Gateway 100R and Annual Financial Report (AFR)

2016 Overview and Update
Indiana Gateway for Government Units

• Gateway Public Website
  – https://gateway.ifionline.org/

An Open Door into Local Government Finance

Gateway collects and provides access to information about how taxes and other public dollars are budgeted and spent by Indiana's local units of government.
Indiana Gateway for Government Units

• Gateway Login Screen

The Indiana Gateway for Government Units provides a central commons for local units to submit their financial forms to the State of Indiana.

Authorized Personnel Login

User Name: 
Password: 
*After 5 failed attempts, account will be locked
*Passwords are case sensitive

Log In
Forgot your password?

Announcements

Contract Uploads: Coming Soon

Local Government Contract Uploads pursuant to SEA 327-2016 will be collected via a new Gateway application coming very soon. DLGF will issue a memo with more details and instructions on fulfilling this requirement. Please stay tuned!

Gateway Reporting Access Authorized User Policy

The local official login portion of Gateway is accessible only by officials directly responsible for entering and submitting reports to the State. Usernames are specific to the person who receives authorization. Read full policy »
Indiana Gateway for Government Units

- **Gateway Home Screen**
  - Applications are available for multiple agencies.

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Welcome to the Indiana Gateway for Government Units

As an authorized user, you will have at least one application to use. Each of these applications enables a local unit to submit its required forms, reports or files to the appropriate state agency. Agencies currently include Department of Local Government Finance, State Board of Accounts, Indiana Education Employment Relations Board and Indiana Gaming Commission.

Select Application

<table>
<thead>
<tr>
<th>Department of Local Government Finance (DLGF)</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessor Reports</td>
<td>Mar 31</td>
</tr>
<tr>
<td>Budgets</td>
<td></td>
</tr>
<tr>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>Data Entry for CNAV and Form 22</td>
<td></td>
</tr>
<tr>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>Debt Management</td>
<td></td>
</tr>
<tr>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>Economic Development Reporting</td>
<td>Sep 30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State Board of Accounts (SBO)</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>100R</td>
<td>Jan 31</td>
</tr>
<tr>
<td>Annual Financial Report</td>
<td></td>
</tr>
<tr>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>Conflict of Interest Disclosure</td>
<td>15 days after final action on the contract or purchase</td>
</tr>
<tr>
<td>Details</td>
<td>60 days after</td>
</tr>
</tbody>
</table>
Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

• **Per IC 5-11-13**
  – Must be filed with the State Examiner.
  – DLGF may not approve the budget of a unit until it is filed.
  – Must be filed electronically via the State Gateway.
  – Due January 31 each year.
  – Must indicate whether the unit offers a health plan, a pension, and other benefits to full-time and part-time employees.
Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

### 100R Unit Questions

Please answer all of these questions – they help determine what is required for your unit to complete the 100R submission via Gateway.

2. Will you enter the data manually or upload a file?
   - Manual
   - Upload

<table>
<thead>
<tr>
<th></th>
<th>Full-Time</th>
<th>Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Are health benefits provided to employees?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4. Are pension/retirement benefits provided to employees?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>5. Are any other benefits provided to employees?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

[Submit] [Cancel]
Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

• **Who to Report**
  
  – Report ALL people employed by the unit for the previous year. This includes part time, temporary, and seasonal employees. If a W2 is issued, that person should be listed on the Gateway 100R. IRS Publication 15 has guidelines for determining if someone is an employee or a contractor. Elected officials including board members should be included.
Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

• **What to Report**
  – Report the total compensation paid to the employee during the previous year. Use IRS Publication 15 as a guideline as to what to include as compensation. For specific questions, check the user guide and consult your tax professional.
Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

100R Employee Data Entry

Enter total compensation for the reporting year for each employee for which you should have supplied a W-2. Many units inappropriately report board member payments on 1099s. According to IRS requirements they should be issued W-2s, and therefore should be included on the 100R.

<table>
<thead>
<tr>
<th>Delete</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Department Name</th>
<th>Business Address</th>
<th>Business City</th>
<th>Bus. State Abru.</th>
<th>Business Zip Code</th>
<th>Job Title</th>
<th>Total Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>×</td>
<td>Required</td>
<td>Required</td>
<td></td>
<td></td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
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<tr>
<td>×</td>
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<td>Required</td>
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<td>Required</td>
<td>Required</td>
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<td>Required</td>
<td>Required</td>
<td>Required</td>
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<td>Required</td>
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<td></td>
<td></td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
</tr>
</tbody>
</table>
Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- Ability to auto fill address fields.
Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

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- **Ability to auto fill address fields.**

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<thead>
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<th>Delete</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Department Name</th>
<th>Business Address</th>
<th>Business City</th>
<th>Bus. State Abr.</th>
<th>Business Zip Code</th>
<th>Job Title</th>
<th>Total Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Required</td>
<td>Required</td>
<td></td>
<td></td>
<td>1 Main Street</td>
<td>Anywhere</td>
<td>IN</td>
<td>46227</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td></td>
<td>Required</td>
<td>Required</td>
<td></td>
<td></td>
<td>1 Main Street</td>
<td>Anywhere</td>
<td>IN</td>
<td>46227</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td></td>
<td>Required</td>
<td>Required</td>
<td></td>
<td></td>
<td>1 Main Street</td>
<td>Anywhere</td>
<td>IN</td>
<td>46227</td>
<td>Required</td>
<td>Required</td>
</tr>
</tbody>
</table>
Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

• **Helpful Hints**
  – Tab or click in a cell to go to the next cell in a row.
  – Enter one row at a time. Press the Enter key when you are finished entering a row.
  – Correct any errors on a row before starting the next row.
  – Enter something in all cells marked “Required” or the row will not be saved.
Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **Helpful Hints**
  - Avoid using double quotes in a cell.
  - Do not enter a dollar sign or commas in the Total Compensation cell.
  - Click the Save All Work Button to save changes.
  - You may sort rows within the grid by clicking on the column heading.
  - For best results, use the most recent version of Chrome or Firefox. Internet Explorer is no longer supported.
Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

• **Submit 100R and Attestation Statement**
  – Don’t forget to submit. Your form is not filed until you submit it.
  – An Attestation Statement is part of the submission process.

![100R Main Menu][1]

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[1]: https://example.com/100R_main_menu.png
Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

• Submit 100R and Attestation Statement

Submit 100R

Please review the following summary before certifying that the 100R data is complete.

100R Data Summary

<table>
<thead>
<tr>
<th>Employee Counts</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Count Stated in Unit Questions</td>
<td>3</td>
</tr>
<tr>
<td>Count From Entered Records</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Compensation Summary</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Salary</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Minimum Salary</td>
<td>$500.00</td>
</tr>
<tr>
<td>Total Salary</td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>

Submit Report

[Proceed to Submit the 100R]
Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **Submit 100R and Attestation Statement**

**CERTIFICATION**: This is to certify that the data contained in this report is accurate and agrees with the employment records, to the best of my knowledge and belief.
Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

• Submit 100R and Attestation Statement

The 100R Report has been submitted

The online portion of the 100R Report for Sboa Township Unit was submitted to the State Board of Accounts on 9/17/2014 3:41:00 PM. The 100R Report is not considered submitted until the attestation form is completed, signed and mailed.

Attestation Statement

To complete your 100R Report submission you must also download the attestation form using the link below, complete and sign this form and have it postmarked within 5 days of submitting your report via Gateway.

DOWNLOAD ATTESTATION FORM

Return to the 100R Main Menu
Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

• **Attestation Statement**
  – Certifies that the data is accurate to the best of your knowledge and belief.
  – Must be signed by the official.
  – Must be **mailed** within 5 days of submitting on Gateway.
  – If you re-submit your 100R on Gateway, you **must** print, sign and mail a new attestation form.
State Board of Accounts
Compensation of Public Employees (100R)
Attestation Form

To complete your Compensation of Public Employees (100R) submission via Gateway you must sign and mail this Attestation Form to the address below below within 5 days of submitting your report via Gateway:

Indiana State Board of Accounts
Attn: 100R Attestation Forms
302 West Washington St, Rm E418
Indianapolis, IN 46204

The 2013 100R for Sboa Library Unit, sboatest County

was submitted via the State Gateway on 10/17/2013 8:58:00 AM by lbaker@sboa.in.gov.

I, ____________________________,
as the Executive or Fiscal Officer hereby certify that data contained in the 100R report submitted via Gateway on

10/17/2013 8:58:00 AM is accurate and agrees with the employment records,
to the best of my knowledge and belief.

Signed: ________________________

Printed Name: ________________________

Title: ________________________

Date: ________________________
Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

• **How can I get help?**
  – User Guide
Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

• **How can I get help?**
  – SBOA Web site at [www.in.gov/sboa](http://www.in.gov/sboa)
Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

• **How can I get help?**
  - Email the SBOA Help Desk at: gateway@sboa.in.gov
  - Email IBRC Technical Support at: ibrctech@iupui.edu
Annual Financial Report (AFR)

• **Per IC 5-11-1-4**
  – Must be filed with the State Examiner.
  – DLGF may not approve the budget of a unit until it is filed.
  – Must be filed electronically via the State Gateway.
  – Due 60 days after the year end which will be March 1, 2017.
Annual Financial Report (AFR)

• **New for 2016- Internal Control Certification**

  – IC 5-11-1-27 (h) requires the fiscal officer to certify that minimum Internal Control standards have been adopted and personnel defined by IC 5-11-27(c) have received training on the internal control standards that were adopted.
Annual Financial Report (AFR)

• New for 2016- Internal Control Certification

  – To fulfill this requirement, two questions will be added to the Unit Questions at the beginning of the AFR.
  – By answering these questions you are certifying whether you are in compliance with this requirement or not. Please make sure to answer these questions accurately.
Annual Financial Report (AFR)

- **New for 2016- Internal Control Certification**

  The questions are:
  
  - “Has your unit adopted the minimum internal control standards as required per IC 5-11-1-27(e)?”
  
  - “If yes, have all personnel defined by IC 5-11-1-27(c) received training concerning the internal control standards adopted by your unit?”
• **New for 2016- Optional Contract Upload**
  – This option will be removed from the AFR as it is being replaced by a new Gateway application soon that is the responsibility of DLGF per SEA 327-2016.
  – DLGF will issue a memo with more details and instructions on fulfilling this requirement. Please contact their helpdesk with questions at gateway@dlgf.in.gov.
Annual Financial Report (AFR)

• **New for 2016- Receipts**
  – New Receipts for Cities/Towns
    • R138 Local Income Tax (LIT) Certified Shares
    • R141 Local Income Tax (LIT) Special Purposes
  • Updated receipt table is on our website at [http://www.in.gov/sboa/4450.htm](http://www.in.gov/sboa/4450.htm)
Annual Financial Report (AFR)

• **Helpful Hints**
  – Tab or click in a cell to go to the next cell in a row or on the screen.
  – On a grid, enter one row at a time. Press the Enter key when you are finished entering a row.
  – Correct any errors on a row before starting the next row or leaving the screen.
  – Enter something in all cells marked “Required” or the row or screen will not be saved.
  – Make sure to scroll to the right to see all cells.
Annual Financial Report (AFR)

• **Helpful Hints**
  – Avoid using double quotes in a cell.
  – Do not enter a dollar sign or commas when entering amounts.
  – Click the Save All Work Button to save changes.
  – You may sort rows within some grids by clicking on the column heading.
  – Do **not** send SBOA a copy of the AFR or the proof of publication.
  – For best results and to view output reports, you must use the most recent version of Chrome or Firefox. Internet Explorer is no longer supported.
Annual Financial Report (AFR)

- Submit AFR and Attestation Statement
  - Don’t forget to submit. Your form is not filed until you submit it.
  - An Attestation Statement is part of the submission process.
Annual Financial Report (AFR)

• Submit AFR and Attestation Statement

Submit Annual Report
Your report entries have been reviewed to make sure that it meets minimum standards for submission. It should not be considered a final approval of this submission.

Submission Errors
No errors were found that would prevent submission.

Submission Warnings
There are no warnings for this submission.

Submit Report
Proceed to Submit the Annual Report
Annual Financial Report (AFR)

• Submit AFR and Attestation Statement

Submit Annual Report

CERTIFICATION: This is to certify that the data contained in this report is accurate and agrees with the financial records, to the best of my knowledge and belief. I understand that if an audit is required due to the level of Federal funding expended by this entity, the data entered here will be used to generate a financial statement in accordance with the regulatory basis of accounting. I understand that this financial statement will be audited by the State Board of Accounts unless I choose to provide financial statements in accordance with another acceptable basis of accounting.

Submit This Report
Annual Financial Report (AFR)

Submit AFR and Attestation Statement

Submit Annual Report

The Annual Report has been submitted

The online portion of the Annual Report for Sboa Township Unit was submitted to the State Board of Accounts on 9/18/2014 1:30:00 PM. The Annual Report is not considered submitted until the attestation form is completed, signed and mailed.

Attestation Statement

To complete your Annual Financial Report submission you must also download the attestation form using the link below, complete and sign this form and have it postmarked within 5 days of submitting your report via Gateway.

Return to the AFR Main Menu

DOWNLOAD ATTESTATION FORM
Annual Financial Report (AFR)

• **Attestation Statement**
  – Certifies that the data is accurate to the best of your knowledge and belief.
  – Must be signed by the official.
  – Must be **mailed** within 5 days of submitting on Gateway.
  – If you re-submit your AFR on Gateway, you **must** print, sign and mail a new attestation form.
  – Must use the most recent version of Chrome or Firefox to view statement.
State Board of Accounts
Annual Financial Report Attestation Form

To complete your Annual Financial Report submission via Gateway you must sign and mail this Attestation Form to the address below within 5 days of submitting your report via Gateway:

Indiana State Board of Accounts
Attn: AFR Attestation Forms
302 West Washington St, Rm E418
Indianapolis, IN 46204

The 2013 AFR for Sboa Library Unit, sboatest County
was submitted via the State Gateway on 10/17/2013 9:30:00 AM by lbaker@sboa.in.gov.

I, ____________________________________________,
as the Fiscal Officer, hereby certify that data contained in the Annual Financial Report submitted via Gateway on

10/17/2013 9:30:00 AM is accurate and agrees with the financial records,
to the best of my knowledge and belief.

Signed: ____________________________________________
Printed Name: ____________________________________________
Title: ____________________________________________
Date: ____________________________________________
Contact Information:
Name: ____________________________________________
Telephone: ____________________________________________
Email: ____________________________________________
Annual Financial Report (AFR)

• **How can I get help?**
  – User Guide
Annual Financial Report (AFR)

- **How can I get help?**
  - SBOA Web site at [www.in.gov/sboa](http://www.in.gov/sboa)
Annual Financial Report (AFR)

• **How can I get help?**
  
  – Email the SBOA Help Desk at: gateway@sboa.in.gov
  
  – Email IBRC Technical Support at: ibrctech@iupui.edu