
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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Dear Local Officials:

Today, the Department launches 2013 budget forms in the Indiana Gateway for Government Units (“Gateway”). Building on the success of the Gateway for 2012 budget submission, the Department has extended use of the Gateway to school corporations, added new functionality, and upgraded the software to be more user-friendly.

The Department is providing local officials with a number of resources. A page on the Department website is dedicated to these resources. It can be found at www.in.gov/dlzf/8918.htm. Resources on this page will later include a detailed user guide, descriptions about general navigation, Gateway tools, a video tour, and a list of on-call Gateway trainers.

Those who want personal assistance and practice can attend training sessions led by Department staff and local officials. As new sessions are scheduled, they are posted on the Gateway Training Calendar at www.in.gov/dlzf/8944.htm. Finally, users can receive e-mail assistance by sending a message to gateway@dlzf.in.gov.

The Department places top priority on the ability of local units to save taxpayer money. Therefore, as we increase electronic reporting, we have provided a number of options to ensure that electronic reporting can be done with existing resources.

- First, for those units that already utilize financial software, Gateway will accept a direct upload of that data from those software programs. The upload specifications were sent to vendors today. For your reference, the bundle sent to vendors is attached to this letter. The actual upload application in Gateway is not yet available and will launch May 15 for use during the 2013 budget season.
- Second, for those units that currently utilize a financial consultant or vendor, third parties may be given access to Gateway to edit the forms, thereby allowing the third party to assist with electronic filing. Units may grant permission to a third party by completing a Limited Delegation of Authority Form. The form may be downloaded at www.in.gov/dlzf/files/Limited_Delegation_of_Authority_for_Gateway.pdf.
- Third, officials that do not have a computer or public internet access have several free options to gain internet access. Gateway’s web-based forms can be completed on any computer. The Department has agreements with Indiana University and Ivy Tech Community College that allow free access to computer labs at any of their campuses while filling out budget forms. Individuals in need of assistance in obtaining a temporary username and password for campus access should contact Colby Shank at 317-234-4480. A list of Indiana University campuses is available at www.iu.edu/campuses/index.shtml, and a list of Ivy Tech campuses is available at www.ivytech.edu/campuses/.

- Finally, we are working with the Indiana State Library Association, which is designating at least one library in each county as a Gateway help center. Local officials may use public access computer terminals and receive assistance on Gateway, all free of charge. A list of all public libraries can be found at www.in.gov/library/pldirectory.htm.

The Department is committed to ensuring that local officials have the necessary tools. Please contact us if you need additional assistance or guidance.

Sincerely,

Brian E. Bailey
Commissioner