The Indiana State Board of Accounts

SBOA Called Meeting for Newly Elected and Newly Appointed City and Town Fiscal officers
August, 2020

Introduction to the Indiana State Board of Accounts
State Board Of Accounts
Indiana Code 5-11

- Audit the records and accounts of all state and local governmental units
- Prepare reports indicating the financial condition of these units and comments on any noncompliance with laws or uniform compliance guidelines
- Prescribe uniform system of accounting

State Board Of Accounts - Mission

We are dedicated to providing the citizens of the State of Indiana with complete confidence in the integrity and financial accountability of state and local government.
State Board Of Accounts - An Overview

Board

Financial and Compliance Auditors

Federal Audit Specialists

Special Investigations

Directors of Audit Services

Engagement Types

Report comments

► Noncompliance with statute

► Noncompliance with uniform compliance guidelines

(published in manuals and bulletins: www.in.gov/sboa)
State Board Of Accounts - An Overview

Financial and Compliance Audit Reports

- Official Response
- Repeat Comments
- Special Investigations
- Attorney General
- Prosecutor

Filed Audit Reports

www.in.gov/sboa
www.in.gov/sboa

Reports and Information to File with SBOA
Gateway Applications

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

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<tr>
<th>Department of Local Government Finance (DLOF)</th>
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<tr>
<td>Abstract</td>
<td>Details</td>
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<td>Assessor Reports</td>
<td>Mar 31</td>
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<tr>
<td>Budgets</td>
<td>Details</td>
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<td>Data Entry for CANV and Form 22</td>
<td>Details</td>
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<td>Debt Management</td>
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<td>Economic Development Reporting</td>
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<td>File Transmission</td>
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<td>Other Post-Employment Benefits</td>
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<tr>
<td>SB 131 Reporting for IWWWIs</td>
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<td>TIF Management</td>
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<td>Annual Financial Report</td>
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<td>Monthly and Annual Engagement Uploads</td>
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<td>15 days after final action on the contract or purchase</td>
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SBOA Gateway Applications

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User Guides

Each SBOA Application has a detailed User Guide with Instructions and Frequently Asked Questions.

Click on 🎨 User Guides

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Annual Financial Report

Required by IC 5-11-1-4

Due 60 days after year end

* March 1, 2021 *

Updated for Enhanced Regulatory Internal Control Considerations
Annual Financial Report

Gather information / post/reconcile records to complete information for

- Financial Data By Fund
- Capital Assets
- Grants
- Long-term Debt
- Leases
- Financial Assistance to Non-Governmental Entities
- Pensions
- Inter-fund Transfers
- Risk Assessment Questions

Certified Report of Names, Duties, & Compensation (100R)

- Required by IC 5-11-13-1
- Due during the month of January for the preceding year *
  January 31, 2021 *
- No Changes to the Reporting
- Internal Control Considerations
Monthly Uploads in Gateway

Required Monthly Uploads, *January through December*:

- Bank Reconciliation
- Board Minutes
- Funds Ledger

Annual Uploads in Gateway

**Bank Statement**

- December 2020 statement for each bank account
- Does not require images of checks
- No reconcilement 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 reconciliation
- Include
  - check date
  - check number
  - check amount

Annual Uploads in Gateway

Investment Statements

- Similar to checking account statement
- December 2020 account statement
- For all investment accounts
Annual Uploads in Gateway

Detail of Receipt Activity

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

Detail of Disbursement Activity

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

- Scan & upload 2020 salary ordinance(s) in effect at end of year

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
Reporting Losses, Variances, and Thefts

IC 5-11-1-27(j)

“All erroneous or irregular material variances, losses, shortages, or thefts of political subdivision funds or property shall be reported immediately to the state board of accounts.”

State Examiner 2015-6

“Political subdivisions must recognize that variances, losses, shortages, and thefts may occur. If an incident occurs, it is imperative that the political subdivision have a policy in place that outlines the steps to be taken. Such a policy must include a materiality threshold at which point the political subdivision reports incidents to the State Board of Accounts.”

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Reporting of Misappropriation

- IC 5-11-1-27(l)

- Misappropriation of public funds (loss or theft by public official) is to immediately be reported in writing to:
  - SBOA
  - County Prosecuting Attorney

- No materiality threshold for misappropriation of public funds
Other Information to File with SBOA

Upload in Gateway
  Official Bond
  Conflict of Interest Statements under IC 35-44.1-1-4

Send to cities.towns@sboa.in.gov
  Interlocal Agreements
  Change in Fiscal Officer
  Change in Contact Information for Fiscal Officer
  Audit Requirements for Debt Issuance

Contact Information

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Directors of Audit Services

cities.towns@sboa.in.gov

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