It’s Time to Think About . . .

YEAR-END TASKS

Follow-Up From October

Annual Financial Report – due March 1, 2021

Form 100-R – due by January 31, 2021

Annual Uploads – due March 1, 2021
Salary Ordinances

Cities – November 1, 2020
Towns – SBOA recommends by December 31, 2020

Considerations:
• How many pays in 2021
• Has enough been appropriated
• Are bonuses included
• Longevity
• Benefits (leaves, insurance, HSA's, deferred comp)

Appreciation/Holiday “Get Togethers”

Can be paid from Promotion of Business appropriation only . . .

• If Home Rule ordinance creating the appropriation specifically permits the type of gathering

Excessive amounts for employee meals, awards, gifts, and similar expenses will be considered for a report comment

For more information – see Cities and Towns Bulletin, Dec 2015
Appropriations

Check for line items that are overspent
   • Transfer from other line items if necessary
   • From one major classification to another – council approval by resolution

Need an additional??
   • There still may be time
   • Contact DLGF if you have questions
   • www.in.gov/dlgf/files/Budget_Field_Reps.pdf

Encumbrances

Unpaid approved purchase orders & contracts
   • Can be encumbered – or carried forward – to 2021
   • Show as separate amount on 2021 appropriation ledger

Make a listing
   • List part of meeting minutes
   • Not ‘required’ it be approved by council, but wouldn’t hurt
   • Last meeting of the year
   • Have copy ready if DLGF requests it
Payroll

Reporting
• W-2s
• 1099s
• Plan ahead

Contact IRS with Questions
• www.irs.gov

Year-end good time to review contract
• If changes are necessary, consult attorney

IC 36-8-12-4.5 requires
• Contract be in writing
• Contract be for a fixed term

Contract must provide for:
• Amount for fire protection services
• Consideration to include insurance premiums, clothing, car, and other allowances [IC 36-8-12-5 & 36-8-12-6]
Miscellaneous

Bank Reconciliations
Financial Assistance to Non-governmental Entities
Debt Payments
Capital Assets
Certifications
  • Nepotism – IC 36-1-20.2-16
  • Contracting with a unit – IC 36-1-21-6
  • Certifications are submitted to Mayor/Town Council President - not uploaded or sent to SBOA

Accounts Receivable / Payable

Indiana State Board of Accounts
Public Health and Safety Payroll Reimbursements:
• Reimbursed money does not have to be spent by 12/31/2020

Safety Awareness:
• Costs associated with reviewing and/or implementing local event safety plans & local public health requirements
• Costs associated with increased on-site inspection of local businesses & facilities
• Costs associated with public education/awareness campaign
• Reimbursement requested on or before December 31, 2020

CARES - www.in.gov/ifa
Questions
COVID-19@ifa.in.gov
SBOA Contact Information

Susan Gordon, CPA  
Director of Audit Services

Todd Caldwell  
Director of Audit Services

cities.towns@sboa.in.gov  
317-232-2513

Indiana State Board of Accounts  
302 W Washington Street, Rm E418  
Indianapolis, IN 46204