
STATE OF INDIANA



TO: County Auditors (To be sent to other interested parties on January 26, 2018)

FROM: Tera Klutz, Auditor of State
Wesley R. Bennett, Commissioner, Department of Local Government
Finance (DLGF)

RE: 2017 Pay 2018 Abstract Submission Method, Gateway Abstract Application,
Pre-Abstract Survey, and Property Tax Relief Workbook

DATE: January 25, 2017

The Auditor of State (“AOS”) and Department of Local Government Finance (“DLGF”) are engaged in a partner project to transition the Abstract to a modernized submission process through Gateway. While both offices remain fully committed to the long term transition of the Abstract to Gateway, after careful consideration and conversation with various stakeholders, **AOS and DLGF have decided that the official submission method for the 2017 Pay 2018 Abstract will be the Excel format that has been used in prior years.**

Beginning in 2019, all Abstracts will be submitted using the Gateway Abstract Application. Furthermore, throughout the 2018 Abstract submission and review cycle, AOS and DLGF will be working with County Auditors, their staff, and their software vendors to prepare counties for the transition to Gateway Abstract.

Traditional Abstract Documents

All documents required for the completion of the Abstract will be released in your county’s Abstract folder. The official 2017 Pay 2018 Abstract Manual can also be found on the AOS website under the Local Government Division → 2018 Spring Abstract Manual (www.in.gov/auditor/2533.htm).

Counties will receive their 2017 Pay 2018 Abstract Excel Workbook after certified rates are received from DLGF through the AOS FTP site (<https://aosftp.auditor.in.gov/>). If you haven’t already received access to that site, please contact AOS immediately at Settlements@auditor.in.gov.

Those counties with property tax relief must submit their property tax relief workbook (PTRW) prior to the release of their Abstract.

Gateway Abstract Application

As mentioned above, AOS and DLGF are committed to using Gateway Abstract Application as the official Abstract submission mechanism in 2019. To that end, **AOS and DLGF very strongly encourage all counties to go through the Gateway Abstract process in spring 2018**

as a supplemental project to the official Excel submission. It is anticipated that the Gateway Abstract Application will be live on February 5, 2018. Using the online process in addition to the Excel Abstract allows AOS and DLGF to run a variety of testing on data in the Gateway Abstract Application to help ensure the 2018 Pay 2019 Abstracts will be accurate. Furthermore, AOS and DLGF believe an additional round of testing will ultimately benefit auditors, their staff, and users of the Abstract.

Gateway Abstract Training Tools and Tutorials

DLGF has made various training presentations, videos, and exercises available on their website at <http://www.in.gov/dlzf/9618.htm>. Such materials will assist County Auditors in the uploading of Gateway Abstract text files. If you have any questions about the materials available or the Gateway Abstract Application, please do not hesitate to contact gateway@dlzf.in.gov.

Pre-Abstract Survey

For 2018, the Pre-Abstract Survey has been moved to the Gateway Abstract Application. The survey is now available. AOS and DLGF urge all counties to fill out the survey as soon as possible. The information within the survey is vital to the Abstract preparation and review process. The final submission date for the survey is Monday, February 5, 2018.

Property Tax Relief Workbook

Per [IC 6-3.6-5-5](#), AOS shall assist County Auditors in calculating property tax relief (“PTR”) credits. The property tax relief workbook (PTRW) serves as a tool that County Auditors may utilize to calculate the 2017 Pay 2018 PTR rates. Please make sure that you read the instructions included in the PTRW prior to entering information.

The workbook will become available shortly after each county budget order is certified by DLGF. The PTRW will be sent to each County Auditor with property tax relief using the AOS FTP site. If you have any questions or concerns related to the use of the PTRW, please contact settlements@auditor.in.gov.

Submission and Review

The PTRW and the 2017 Pay 2018 Abstract are to be submitted through the “To AOS” folder on the AOS FTP site. In order to decrease review time, it is important to upload any necessary documentation that would help explain variances in data from prior year. Such uploads should be made to the “To AOS” folder.

AOS will once again be utilizing Crowe Horwath to assist with the Abstract review process. Counties will receive an email from the AOS Local Government Division upon approval of their 2017 Pay 2018 Abstract.

If you have any questions or concerns regarding this memo, do not hesitate to contact the AOS Local Government Division at settlements@auditor.in.gov.