

Annual Uploads in Gateway

Due 60 days after year end
February 29, 2020

www.gateway.ifionline.org

Indiana State Board of Accounts

Gateway INDIANA

Dashboard Report Search Download Tools Learn More

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.

- Local Officials: Login Here »
- Conflict of Interest Upload Tool »

- Tax Increment Finance Districts
TIF District Viewer
- Report search by address or tax unit
Search for reports
- Taxpayer Portal
Taxpayer Portal
- Public employee compensation
- Access local expenditures
- When is your budget hearing?



Monthly Uploads in Gateway

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

Department of Local Government Finance (DLGF)		State Board of Accounts (SBOA)	
	Deadline		Deadline
Abstract	Details	100R	Jan 31
Assessor Reports	Mar 31	Annual Financial Report	Details
Budgets	Details	Monthly and Annual Engagement Uploads	Details
Data Entry for CNAV and Form 22	Details	Conflict of Interest Disclosure	15 days after final action on the contract or purchase
Debt Management	Details	E-1 Entity Annual Report	60 days after entity's fiscal year ends
Economic Development Reporting	Sep 30	ECA Risk Report	Aug 29
File Transmission	Details		
Other Post-Employment Benefits	Mar 1		
SB 131 Reporting for SWMDs	Mar 1		
TIF Management	Apr 15		
		Indiana Gaming Commission (IGC)	
			Deadline

Annual Uploads in Gateway



State Board of Accounts (SBOA)	Deadline
100R	Jan 31
Annual Financial Report	Details
Monthly and Annual Engagement Uploads	Details
Conflict of Interest Disclosure	15 days after final action on the contract or purchase
E-1 Entity Annual Report	60 days after entity's fiscal year ends
ECA Risk Report	Aug 29





Annual Uploads in Gateway

Select a Year

2019	This year is ready for documents to be uploaded.
2018	This year is ready for documents to be uploaded.

Annual Uploads in Gateway

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.

Select Upload Group	Select File Type	Provide File
Annual ▾	Year End Bank Statement ▾	Upload file (<i>xls, xlsx, doc, docx, jpg, pdf, gif, tif, png</i>) <input type="button" value="Choose File"/> No file chosen
<input type="button" value="Submit"/>		

Status	2019 Required Uploads	Upload Date	Uploaded By	Download	Delete
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Annual Uploads in Gateway

Bank Statement

- December 2019 statement for each bank account
- Does not require images of checks
- No reconciliation here – it will be with the monthly uploads

Annual

Year End Bank Statement
 Year End Outstanding Checklist
 Year End Investment Statements
 Detail of receipt activity
 Detail of disbursement activity
 Current Year Salary Ordinance
 Annual Vendor History Report



Annual Uploads in Gateway

Outstanding Checklist

- Detailed list
- Checks written but not cleared bank
- Total should agree to amount on the reconciliation
- Include
 - check date
 - check number
 - check amount

Annual

Year End Bank Statement
 Year End Outstanding Checklist
 Year End Investment Statements
 Detail of receipt activity
 Detail of disbursement activity
 Current Year Salary Ordinance
 Annual Vendor History Report



Annual Uploads in Gateway

Investment Statements

- Similar to checking account statement
- December 2019 account statement
- For all investment accounts

Annual

Year End Bank Statement
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Annual Uploads in Gateway

Detail of Receipt Activity

- Does not apply if hand-posted records
- Listing of all receipts issued & posted
- Include receipt numbers

Annual

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Annual Uploads in Gateway

Detail of Disbursement Activity

- Does not apply if hand-posted records
- Listing of all non-payroll disbursements issued & posted
- Include check numbers & vendor names

Annual

Year End Bank Statement
 Year End Outstanding Checklist
 Year End Investment Statements
 Detail of receipt activity
 Detail of disbursement activity
 Current Year Salary Ordinance
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Annual Uploads in Gateway

Current Year Salary Ordinance

- Scan & upload 2019 salary ordinance(s)
in effect at end of year for the
2019 Annual Upload

Annual

Year End Bank Statement
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Annual Uploads in Gateway

Vendor History Report

- Does not apply if hand-posted records
- Detailed listing of all vendors to whom checks were issued during the year
- Should show a total by vendor

Annual

Year End Bank Statement
 Year End Outstanding Checklist
 Year End Investment Statements
 Detail of receipt activity
 Detail of disbursement activity
 Current Year Salary Ordinance
 Annual Vendor History Report



Contact Information

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