Entity Annual Report (E1)

Gateway Submissions for 2015 (and forward)
A New Way to Report – Gateway

• State law IC 5-11-1-9 delegates the “oversight” responsibility to examine the records and accounts of entities receiving financial assistance from government sources.
• The Annual Report requirement will now be filed using Gateway (a web-based system)
• These are fast-track instructions on using Gateway to submit your E1.
Usernames and p-words

• You will receive an email from ibrctech@iupui.edu with your username and password.

• Be sure to check your “junk” or “spam” in case your network passes that email there. Make sure it is flagged as an accepted email address.

• Once logged in, you can change your password using Account Settings and keep your contact information current there.
After Login

After you log in, you will see the Select Application page - click on the E1 as circled below.
Select Unit/Entity

You will then see the Select Unit page - click on the unit (or entity) that has been assigned to you. If you do not see it, please email Nonprofit@boa.in.gov to have the proper entity and access rights (submitter or editor) assigned to you.

<table>
<thead>
<tr>
<th>SBA ID</th>
<th>Entity Name Link</th>
<th>Entity Type</th>
<th>Entity County</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-004.00</td>
<td>Adams County Council On Aging, Inc.</td>
<td>COUNCIL ON AGING</td>
<td>Adams</td>
<td>Submitter</td>
</tr>
<tr>
<td></td>
<td>The Damien Center, Inc.</td>
<td>CAP AGENCIES</td>
<td>Marion</td>
<td>Submitter</td>
</tr>
</tbody>
</table>
Select Year

Next, you will select the YEAR - currently 2015.

Note that reporting for periods ending December 31, 2014 or prior cannot be submitted through Gateway and must be submitted using the traditional E-1 report. If you need a copy of that report, please request one by emailing nonprofit@sboa.in.gov.
The Main Menu

The menu is the central point from which you can enter information, review your "output" and also upload any files. The menu also indicates to you the status of your reporting - for example, the screenshot below indicates "Not Submitted" for the reporting, but "available" for your use are the report outputs and upload options.
Entry form – Section I

E-1 Entity Annual Report Form

I. Entity Information

Entity's Fiscal Year End: 12/31/2015
E-1 Form (Due Date): 02/29/2016

Legal Name: Adams County Council On Aging, Inc.

Federal ID No.: Must be a Federal ID number, do not enter your SSN

D/B/A: Adams County Council On Aging, Inc.
Address1: 313 W. Jefferson St.
Address2: Room 120
City: Decatur
Entry form – Section II

II. Financial Information

1. Total Government funds received during the year: *(Enter amounts in Section III. Detail of Government Funds)* $0.00

2. Total Government funds disbursed during the year: *(Enter amounts in Section III. Detail of Government Funds)* $0.00

3. Entity’s total disbursements (or expenditures) for the year:

   Basis of Accounting the financial information below is reported on:

   Select

Save
Entry form – Section III

III. Detail of Government Funds

Add New Record

GOVT AGENCY

GOVT AGENCY ADDRESS1

Detail of the Government Fund

Please fill in all the fields:

Govt Agency Name:

Govt Agency Address 1:

Govt Agency Address 2:

Govt Agency City:

Government Agency State:

Government Agency Zip:

Program Title:

Amount Received:

Amount Disbursed:

Source of Government Funds:

Select

- Direct Federal Grant
- Federal Grant Passed through State or Local Government
- Fee for Service
- State and Local

Save  Cancel
Submit

Only the designated and authorized Submitter will see the penalty language shown below in the screenshot, the check to agree box and the "submit" button. Editors will not see this, as only the designated submitter can agree and submit.

Under penalties of perjury, I declare that I am an officer of the organization listed in section I, and that I have examined this report and any accompanying documentation and to the best of my knowledge and belief, it is true, correct, and complete.

NAME: 

TITLE: 

Submit the E-1 Form

Once the report is submitted OR after an editor has finished, you can click on the Main Menu and review the status. For example, if you have Submitted, then the Main Menu status will show that.

And then, once you have submitted, we will review the submitted report and notify you of your audit requirements or waiver of audit and your next steps. This notification will be via email. Any questions as to your status or questions as to issues with completing this online E-1 submission should be sent to nonprofit@sboa.in.gov
Upload Files

In addition to entering the specific information required, you can use the upload option to provide PDF versions of the audit contract, audit report or additional documentation for use by the State Board of Accounts. The screenshot below shows that you can select the file by browsing your local computer, put in comments, and then upload the file. You can upload multiple files.
View Your Content Via Report Outputs

On the main menu there is a Report Output option that allows you to view your entries in a "report-like" format via PDF or Excel. This is a great way for you to review what you have entered prior to submission or to share with others in your organization as additional 'eyes' to ensure accuracy. It is recommended that you use these output options to review your entries before you submit.

![Report Output Format](image)

<table>
<thead>
<tr>
<th>Report Output Format:</th>
<th>PDF ▼</th>
<th>Select the output method for the report that you prefer. Choices include Adobe PDF or Microsoft Excel Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-1 Report</td>
<td></td>
<td>This report shows the Entity Annual Report (E-1).</td>
</tr>
</tbody>
</table>
Help is Available

• SBOA is available to answer your content and process questions via email at Notforprofit@sboa.in.gov

• IBRC (which manages the Gateway system) is available to answer technical questions via email at ibrctech@iupui.edu.

• Online user guide with more information and instructions is available.