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Gateway User Guide

Current Year Financial Worksheet: Additional Calculations for Form 4B



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How Do I Get to the Application Screen in Gateway?

An authorized user of the Indiana Gateway for Government Units will have a username and password that will allow access to the program. The username is the e-mail address on file with the Department of Local Government Finance (“Department”). The Department will assign an initial password, which should then be changed by the owner to something unique and confidential. Users are responsible for all information entered into Gateway under the authorized user’s username and password. Users without a Gateway account may contact support@dlgf.in.gov to register.

Web Address (URL): <https://gateway.ifionline.org/login.aspx>

To access Gateway, open an internet browser and type <https://gateway.ifionline.org/login.aspx> into the browser, and then hit “Enter” on a standard keyboard. Gateway works best using [Firefox](#) or [Google Chrome](#).

Current Year Financial Worksheet Overview

This worksheet helps to derive a total of six (6) lines that carry over directly into Form 4B. Your Budget Field Representative uses this 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 Representative.

Note: Officials must complete a Current Year Financial Worksheet for each of their Department-Certified and Home Rule Funds.

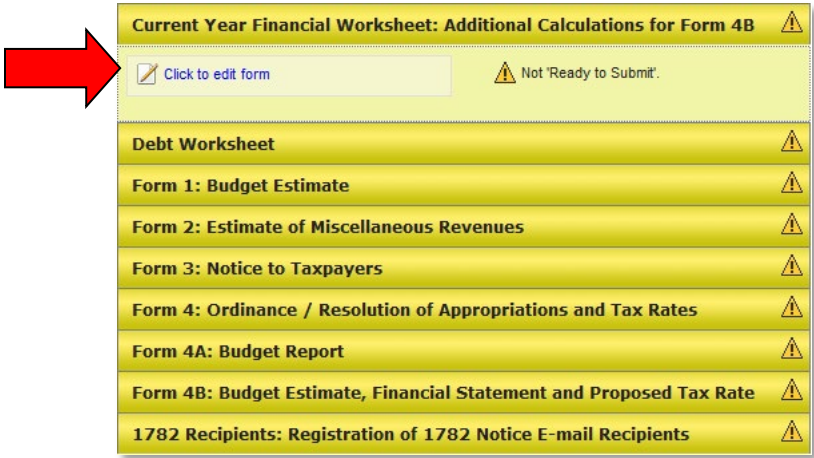


Accessing the Current Year Financial Worksheet

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

The screenshot shows the Gateway Indiana website interface. At the top, there is a navigation bar with links for Home, About, Account Settings, User Guides, and Logout. Below this, the page title is "Unit Main Menu - 9983 Dlgf City 1, Gateway1 Co." and it indicates the selected year is 2020. A section titled "Department of Local Government Finance Tasks" lists several options: "Pre-Budget Worksheet", "Customize Funds, Departments, Debts, Rev. Codes", "View Forms, Enter and Edit Budgets", "Submit Signed Form 4 and Other Documents", "Property Tax Cap Info", and "Optional Flat File Upload". A red arrow points to the "View Forms, Enter and Edit Budgets" option.

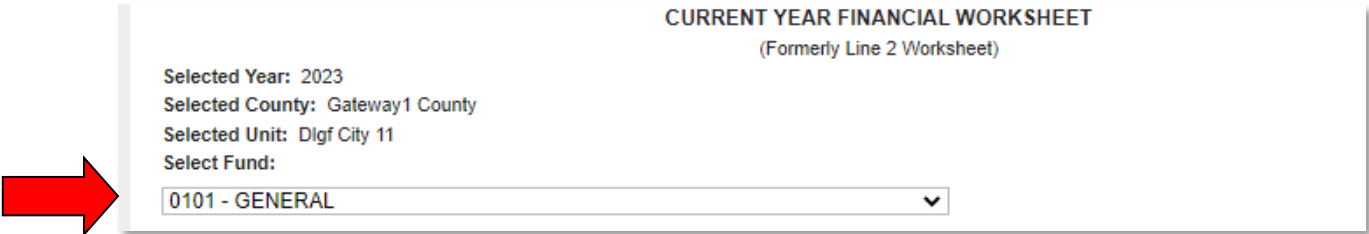
From the Budget Form Menu, notice that “Current Year Financial Worksheet: Additional Calculations for Form 4B” is expanded by default. Click on the link on the left side of the box that says, “Click to edit form.”



Entering Data in the Current Year Financial Worksheet

The Current Year Financial Worksheet is 16 lines long. Most of these fields are data entry, whereas a few 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. All funds that are to appear on the Form 3 and Form 4 will need a completed Current Year Financial Worksheet.





The Current Year Financial Worksheet is divided into six (6) sections: Line 5, Line 6, Line 7, Line 16, Line 1, and Line 2 calculations. For most funds, these calculations will be pulled into Form 4B. The blue headers represent where the information pulls into the Form 4B. For debt service funds, all but the Line 5 calculations can be pulled into Form 4B. The Line 5 calculations will instead be pulled from the Debt Worksheet for debt service funds.

Line 5	
APPROPRIATIONS	
1. Current Year Approved Budget	\$ 49,549
2. Encumbrances Brought Forward	\$ 0
3. Changes to Appropriations:	
a) Additional Appropriations (January to June)	\$ 0
b) Reductions January through June	\$ 0
4. Other Non-Appropriated Obligations	\$ 0
5. Total Approved Appropriations	\$ 49,549
DISBURSEMENTS	
6. January through June Current Year Disbursements	\$ 19,896
7. Appropriation Balance	\$ 29,653
8. Reductions July through December	\$ 0
9. Estimated Current Year Expenditures July through December	\$ 29,653
Line 6	
10. Proposed/Approved Additional Appropriations for July through Dec. of Current Year	\$ 0
Line 7	
11. Levy excess not transferred by June 30	\$ 0
12. Temporary loans outstanding as of June 30 and transfers out July 1 – Dec 31, 2022 What fund is being repaid/receiving the transfer?	\$ 0
13. Total temporary loans, transfers out, and levy excess for July 1 – December 31, 2022	\$ 0
Line 16	
14. Temp loans to be repaid in the first 6 months of 2023 and transfers out in 2023 What fund is being repaid/receiving the transfer?	\$ 0
Line 1	
15. June 30 Cash Balance, including investments	\$ 62,709
Line 2	
16. Taxes to be collected, present year (December settlement)	\$ 4,966



“Line 5” Section

Appropriations (Lines 1-5)

1. Current Year Approved Budget

For Department-Certified funds, this value is the prior year’s 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/county-specific-information/>. Please verify that the fund code is the same as it appears on the budget order.

Line 5	
APPROPRIATIONS	
1. Current Year Approved Budget	\$ 48,281

All other funds will need the current year-adopted budget amount manually entered.

Line 5	
APPROPRIATIONS	
1. Current Year Adopted Budget	\$ <input type="text"/>

2. Encumbrances Brought Forward

Typically, any unspent budgeted amounts expire at the end of the year. Units of government can formally "encumber" (or carry-forward) a budgeted amount into the next year if there is a supporting purchase order or invoice. Enter the total encumbrances for each fund, if applicable.

2. Encumbrances Brought Forward	\$ <input type="text" value="0"/>
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3. Changes to Appropriations

a) Additional Appropriations (Department-approved January to June)

3. Changes to Appropriations:	
a) Additional Appropriations (January to June)	\$ <input type="text"/>



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

b) Reductions January through June

\$

4. **Other Non-Appropriated Obligations**

Any expenditure made from January – June should not be counted towards the appropriation balance (e.g., *insurance reimbursements*).

4. Other Non-Appropriated Obligations

\$

5. **Total Appropriations**

The total appropriations for the upcoming 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 the current year. These amounts can be obtained from your financial software or by totaling your ledger books from January 1 to June 30th.

DISBURSEMENTS	
6. January through June Current Year Disbursements	\$ <input type="text"/>

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	\$ <input type="text"/>
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8. Reductions July through December

Any anticipated or actual reductions planned in the last half of the current year. A Resolution will need to be uploaded before the budget is worked on in order for the Department to consider this reduction.

8. Reductions July through December	\$ <input type="text"/>
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9. Estimated Current Year Expenditures July through December

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

The Estimated Current Year Expenditures from July through December are calculated as Line 5 (Total Appropriations) - Line 6 (January through June Current Year Disbursements) - Line 8 (Reductions July through December). This calculation then becomes Line 5 of the Form 4B.

9. Estimated Current Year Expenditures July through December	\$ <input type="text"/>
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“Line 6” Section

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

Please enter the total amount of all proposed and approved additional appropriations for this time period.

Line 6	
10. Proposed/Approved Additional Appropriations	\$ <input type="text" value="0"/>
for July through Dec. of Current Year	



“Line 7” 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 your Department Budget Field Representative but has not yet been moved as of June 30 of the current year. Insert the balance here that is due to the Levy Excess fund, if applicable.

11. Levy excess not transferred prior to June 30	\$	<input type="text" value="0"/>
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12. Temporary Loans outstanding as of June 30 and transfers out July 1 – Dec 31, 2023

These include inter-fund transfers and tax anticipation warrants to be re-paid by December 31 of the current year along with permanent transfers out of the selected fund.

What fund is being repaid/receiving the transfer?

Please enter the name of the fund or financial institution that loaned the money to this fund or the name of the fund that is receiving the transfer out of this fund.

12. Temporary loans outstanding as of June 30 and transfers out July 1 – Dec 31, 2023	\$	<input type="text"/>
What fund is being repaid/receiving the transfer?		<input type="text"/>

13. Temporary Loans Not Included in Line 2 or Line 3

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

13. Total temporary loans, transfers out, and levy excess for July 1 – December 31, 2023	\$	<input type="text"/>
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“Line 16” Section

14. Temp Loans to Be Repaid in the First Six Months of the Ensuing Year

These include inter-fund transfers and tax anticipation warrants.

What fund loaned the cash on Line 14?

Please type the name of the fund or financial institution that loaned the funds.

Line 16	
14. Temp loans to be repaid in the first 6 months of 2024 and transfers out in 2024	\$ <input type="text"/>
What fund is being repaid/receiving the transfer?	<input type="text"/>



“Line 1” Section

15. June 30 Cash Balance, Including Investments

Please include the June 30 cash balance and any investments associated with this fund and ensure that it reconciles with your bank statement.

Line 1	
15. June 30 Cash Balance, including investments	\$ <input type="text"/>



“Line 2” Section

16. Taxes to be Collected, Present Year (December Settlement)

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

Line 2	
16. Taxes to be collected, present year (December settlement)	\$ <input type="text" value="0"/>


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 Department at support@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
Henry Howard

TITLE
Trustee

SIGNATURE/PIN
**** 

DATE
06/05/2019

Form signature values saved at 03:00:00 PM.

 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 the form has been appropriately signed with a 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.

Note that 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. Note: Marking a form as “Ready to Submit” does not mean that the form is submitted.



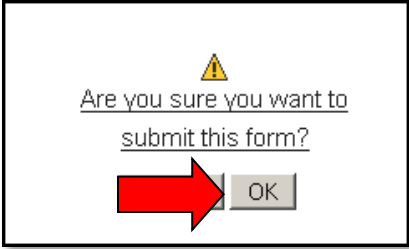
***Do not submit any Budget forms with the exception of the Form 3 until your unit has adopted its budget.**



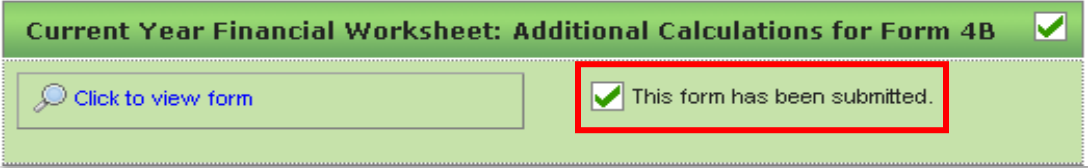
Once you have adopted your budget, you may now click the green “Click to submit completed form to DLGF.”



A pop-up box will appear asking 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 your Budget Field Representative or the Department at support@dlgf.in.gov to request that it be unsubmitted.

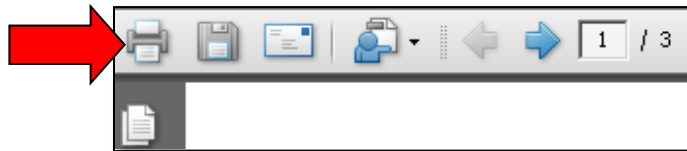


Viewing and Printing the Form

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 in 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 the other user guides for assistance with other forms. If you have any questions, please contact the Department at support@dlgf.in.gov or (317) 232-3777.