Virtual Fall Library Workshop
Indiana State Library
October 2020

Indiana State Board of Accounts

End of Year Duties – Part 1

- Annual Financial Report – Gateway
- Form 100-R – Gateway
- Monthly & Annual Uploads – Gateway
Annual Financial Report – Gateway

- Required by IC 5-11-1-4
- Due 60 days after year end
  *March 1, 2021*

**NO Major Changes** to the Reporting / Gateway

- Internal Control Considerations

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Annual Financial Report - Schedules

*Schedules are generated based on responses to AFR Questions*

- Capital Assets
- Debt
- Leases
- Accounts Payable/ Accounts Receivable
- Interfund Transfers
- Grants
- OPEB
- Pensions
Annual Financial Report - Miscellaneous

Risk Assessment Questions

- 7. Does anyone review the completed bank reconcilements?

- 24. Have items included in the most recent SBOA report been adequately corrected?

Form 100-R – Certified Report of Names, Duties, & Compensation

- Required by IC 5-11-13-1

- Due during the month of January for the preceding year *January 31, 2021*

- No Changes to the Reporting
Monthly and Annual Engagement Uploads

UPDATES COMING SOON!

Monthly Uploads in Gateway

Required Monthly Uploads, January through December:

- Bank Reconciliation
- Board Minutes
- Funds Ledger Totals

UPDATES COMING SOON!
Annual Uploads in Gateway

- Year End Bank Statement
- Year End Outstanding Checklist
- Year End Investment Statements
- Detail of Receipt Activity
- Detail of Disbursement Activity
- Current Year Salary Schedule
- Annual Vendor History Report

Due March 1

Updates Coming Soon!

End of Year Duties – Part 2

- Cancellation of Warrants
- Names & Addresses to County Treasurer
Cancellation of Warrants

Indiana Code 5-11-10.5: Cancellation of Warrants

Old Outstanding Checks

All checks outstanding and unpaid for a period 2 years as of December 31 of each year shall be declared cancelled.

- March 1 – fiscal officer prepares list of all outstanding checks for 2 years or more
- File list of checks with the Library board
- Fiscal officer keeps a copy

“Old” (or stale) checks are receipted back to your ledger into the fund(s) from which they were originally drawn and removed from the outstanding check list. If fund(s) can’t be determined – put in General fund.
Names & Addresses to County Treasurer

- June 1 & December 1
- Disbursing officer shall certify
  - name
  - address
  of each person who has money due to them from the library.
- County Treasurer shall search their records to ascertain if anyone on the list is delinquent in payment of property taxes. [IC 6-1.1-22-14]

Names & Addresses to County Treasurer

IC 6-1.1-22-15 –

If the county treasurer finds that a person whose name is certified is delinquent in the payment of taxes, the treasurer shall certify the name of that person and the amount of delinquency to the official of the political subdivision who is to make payment to the person.

The disbursing officer shall periodically make deductions from money due the person and shall pay the amount of these deductions to the county treasurer. (our emphasis).
Appropriation Transfers

Indiana Code 6-1.1-18-6: Transfers of appropriations

Transfers from one major budget classification to another within a department or office if:

- It is determined that the transfer is necessary;
- The transfer does not require the expenditure of more money than the total amount set out in the budget;
- The transfer is made at a regular public meeting and by resolution.
- Such a transfer can be made without notice and without approval of DLGF.
Encumbrances

Encumbered Appropriations:

Those items under *purchase order* or *contract* are to be added for each appropriation account and the total carried to the new 2021 corresponding account.

The actual unpaid amount of the purchase orders or contracts should be totaled and shown as a separate amount on the appropriation ledger for 2021 (with proper explanation) and added to the 2021 appropriation for the same purpose.

We recommend:

- *The library board make a listing of these encumbered items*
- *make it a part of their minutes in their last business meeting of the year*
Encumbrances

The appropriations encumbered and carried forward can be used for no other purpose other than the purchase order or contract for which they were appropriated.

Dormant Fund Balances

- IC 36-1-8-5
- Purpose of tax levy has been fulfilled with balance remaining
- Transfer must be authorized by Library Board
- May transfer to Operating Fund or Rainy Day Fund
Internal Controls - Year End Considerations

- Review and Document Procedures
- Review for evidence of procedures being performed as intended
- Evaluate effectiveness
- Change accordingly

Any Questions ??
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