Questions and Comments in the Chat for State Board of Accounts Presentation

Q: Could you put Dean's contact info back up for just a minute?
   A: Dean was 317.677.2084 dgerlach@sboafe.in.gov

Uploaded Board Minutes

Q: Do the uploaded minutes have to be signed?
   A: Yes it needs to be the signed minutes.

Q: How long do those minutes need to be maintained on a library's website if using a link?
   A: You will want to maintain the link back to last audit, a minimum of 4 years.

Board minutes are signed and approved till the next month which would be after the 15th. Is this OK?
   A: Yes. See the deadlines here.

► July monthly files - September 15th
► August monthly files- October 15th
► September monthly files- November 15th
► October monthly files- December 15th
► November monthly files- January 15th
► December monthly files- February 15th
► Annual files - March 1st

Q: So executive board sessions will also need to be uploaded for the month, if it applies?
   A: You don't have to submit executive session info. May make a direct request to you if needed.

Q: Can the ledger be a report, just the totals?
   A: A monthly report of receipts, disbursements, and balances. Can be from accounting software if that is the only method.

Q: What formats are acceptable for uploading
   A: xls, xlsx, doc, docx, jpg, pdf, gif, tif, or png.
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Q: For the monthly reports on the fund ledger, are we going on per month basis?
   A: Yes.

Q: Will we be notified if the information submitted is not correct?
   A: Direct request are going to happen during the audit process. May happen if you lapsed on the other documents; you will get contacted to find out what is happening.

Q: Do you want each check for employee earnings record?
   A: No. State Board of Accounts wants information that corresponds to Form 99B Employee’s Earnings Record.

Q: What is the vendor history report?
   A: This report shows the total amount disbursed to each vendor for the year. This is not required if you have hand posted records.

Q: So we have to revisit our CDs every year?
   A: Yes. Indiana Code 5-13-9-5 –Investments in CDs
     • Ordinance expires in one year

Q: If the CDs are within our territorial limit, can they remain 2-year CDs?
   A: Yes, within the territory can remain a 2 year CD

TAX INTERCEPT PROGRAM AND PUBLIC LIBRARIES

The State Board of Accounts received emails from Indiana State Library counsel, Sylvia Watson, indicating that the tax intercept program does apply to libraries in certain circumstances. If libraries are interested in pursuing this further, we suggest they contact the “clearinghouse,” which is the Association of Indiana Counties. If libraries have questions about how the program operates or how it may apply to their situation, they may contact the Project Manager, Jacque Clements at jclements@indianacounties.org or 317-829-3655.