YEAR-END CONSIDERATIONS

Soil & Water Conservation Districts Workshop
December 1, 2021

What’s On Tap

✓ SBOA’s Annual Financial Report (AFR) (Gateway)
✓ Form 100-R (Gateway)
✓ Monthly / Annual Uploads (Gateway)
✓ Cancellation of Warrants
✓ Internal Controls
✓ Enhanced Regulatory Reporting - AFR
Annual Financial Report - Gateway

- Required by IC 5-11-1-4
- Due 60 days after end of year (3/1/22)
- New aspects to reporting for 2021
  - Susan will cover those later

Form 100R - Gateway

- Required by IC 5-11-13-1
- Due during the month of January for the preceding year (by 1/31/22)
- No changes to reporting
• Form 100-R must be submitted even if there are no employees to report.
• Show “0” for Unit Question #1
Monthly Uploads – When Are They Due

- 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

Bank Reconciliation

- Reconciliation for each bank account you have
- Includes copy of
  - statement
  - optical images
  - list of outstanding checks
Meeting Minutes

- Minutes from each Board meeting
- If not signed/approved before due date, upload unsigned copy and replace with approved copy later
- If meetings are not monthly, indicate so

Funds Report

- List of funds from your ledger/Quickbooks
- Includes
  - Beginning of month fund cash & investment balance
  - Receipts in total for the month
  - Disbursements in total for the month
  - Ending fund balance

<table>
<thead>
<tr>
<th></th>
<th>Beg Balance</th>
<th>Receipts</th>
<th>Disbursements</th>
<th>End Cash Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$109,893.42</td>
<td>$453.34</td>
<td>$862.21</td>
<td>$109,484.55</td>
</tr>
</tbody>
</table>

Indiana State Board of Accounts - 2021
### Monthly Uploads - Gateway

#### Balance Brought Forward

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$109,893.42</td>
</tr>
</tbody>
</table>

**Income**

- Interest on Checking: $4.35
- Flat book, Filing: $20.00
- Seeder rental: $385.00
- Office supply return: $43.99

**Total Receipts**: $463.34

#### Disbursements

- Rent: $620.00
- Telephone/Internet: $93.42
- Mileage, meals: $68.50
- Office Supplies: $52.82
- 4-H Fair supplies: $19.52
- Postage: $7.95

**Total Disbursements**: $882.21

#### Total Balance in Checking: $109,484.55

#### Total of All Funds: $109,484.55

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### Annual Uploads - Gateway

**Calendar for 2021**

- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December
Required to be uploaded by March 1, 2022

- Same timeline as the SBOA AFR
- Includes:
  - Year End Investment Statements
  - Detail of receipt activity
  - Detail of disbursement activity
  - Salary schedule
  - Vendor history report

Investment Statement

- Like checking account statements, only for any investments you might have
  - Savings
  - CDs
- Upload December 2021 statements for all investment accounts
Detail of Receipt Activity

- Does not apply to hand-posted records
- Listing of all receipts issued and posted during the year
- Most systems have a “history” function that should provide this information
- May need to contact your software vendor for assistance
- Include receipt numbers and dates

Detail of Disbursement Activity

- Does not apply to hand-posted records
- Listing of all non-payroll disbursements posted during the year
- Most systems have a “history” function that should provide this information
- May need to contact your software vendor for assistance
- Include check numbers, dates, and payee name
Salary Schedule

- Shows the approved salary of district employees
  - For those considered county employees, we can obtain salary information from the annual upload from your county
- For the year being reported - 2021

Vendor History Report

- Does not apply to hand-posted records
- Detailed listing of all vendors to whom checks were issued during the year
- Ideally would show total by vendor
- Most systems have a “history” function that should provide this information
- May need to contact your software vendor for assistance
Vendor History Report

- Does not apply to hand-posted records
- Detailed listing of all vendors to whom checks were issued during the year
- Ideally would show total by vendor
- Most systems have a “history” function that should provide this information
- May need to contact your software vendor for assistance

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.

Example – At December 31, 2021;

- Check #1234 was written on February 27, 2019 and has not cleared the bank and is on the outstanding check list. At 12/31/21, it would be considered “void”.
- Check #9876 was written on November 2, 2020 and has not cleared the bank and is on the outstanding check list. At 12/31/21, this check would not be considered “cancelled” and should remain on the outstanding check list.
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 board
• Fiscal officer keeps a copy

If you have more than just a General fund, “old” (or stale) checks are receipted back to your ledger into the fund from which they were originally drawn.

Indiana Code 5-11-1-27(g)

• “After June 30, 2016, the legislative body of a political subdivision shall ensure that:

  1) the internal control standards and procedures developed under subsection (e) are adopted by the political subdivision; and

  2) personnel receive training concerning the internal control standards and procedures adopted by the political subdivision.”
Indiana Code 5-11-1-27(c) defines “personnel”:

“As used in this section, "personnel" means an officer or employee of a political subdivision whose official duties include receiving, processing, depositing, disbursing, or otherwise having access to funds that belong to the federal government, state government, a political subdivision, or another governmental entity.”

Things to remember:

✓ Board should adopt minimum standards - if they haven’t already

✓ Training for any new employees in 2021

✓ Certify on the Annual Financial Report in Gateway correctly
Internal Controls

AFR Unit Questions

The following must be filed with the Annual Report per IC 5-11-1-27 (h).

I certify that my unit has adopted the minimum internal control standards as required per IC 5-11-1-27(e).

If yes, I certify that all personnel defined by IC 5-11.1-27(c) received training concerning the internal control standards adopted by my unit.

Make sure you answer these questions correctly

Gateway Information:

Form 100-R User Guide: https://gateway.ifionline.org/userguides/100Rguide
Login: https://gateway.ifionline.org/login.aspx
Gateway questions: gateway@sboa.in.gov

CONTACT INFORMATION

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