State Board of Accounts
Monthly and Annual Uploads

Solid Waste Management Districts Meeting
December 9, 2020

Indiana State Board of Accounts

State Examiner Directive 2018-1

AMENDED STATE EXAMINER DIRECTIVE 2018-1

Date: November 9, 2020
Subject: Monthly and Annual Engagement Uploads
Authority: K.S.1-1-4-2, 4-4-16-21, 24
Application: This Directive applies to all governmental units
From: Paul D. Joyce, CPA, State Examiner

The purpose of this Directive is to provide guidelines for the use of the Indiana Gateway for Governmental Units, application entitled “Monthly and Annual Engagement Uploads”. The Engagement Uploads provide a more efficient and cost-effective audit process for governmental units.

This amended directive is effective starting with December 2020 monthly files. The upload of December 2020 monthly files will be on November 15, 2021, and by the 15th of each month thereafter unless the State Board of Accounts (SBOA) establishes a different upload date. All monthly files are due for upload on March 1, 2021, for calendar year-end audits. For schools and extra-curricular accounts, the upload deadline is due August 23, 2021. All monthly files must be uploaded no later than March 1st and August 23rd for schools and extra-curricular accounts) for the prior year and unless the SBOA establishes a different date.

All counties, cities, towns, townships, libraries, schools and special districts will use the Engagement Uploads to upload files containing financial and governmental information on Gateway. To allow the SBOA to conduct audit planning and audit processes prior to on-site work at a unit. This remote process will provide for more efficient data processing and save audit costs for our clients.

A user guide for the Engagement Uploads is available and located at https://www.in.gov/bpa/engagementuploadsguide.pdf. It is certified that this user guide be used in

Amended
Monthly Uploads
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Summary of Updates

Files required to be uploaded for the months of
December 2020 and thereafter*
- Bank Reconciliation
- Bank Statements
- Outstanding Check List
- Approved Board Minutes
- Funds Ledger

*This will start with the December upload due February 15, 2021.

Files required to be uploaded for the months of
July 2018 to November 2020*
- Bank Reconciliation
- Approved Board Minutes
- Funds Ledger

*The last submission will be for November files on January 15, 2021.

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Bank Reconciliation

A bank reconcilement is a document that shows you balanced the bank statement balance to your ledger balance.

Bank Balance $______

Plus Deposits in Transit
Minus Outstanding Checks
Plus/Minus other reconciling items

Ledger Balance $______

You should upload a bank reconcilement for each bank account.

You can upload multiple documents.
Monthly Uploads
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Bank Statements

A bank statement is the document you receive from your bank each month showing the beginning balance, each deposit, each check cleared, other activity, and ending balance.

You should include all pages, included pages that show copies of cancelled checks.

You should upload this for each bank account.

You can upload multiple documents.

Indiana State Board of Accounts

Monthly Uploads
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Outstanding Check List

The outstanding check list is the list of checks that have been written but have not yet cleared the bank account.

- Check Number
- Check Amount
- Total

You should upload this for each bank account.

The total should agree with the amount on the bank reconciliation.
You can upload multiple documents.

Indiana State Board of Accounts
Monthly Uploads
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Approved Board Minutes

Approved board minutes are required for all boards or commissions if they could have a financial impact.

If the minutes are online, you can provide the link instead of uploading the minutes.

If the board does not meet each month, only upload the minutes for the months that they do meet.

Upload the minutes to the month that the meeting took place, not the month they were approved.

FAQs – Board Minutes

Should the board minutes that are uploaded be approved board minutes?

Yes. Since you have two months to upload the board minutes, you should be able to upload the approved minutes if you meet monthly.

If the board does not meet monthly and the board minutes will not be approved by the due date, should I upload the minutes that haven’t been signed by the Board President and Secretary?

Yes, you can upload minutes that have not been signed. But once you have the signed version, you should upload the signed minutes.

The April board minutes were approved at the June board meeting. Under which month should they be uploaded?

The board minutes should be uploaded under the month the meeting took place, not when they were approved. So they would be uploaded with the April monthly uploads.

If our board has a special meeting or an executive meeting, other than their normal monthly meetings, do I upload the board minutes?

No, it is not necessary to upload executive or special meeting minutes.
The Funds Ledger is a report that shows the summary of the:

- beginning balance,
- total receipts,
- total disbursements and
- ending balance of each fund for the month.

If you have a computer system and are not sure what report has this information, check with your software vendor for assistance.

An Excel File is preferred if you have computerized records but is not required.

The Funds Ledger is a report that shows:

- the summary of the beginning balance,
- total receipts,
- total disbursements and
- ending balance of each fund for the month.

If you have manual records, you can upload a scan or photo of your manual records that include this data.

We have provided a Manual Records Template in the User Guide and on our web page that allows you to input the information into an Excel spreadsheet that you can upload to fulfill this requirement if you prefer.
Monthly Uploads – Due Dates

The dates these files are due each month are below:

- January monthly files – March 15th
- February monthly files – April 15th
- March monthly files – May 15th
- April monthly files – June 15th
- May monthly files – July 15th
- June monthly files – August 15th
- 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

To upload the file, you must have the document in one of the following file types on your computer:

- xls, xlsx, doc, docx, jpg, pdf, gif, tif, or png.

Excel files are preferred.

Annual Files required for March 1, 2021 and thereafter

- Year End Bank Statements
- Year End Outstanding Checklist
- Year End Investment Statements
- Detail of Receipts
- Detail of Disbursements
- Current Year Salary Ordinance and Amendments
- Annual Vendor History Report
- Annual Funds Ledger
- Annual Payroll History Report (without SSN)

Annual Files required for March 1, 2020 and prior

- Year End Bank Statements
- Year End Outstanding Checklist
- Year End Investment Statements
- Detail of Receipt Activity
- Detail of Disbursement Activity
- Current Year Salary Ordinance
- Annual Vendor History Report
Year End Investment Statements - A statement or documentation that shows the balance of the investment (such as a certificate of deposit) at the end of the year.

If you do not receive a statement at the end of the year, you may upload documents that show when the investment or certificate of deposit was purchased and the value at the time it was purchased.

Detail of Receipts is a transaction level listing of receipts including the following information:
- receipt numbers,
- date received,
- amount of receipt,
- fund posted to,
- and who it was received from.

Please upload an Excel file if possible or a searchable PDF.

This is not required if you have hand posted records.
Detail of Disbursements is transaction level listing of disbursements including the following information:

- check numbers,
- date disbursed,
- amount of disbursement,
- fund posted to,
- and vendor/payee names.

Please upload an Excel file if possible or a searchable PDF.

This is not required if you have hand posted records.

Annual Uploads – Optional Excel Data Capture

An optional Excel data capture (data dump) may be uploaded in lieu of Detail of Receipts and Detail of Disbursement Reports. Check with your software vendor to see if this available to you.

This should include receipts including receipt numbers, date received, amount of receipt, fund posted to, and who it was received from. This should also include disbursements including check numbers, date disbursed, amount of disbursement, fund posted to, and vendor/payee names.

For receipts, include -
- receipt numbers,
- date received,
- amount of receipt,
- fund posted to,
- who it was received from.

For disbursements, include -
- check numbers,
- date disbursed,
- amount of disbursement,
- fund posted to,
- and vendor/payee names.
Current Year Salary Ordinance is the salary resolution/schedule for the year you are uploading.

Any amendments to the salary resolution/schedule should also be uploaded.

- The Annual Vendor History Report shows the total amount disbursed to each vendor/payee for the year.

- This is not required if you have hand posted records.
Annual Funds Ledger is a report that shows the summary of the following information:
- beginning balance,
- total receipts,
- total disbursements
- and ending balance of each fund for the year.

If you have a computer system and are not sure what report has this information, check with your software vendor for assistance.

An Excel File is preferred if you have computerized records but is not required.

The Annual Funds Ledger is equivalent to the General Form No. 360, also known as City and Town Form 206 – Clerk Treasurer’s, City Controller’s, and City Treasurer’s Monthly Financial Statements. It shows each fund, the beginning of month balance, receipts for the month, disbursements for the month, and the end of the month cash balance. The Special Districts Manual has an illustrated copy of this form on page 13-11.

The following information should be uploaded:
- beginning balance,
- total receipts,
- total disbursements
- and ending balance of each fund for the year.

If you have manual records, you can upload a scan or photo of your manual records that include this data.

We have provided a Manual Records Template in the User Guide and on our web page that allows you to input the information into an Excel spreadsheet that you can upload to fulfill this requirement if you prefer.
The Annual Payroll History Report should be without social security numbers.

This report should include at a minimum the following information for all payroll checks issued for the year:

- the date,
- employee name,
- gross wages,
- and check number

An Excel file is preferred or a searchable PDF.

These documents are due the same date as the Annual Financial Report:

**March 1**

To upload the file, you must have the document in one of the following file types on your computer: xls, xlsx, doc, docx, jpg, pdf, gif, tif, or png.
Direct Request Uploads

Any documents that you must upload in addition to the Monthly and Annual Uploads are called Direct Request Uploads.

You will receive an email requesting the document to upload. If you have questions about the content of the data being requested, e-mail the examiner assigned to your engagement.

The Direct Request e-mail will include the subject line "State Board of Accounts Engagement Upload Request" and will be similar to the following:

- From: no-reply-gateway@sboa.in.gov
- Re: State Board of Accounts Engagement Upload Request

FAQs

Can only one file be uploaded for each type of document?
No. You can upload as many files as you need to in each category (bank reconcilement, board minutes, etc.)

For the annual uploads, do I need to upload my bank statements and outstanding check lists?
The bank statements and outstanding check lists are now part of the monthly uploads. For more information, see the Monthly Uploads section.

Are the documents uploaded through this Gateway application available to the public?
No. The documents uploaded in this application are for the State Board of Accounts use only and are not available to the public on the Gateway public website.
Getting Help

For technical problems (e.g. server error messages) contact Indiana Business Research Center (IBRC) at ibrctech@iupui.edu.

For other questions concerning the Monthly and Annual Engagement Upload Process or Logins, contact gateway@sboa.in.gov.

For questions on the required content of the Monthly and Annual Engagement Uploads, contact specialdistricts@sboa.in.gov.

Indiana State Board of Accounts

Any Questions ??

www.pixabay.com
Virtual/Remote Audits

What is a Virtual/Remote Audit?

- Email, Telephone, Video Conferences
- COVID-19 Protocol
- Forms Prior to Audit
- Gateway Direct Request email
- Monthly & Annual Uploads
- Computer webcam/microphone or telephone
Communication

Weekly Contact
- Teams Video Calls
- Telephone Calls
- Emails

Items to be discussed
- Records or Information needed
- Questions related to audit work
- Progress of the audit
  - Schedule
- Any concerns you may have

Direct Requests for Uploads

Direct Requests

How do I know a request has been made?
Email from no-reply-gateway@sboa.in.gov
Request for specific file or item with detailed description
Instructions on how to upload
  - through Monthly and Annual Engagement Uploads

What do I do?
Acknowledgment request
Provide time-frame
Email field examiner when item has been uploaded
Monthly and Annual Engagement Uploads

Use the form below to find and upload documents required for audit support. Note: This information is for the State Board of Accounts internal use only and will not be made available on the Gateway Public site.

File Upload Status: The current upload status is viewable in the table below. Any objects with a red X need to be uploaded. To view a previous upload, click on the download icon in the table. To delete a previous upload, click on the delete icon for that record in the status table.

To upload new files: Select which set of files need to be uploaded using the Select Upload Group dropdown. Next, select the specific file from the Select File Type dropdown on the right. The user will be able to upload files using the Browse and Upload buttons in the Provide File section. In some cases, an option will appear in the Provide File section allowing a user to provide a link instead of uploading a file. To do this, select the Web Link option and paste the link in the textbox labeled Provide Link.

To complete the entry: Click on the button marked Submit. The status table will be updated. Multiple files may be uploaded for each Upload Group and File Type. If a file needs to be reloaded, the user should delete that file from the status table first.

<table>
<thead>
<tr>
<th>Select Upload Group</th>
<th>Select File Type</th>
<th>Provide File</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Request</td>
<td>Audit Request</td>
<td>Please upload the requested audit files.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Upload file (xls, xlsx, doc, docx, jpg, pdf, gif, txt, png)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Choose File</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No file chosen</td>
</tr>
</tbody>
</table>

Status | 2019 Required Uploads | Upload Date | Uploaded By | Download | Delete |

Direct Requests

Scroll down passed monthly and annual uploads to see -

<table>
<thead>
<tr>
<th>Direct Request</th>
<th>Date/Time</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
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<td><a href="mailto:akari@sboa.in.gov">akari@sboa.in.gov</a></td>
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</tr>
</tbody>
</table>
What documents are normally requested?

Written policies and procedures (Internal Controls, Travel, Employee Benefits, etc.)
Internal Control Training Certifications
Board Minutes (include to current date)
Resolutions
Contracts
Financial Records (ledger)
Bank Reconcilements and Bank Statements
Grant Awards and Agreements (Federal and State)
Debt Documents
Capital Assets Schedule
Receipts
Accounts Payable Vouchers with supporting documentation
Payroll records
Financial Reports filed with other State or Federal Agencies (withholdings)

Questions
COVID-19 Guidance
issued by the State Board of Accounts

• Solid Waste Management Districts Meeting
• December 9, 2020

SBOA Memorandums

• Located on our home page under SBOA Information on Coronavirus

• May subscribe to our email list to receive updates
Policies - Coronavirus

Guidance Issued:
- Policy Regarding Coronavirus 3-12-2020
  - Travel
  - Work environment
  - Employee benefits and compensation
- Coronavirus Items to Consider 3-16-2020
- Assistance During COVID-19 3-31-2020
  - NA to special districts – mainly cities, towns, counties providing assistance to local businesses

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Continuity of Essential Operations

Guidance Issued:
- Continuity of Essential Operations 4-30-2020
  - Develop a plan to continue essential operations through a sustained period of absenteeism
  - FEMA Toolkit
  - SBOA Items to Consider

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Communication about Alternate Operations

• Guidance Issued:
  • Communications about Alternate Operations due to COVID-19, 11-18-2020
    • Plan to keep operations ongoing when your office is closed or staff is reduced
    • Keep SBOA informed
      • Provide information listed in memorandum

Other Considerations

Guidance Issued:
• Temporary Transfer of Funds 4-9-2020
  • IC 36-1-8-4
• Electronic Signatures 4-14-20
  • IC 26-2-8
  • SBOA will not take audit exception
• State Examiner Directive 2020-1
  • Timely Deposits
  • Board approval of claims
COVID Grant Accounting

Guidance Issued:

COVID Grant Accounting and Appropriations 4-29-2020; Updated 9-29-2020

- Must establish a separate grant fund for each grant
- Must account for all transactions in separate fund
  - may reverse expenses from original fund to record in grant fund
  - may spend directly from grant fund (does not apply to IFA grants)
- separate grant fund is appropriated locally

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Coronavirus Relief Fund Grants

Administered through IFA

These memorandums will apply only if your district has received a Coronavirus Relief Fund grant through your municipality or county. These grants are administered at the State level by the Indiana Finance Authority.

Guidance Issued:

Financial Reporting and Reimbursement for CARES Funds 8-27-20
State Examiner Directive 2020-3 – Grants through IFA only
Questions about CARES Act Reimbursed through IFA 10-28-2020
Coronavirus Relief Fund Guidance 4-23-2020
Coronavirus Relief Fund FAQs 7-8-2020

- Must establish separate grant fund
- Must account for all transactions in the grant fund
- Must incur original expense in an appropriated fund
- Must reverse expense to record in grant fund
- No spending directly from grant fund - fund will have a zero balance
**Enhanced Regulatory Basis of Accounting**

Guidance: *Enhanced Regulatory – Delayed Implementation 4-27-2020*

- 2019 Updates to the Annual Financial Report are in place
- 2020 Updates to the Annual Financial Report are postponed

*No major changes to the Annual Financial Report this year!*

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**Fraud Schemes**

Guidance Issued:
- *Fraud Schemes 5-11-2020*
- Fraudulent Checks
- Ransomware
- Other

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IC 5-11-1-27

- Report of material loss, shortage, variance, or theft
  - Report immediately to the SBOA

- Report of misappropriation – no materiality threshold
  - Report immediately in writing to the SBOA and County Prosecutor

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Any Questions ??
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
OPEB

Guidance Issued – November 23, 2020

Effective 07/01/2020, political subdivision retiree benefits and expenditures (collectively known as Other Post-Employment Benefits or OPEB) are to be reported in a manner prescribed by the State Board of Accounts (IC 36-1-8-17.5).

After much discussion, the State Board of Accounts (SBOA) has decided to retire the OPEB report formerly prescribed by the Department of Local Government Finance.

Instead SBOA will consider the information a unit reports through their annual financial report (AFR) as fulfilling IC 36-1-18-1 7.5, and units will not have to provide the State with a separate OPEB report. As such, a unit who timely files their AFR will be considered in compliance with the OPEB statutory reporting deadline.

Annual Financial Report - Miscellaneous

Risk Assessment Questions

7. Does anyone review the completed bank reconciliements?

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

New Requirements starting with
December files upload on February 15, 2021 and
Annual Uploads due March 1, 2021
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.
Cancellation of Warrants

Indiana Code 5-11-10.5: Cancellation of Warrants

- March 1 – fiscal officer prepares list of all outstanding checks for 2 years or more
- File list of checks with the district 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 district.

- 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).

End of Year Duties – Part 3

- Appropriation Transfers
- Encumbrances
- Dormant Fund Balances
- Internal Control Considerations
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.
Encumbrances

Encumbered Appropriations

By carrying out this procedure, the 2021 budget will not be expected to stand any expense not anticipated in making the budget.

We recommend:

• The district board make a listing of these encumbered items
• make it a part of their minutes in their last business meeting of the year

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 district 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 ??

Contact Information

Todd Caldwell, CFE & Susan Gordon, CPA
Directors of Audit Services

Specialdistricts@sboa.in.gov
317-232-2513

www.in.gov/sboa
302 West Washington Street, Room #E418
Indianapolis, IN 46204