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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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**TO:** All Political Subdivisions

**FROM:** James Johnson, Director of Data Analysis

**SUBJECT:** Gateway Budget Training Sessions and Webinars

**DATE:** May 15, 2019

This memorandum provides information on the Gateway Budget Training Sessions and webinars being offered by the Department of Local Government Finance (“Department”) during June 2019.

## **In-Person Budget/Gateway Trainings** *(Recommended for new officials)*

As in previous years, the Department will be hosting a series of Gateway Budget Training Sessions throughout the state, during the month of June. The in-person training sessions will consist of two parts. The first part is a presentation on the basics of the budget process. The second part is a summary overview of Gateway, including a brief walkthrough of the various applications on Gateway that the Department administers - such as Gateway Budget - and an overview of Gateway user policies. Similar to the training sessions held in 2018, the upcoming training sessions will be a lecture style training. These trainings are recommended for individuals who are new to the budget process and Gateway system. Department representatives will be available to answer questions specific to individual units both during and at the conclusion of the presentations.

The following represents a current list of the Gateway Budget Training Sessions scheduled around the state:

June 5, 2019: Steuben County Events Center (Steuben County)  
June 6, 2019: Ivy Tech – Marion (Grant County)  
June 13, 2019: Ivy Tech - Madison (Jefferson County)  
June 14, 2019: Ivy Tech - Batesville (Ripley County)  
June 19, 2019: Zionsville Community Schools Educational Services Center (Boone County)  
June 20, 2019: Ivy Tech – Evansville (Vanderburgh County)  
June 21, 2019: Ivy Tech – Bloomington (Monroe County)  
June 25, 2019: Crown Point CSC Learning Center (Lake County)  
June 26, 2019: Ivy Tech – Monticello (White County)

In order to register for one of the training sessions listed above, please click on the following link:

[https://docs.google.com/forms/d/e/1FAIpQLSeHIaFSUUzJr5Pb8ur6RJZXbxat00YKxJG\\_wbWpZdfc8aUlg/viewform](https://docs.google.com/forms/d/e/1FAIpQLSeHIaFSUUzJr5Pb8ur6RJZXbxat00YKxJG_wbWpZdfc8aUlg/viewform)

The training sessions will start at 10 a.m., local time and will last for approximately three hours. The Department will do its best to accommodate anyone who wishes to attend. If capacity has been met at a given location, the Department will attempt to work with participants to find an alternate location but cannot guarantee that a spot will be available. Similarly, if a particular training session has fewer than four people registered 48 hours in advance of the scheduled date, the Department reserves the right to cancel that session. Seating capacity for the various locations can be found on the training session registration form.

The Department will provide an initial confirmation email each Friday for attendees who signed up during the previous week. Another confirmation email will be sent approximately 48 hours before each session containing the location's address and other details.

### **Webinar Budget/Gateway Trainings** *(Recommended for experienced officials)*

In addition to these training sessions, during the course of the next few months, the Department will be hosting a series of short webinars. These webinars will cover a number of topics in greater and more specific detail about the Budget process and the process for completing the forms in Gateway Budget. These webinars will be recorded and will be posted to the Department's website in the event an interested individual is unable to participate in the webinar. The Department will be sending out further updates regarding the details for the webinars. Finally, in addition to the training sessions and the webinars, local officials are also encouraged to review the Gateway Budget user guides at <https://gateway.ifionline.org/help.asp>.

### **Contact Information**

Questions related to the highlights and timeframe for the 2020 Budget should be directed to the Department's Budget Field Representative team. Budget Field Representative county assignments and contact information may be found at:

[http://www.in.gov/dlgf/files/Field\\_Rep\\_Map\\_-\\_Budget.pdf](http://www.in.gov/dlgf/files/Field_Rep_Map_-_Budget.pdf).

Technical questions about Gateway's Budget application, as well questions about training session registrations should be directed to the Department's Gateway support team, at [Gateway@dlgf.in.gov](mailto:Gateway@dlgf.in.gov) or (317) 234-4480.