Ready to Submit”

At the bottom of Form 4 there is a Ready to Submit status box. Before the form is entirely complete, there will be a grey box 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. Upon closer review, you will notice the box states: *“You will be able to mark this form as 'Ready to Submit' once all underlined paragraph fields have been completed, all numbers entered are zero or greater and board members have been added to the form.”*

 **Not Ready To Submit** 

You will be able to mark this form as 'Ready to Submit' once all underlined paragraph fields have been completed, all numbers are zero or greater and board members have been added to the form.

Once Form 4 is complete, 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. Do not check this box until all data in Form 4 is verified as correct. Users with editing and submission rights will both have the capability to mark the form as Ready to Submit.



The Department will consider the amounts listed on the signed, hard-copy Form 4 to be the official adoption of the fiscal body.



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. Form 4 can still be edited until it is submitted.

Ready to Submit 

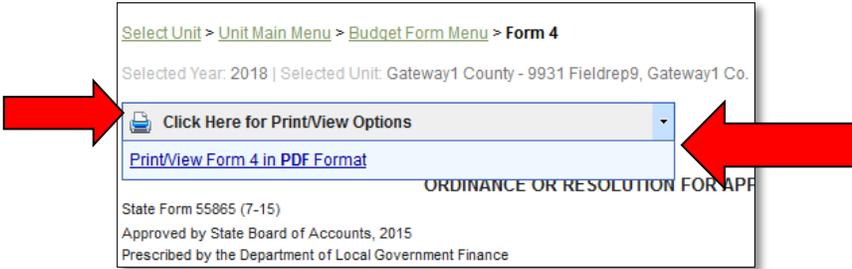
This Form will still be editable after checking this box. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application and to be officially submitted to DLGF from the Budget Form Menu. Only Submitting the form to DLGF from the Budget Form Menu will turn off the editing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

Viewing and Printing the Form

Printing Form 4 is an important part of the budget process as it allows the unit’s Board/Council members to sign and adopt its budget. Form 4 can only be printed after being marked as ready to submit. Once Form 4 has been marked as ready to submit, a drop down menu appears on the top-left corner of the

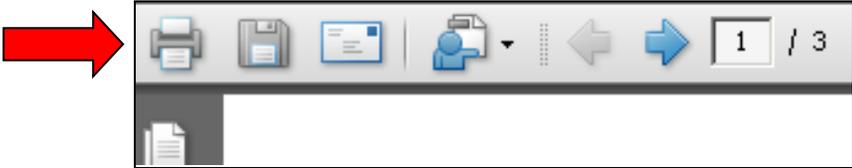
form that reads, “Click Here for Print/View Options.” If this area still reads, “Print options only available once Form 4 is marked 'Ready to Submit,’” try saving or leaving the Form 4 and accessing it again.

Click on the drop down menu that states, “Click Here for Print/View Options.”



Then select, “Print/View Form 4 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 in order to save the form as a PDF. This will make it possible to be emailed or posted to a website.



From here, you will need to take this Form 4 with you to your adoption meeting. After the official vote has taken place, all voting members must sign and mark their votes on this form. Attests need to be completed at this time also. Remember that if any of the Board/Council members are a volunteer fire fighter, they may not vote on the budget, and their vote will not be counted. You must have a majority of the body present and voting Aye for the vote to be valid. If you do not, please seek advice from your legal counsel before proceeding.

Scanning and Uploading your Form 4

Please note a signed copy of your Form 4 must be scanned and uploaded into Gateway. The Department will not accept submissions through fax, email, or mail.

First, scan the signed Form 4 and save it in a location easily accessible on your computer. If you do not have a scanner, you will need to locate someone with one. Local libraries and sometimes other officials such as county auditors may offer assistance.

A list of Gateway Help Centers that have volunteered to serve as a resource can be found here: [Gateway Help Centers](#)

Once the documents have been scanned and saved, click on “Submit Signed Form 4 and Other Documents” on the Unit Main Menu.



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

You will now need to complete the fields below along with locating your saved scanned Form 4 on your computer.

Submit File

Select file type: Signed Budget Ordinance/Resolution (Form 4) ▼ Enter description for 'Other': Please note: The Proof of Publication often consists of the Advertiser's Claim/Affidavit and an attached newspaper clipping.

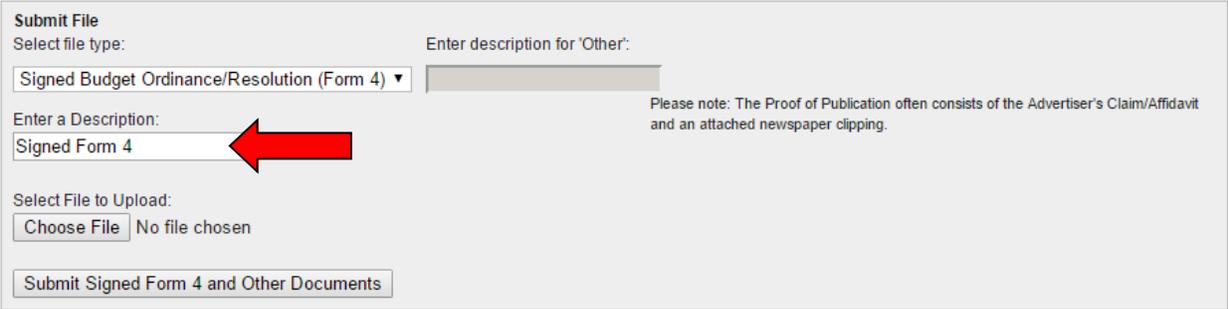
Enter a Description:

Select File to Upload: Browse... No file selected.

Submit Signed Form 4 and Other Documents

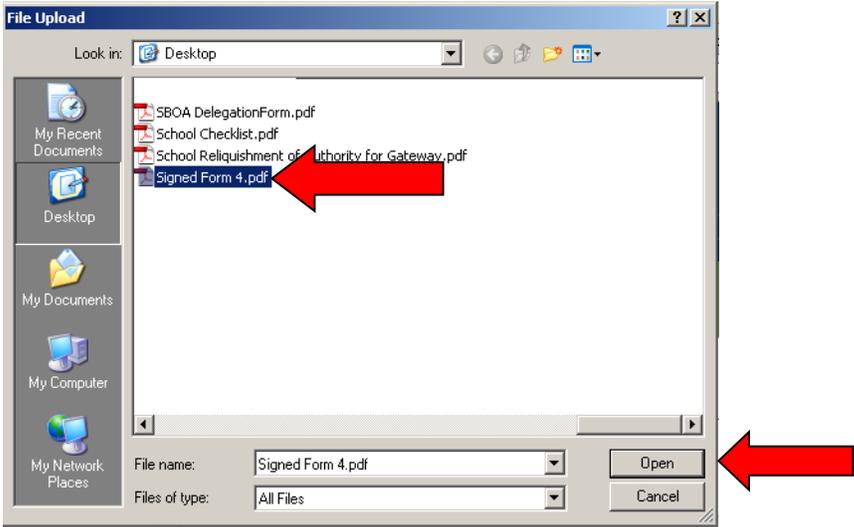
There are no files uploaded for this unit.

The first option, "Signed Budget Ordinance/Resolution (Form 4)" will already be selected. Now you will need to enter a description. This may be something such as "Signed Form 4".



To locate the file, click on "Choose File." A pop-up box will appear.

From here, select the appropriate location where you previously saved your Form 4, and then select the file. With the desired file highlighted, click "Open."



Notice the file path now appears to the right of the “Choose File” button.



Submit File

Select file type: Signed Budget Ordinance/Resolution (Form 4) | Enter description for 'Other':

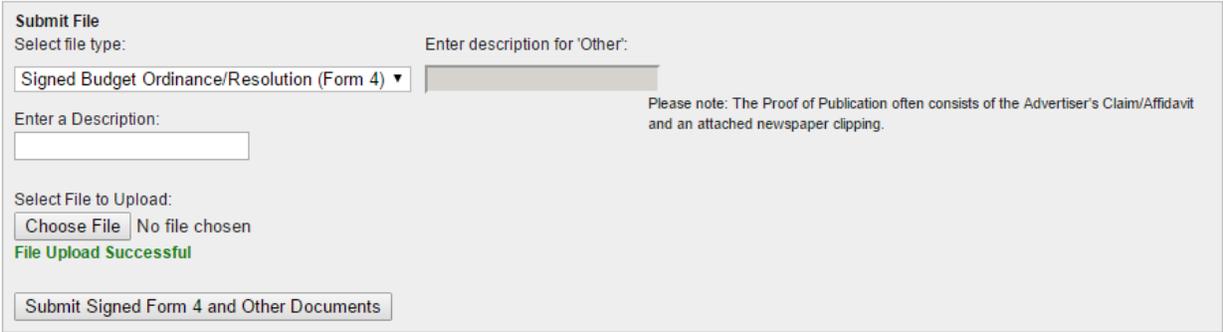
Enter a Description: Signed Form 4

Select File to Upload: Choose File Signed Form 4.pdf

Submit Signed Form 4 and Other Documents

The last step in uploading the signed Form 4 is to click the “Submit Signed Form 4 and Other Documents” button.

Once successfully submitted, all uploaded files will appear below. Please verify that the correct document was uploaded by clicking on the blue underlined file name. This will open the uploaded file.



Submit File

Select file type: Signed Budget Ordinance/Resolution (Form 4) | Enter description for 'Other':

Enter a Description:

Select File to Upload: Choose File No file chosen

File Upload Successful

Submit Signed Form 4 and Other Documents

Successfully Submitted Document

Publication File Name	File Type	File Description	Action
Signed Form 4.pdf	Signed Bgt. Ordinance/Resolution	Signed Form 4	Delete

To remove an uploaded file, simply click on the word “Delete” on the right hand side of the specific file you wish to remove.

Submitting the Form 4

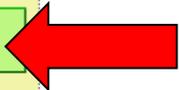
Note that after Form 4 has been marked as Ready to Submit, Form 4 under the Budget Form Menu now shows a green submit option.

Form 4: Ordinance / Resolution of Appropriations and Tax Rates ⚠

[Click to edit form](#)

[Click to submit completed form to DLGF](#)

Form 4A: Budget Report ⚠



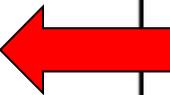
After your Budget has been adopted, you may click on the green “Click to submit completed form to DLGF” button to submit your Form 4.

A pop-up box will appear asking if you are sure you want to submit this form. If you are ready to submit, simply press “OK.”

⚠

Please check the [Error Prevention Report](#) for any errors before submitting this form.

Are you sure you want to submit this form?



As shown below, Form 4 on the Budget Form Menu now appears green and will now only appear in “read only” form.

Form 4: Ordinance / Resolution of Appropriations and Tax Rates ✔

[Click to view form](#)

This form has been submitted.

Form 4A: Budget Report ⚠

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



Congratulations! You have successfully submitted Form 4 and uploaded your signed Form 4. 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.