

Soil & Water Conservation District Workshop

**Farm Bureau Building
Indianapolis
December 12,2018**

Contact Information



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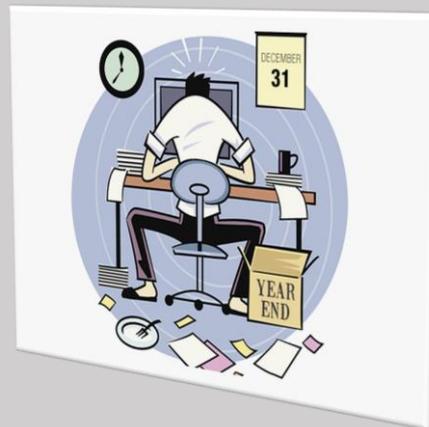
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**Indiana State Board of Accounts
302 W. Washington St., Rm E418
Indianapolis, IN 46204**



End of Year Duties

- Annual Financial Report - Gateway
- Form 100-R - Gateway
- Monthly/Annual Uploads – Gateway
- Live Demo in Gateway
- Cancellation of Warrants
- Internal Control Refreshers/Reminders



Annual Financial Report – Gateway

- Required by IC 5-11-1-4
- Due 60 days after end of year
* *March 1, 2019* *
- No Major Changes to the Reporting / Gateway



Annual Financial Report – Miscellaneous



Capital Assets

- Report asset amounts as of December 31st
- Make sure your Capital Asset Register is updated through year end

Government or Enterprise	Land	Infrastructure	Building	Improvements Other Than Buildings	Machinery, Equipment, and Vehicles	Construction In Progress	Books and Other
Governmental Activities	\$0.00	\$0.00	\$0.00	\$0.00	\$8,730.00	\$0.00	\$0.00

Annual Financial Report – Miscellaneous



Accounts Payable/Receivable

- Report Accounts Payable at December 31
- Report Accounts Receivable at December 31

Government or Enterprise	Accounts Payable	Accounts Receivable
Governmental Activities	\$4,255.82	\$0.00

Annual Financial Report – Miscellaneous



Unit Questions – GAAP financial statements

- New this year
- Majority will answer “no”. Only “yes” if you will be producing financial statements on the GAAP basis

10. Do you anticipate that you will produce GAAP statements for your unit as a whole and require an audit of these statements?

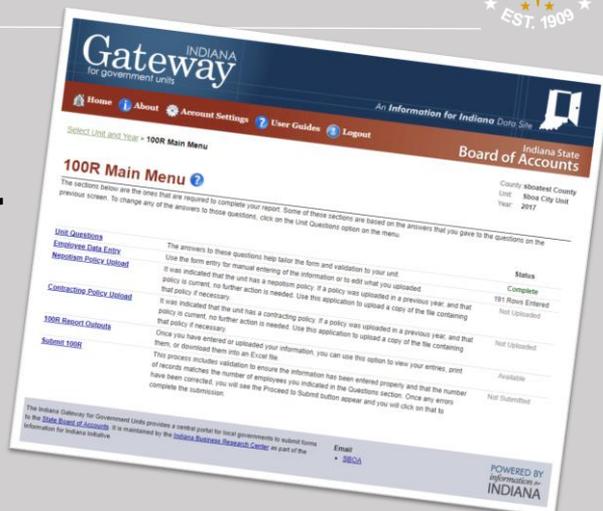
As a reminder, only regulatory statements are compiled from AFR gateway data submissions. The unit is responsible for compilation of GAAP statements, either through its own employees or contract, and must have these statements available at the time of audit.

Yes No

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, 2019* *
- **No Changes to the Reporting**



Strategic Vision 2020



- ✓ Remote Auditing
- ✓ How Do We Get There
- ✓ Direct Request
- ✓ Uploading Document

Strategic Vision 2020



Preliminary Planning & Audit Work

Perform preliminary planning and audit work prior to the start of an audit

Increase efficiency in audit processes

Remote Auditing

Conduct more audit procedures from a remote location

Less time spent on site at the local units

Increase efficiency and collaboration among our audit teams

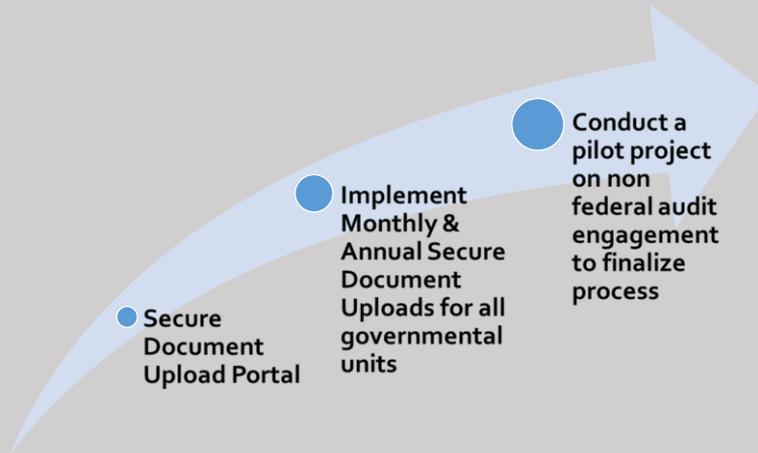
Real Time Audit Procedures

Conduct audit procedures in real time to provide quick assistance

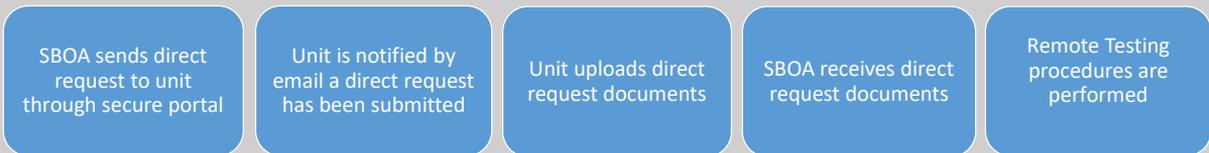
Conduct timely and effective risk assessments



Strategic Vision – How Do We Get There



Direct Request





UPLOAD DOCUMENTS

Monthly

Bank Reconcilements

Approved Board Minutes

Funds Ledger

Annually

Year End Bank Statement

Year End Outstanding Check List

Year End Investment Statements

Salary Ordinance

Detail of Receipts and Disbursements for the year

Annual Vendor History Report

Monthly Uploads in Gateway





Monthly Uploads – When 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



Monthly Uploads in Gateway

Bank Reconciliation

- Each month's reconciliation
- For each bank account you have
- Does not require copy of bank statements, images of checks, or list of outstanding checks
- Just the reconciliation



Monthly Uploads in Gateway



Board Minutes

- Minutes from each Board meeting
- If not signed/approved before due date, upload unsigned and replace when approved.
- If not monthly, indicate so



Monthly Uploads in Gateway



Funds Ledger

- List of funds from your ledger
- Includes:
 - Beginning balance
 - Receipts for month
 - Disbursements for month
 - Ending fund balance





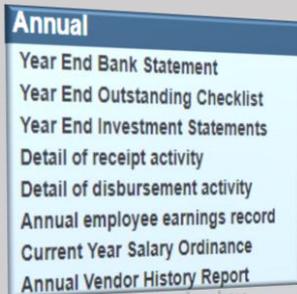
Annual Uploads in Gateway



Annual Uploads in Gateway

Bank Statement

- December 2018 statement
- For each bank account you have
- Does not require images of checks
- No reconciliation here – it will be with the monthly uploads



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
 Annual employee earnings record
 Current Year Salary Ordinance
 Annual Vendor History Report

Annual Uploads in Gateway



Investment Statement

- Similar to checking account statement
- December 2018 account statement
- For all investment accounts

Annual

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

Annual Uploads in Gateway



Detail of Receipt Activity

- Does not apply if 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 vendor
- Include receipt numbers

Annual

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

Annual Uploads in Gateway



Detail of Disbursement Activity

- Does not apply if hand-posted records
- Listing of all non-payroll disbursements issued and posted during the year
- Most systems have a “history” function that should provide this information
- May need to contact your vendor
- 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
 Annual employee earnings record
 Current Year Salary Ordinance
 Annual Vendor History Report

Annual Uploads in Gateway



Annual Employee Earnings Record

- Will not be required

Annual

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

Annual Uploads in Gateway



Current Year Salary Ordinance/Resolution

- Scan & upload 2018 salary schedule
- Shows the approved salary of employees

Annual

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

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
- Most systems have a “history” function that should provide this information
- May need to contact your vendor

Annual

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

Annual Uploads in Gateway



Questions on Reports

- **Engagementstrategies@sboa.in.gov**
- or
- **Help Desk – gateway@sboa.in.gov**
- or
- **Todd or Susan –specialdistricts@sboa.in.gov**

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.

Example – At December 31, 2018;

- Check #1234 was written on February 27, 2016 and has not cleared the bank and is on the outstanding check list. At 12/31/18, it would be considered “cancelled”.
- Check #9876 was written on November 2, 2017 and has not cleared the bank and is on the outstanding check list. At 12/31/18, this check would *not* be considered “cancelled” and should remain on the outstanding check list.

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 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.



Internal Controls – Year End Considerations



Internal Controls



docplayer.net/7494109-Internal-controls-a-short-presentation-from-your-internal-audit-department.html

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Internal Controls –
Adoption/Training/Certifications



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.”**

Internal Controls –
Adoption/Training/Certifications



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.”

Internal Controls –
Adoption/Training/Certifications



Remember:

- ✓ Board should adopt minimum standards - if they haven't already
- ✓ Training for any new employees in 2018
- ✓ Certify on the AFR in Gateway correctly



www.amreading.com/2016/09/18/video-how-to-remember-what-you-read/

Internal Controls –
Adoption/Training/Certifications



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).	<input checked="" type="radio"/> Yes <input type="radio"/> No
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.	<input checked="" type="radio"/> Yes <input type="radio"/> No

Make sure you answer these questions correctly





THANK YOU FOR LISTENING

ANY QUESTIONS?

memes.com

Indiana State Board of Accounts 2018

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