Gateway Reporting

2025 County Auditors Fall Conference



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PAUL D. JOYCE, CPA STATE EXAMINER

Indiana's State Examiner and the agency head for the State Board of Accounts, Paul Joyce coordinates and manages the post-audits and examinations of over 4,000 state and local governmental entities in Indiana.





Reminders:

- /Annual Financial Report is statutorily required per IC 5-11-1-4
- ✓ Annual Financial Report is due 60 Days after the end of the calendar year which is:

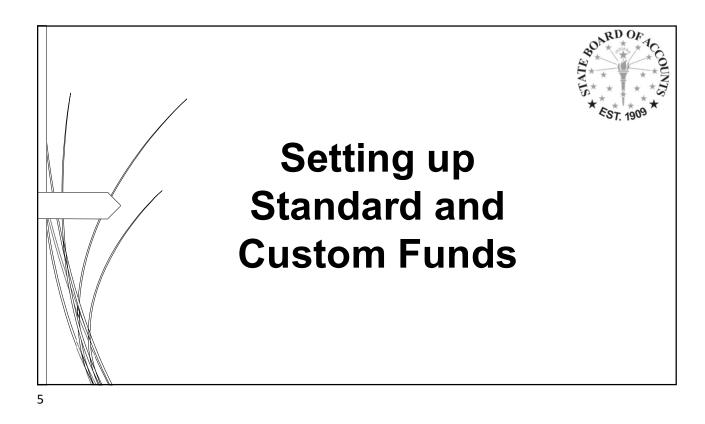
Thursday, March 1, 2026

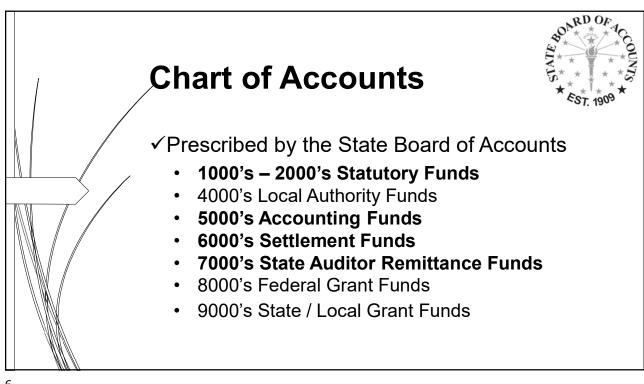
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AGENDA

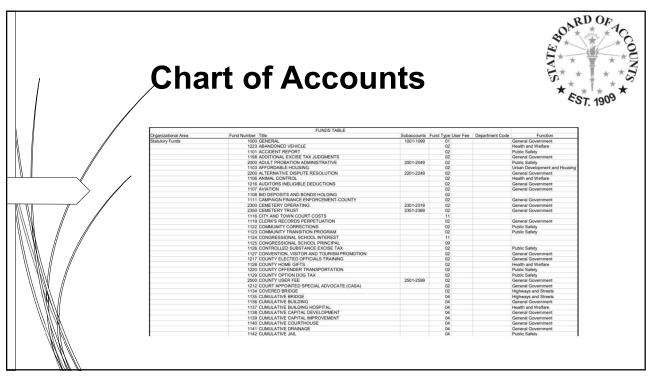


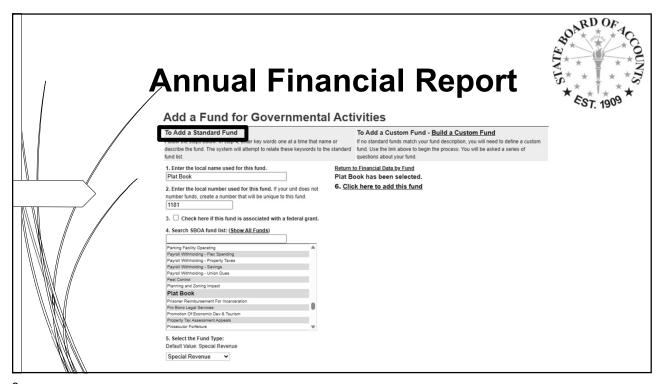
- √ Setting up Standard and Custom Funds
- ✓Investments
- √ Capital Assets and Depreciation
- √ Miscellaneous Reminders











Annual Financial Report

To Add a Custom Fund_Build a Custom Fund
If no standard funds match your fund description, you will need to define a custom rund. Use the link above to begin the process. You will be asked a series of questions about your fund.

Add a Fund to Governmental Activities
(Return to Standard Fund Entry)

This page will ask a series of questions to determine what type of fund you wish to add. You must complete all questions presented, and click on the 'Add This Fund' link to finish adding a fund.

1. Enter the local number used for this fund.

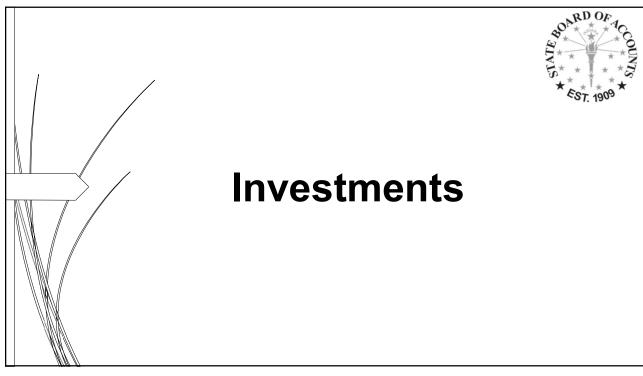
Park Beautification Donations
2. Enter the local number used for this fund, if your unit does not number funds, create a number that will be unique to this fund.

Link to find the fund type:

Special Revenue

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Total Monies on Deposit



- Money in the bank not associated with one specific fund
- ✓ No posting the purchase or sale of Investments to the Auditors Ledger
- ✓ No separate fund created
- ✓ Any interest earned should be posted to "Interest Earned" following county's interest policy

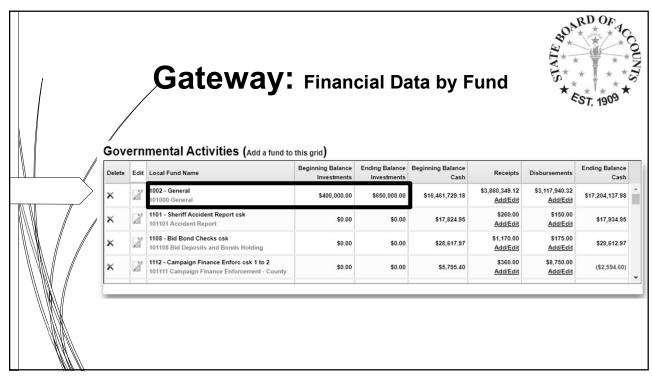
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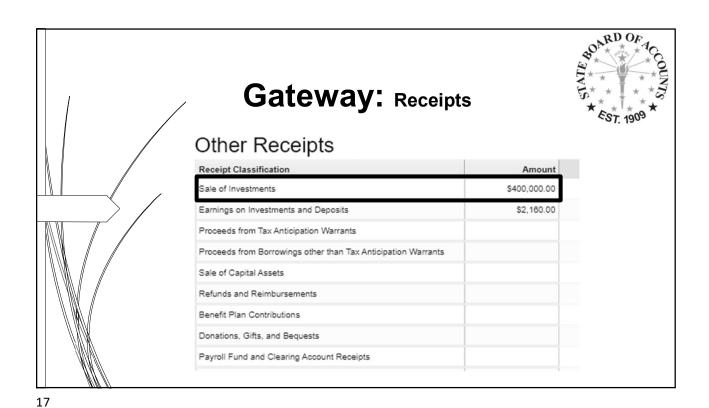
Fund Specific Investments



- Posting to the Auditors Ledger:
 - Disbursement posted to "Purchase of Investments" when purchased
 - Receipt posted to "Sale of Investments" when matured
 - Any Interest earned should be posted to "Interest Earned"
- ✓ A separate fund can be created to account for the investment but should be rolled up into the originating fund when reporting on the AFR.

	Supplemental Annual Financia	oplem			ΑF	FR			* STATE &	RD OF ** COUNTY ** ** ** ** ** ** ** ** ** ** ** ** **
	Name of Governmental Unit	Pleasant County Treasurer	_			Contact Person: Phone Number:	Jane Simtherson (555) 867-5309		-1	
	Year:		2021			E-mail Address:	Js mithers on @ pleæ	artoo in gov	-1	
	List all accounts/fur	nds managed by this office	Reg Investment	Ending Investment	Reginning Cash	Other	Other	Ending Cash	New	
		Name	Balance	Balance	Balance	Receipts	Disbursements	Balance	Fund	
	After Settlement Collections				2,146,897.53	1,984,057.46	2,146,897.53	1,984,057.46	+	
I \\ \ \ \\	MVH (1176)		100,000.00	125,000.00					+	
	General (1000)		400,000.00	650,000.00						
	Certification: This is to certify records, to the best of my know		te and agrees with the fin	ancial						
I \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	Signature of Dept Official:	Jane Smitherson				Title:	Treasurer		-	
I \\\\\\\	Printed Name of Dept Official:	Jane Smitherson				Date Signed:	1/5/2022		-	
15										





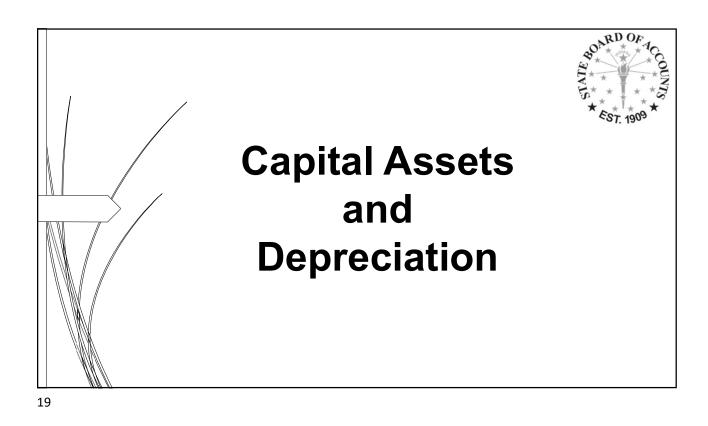
Gateway: Disbursements

Other Disbursements

Disbursement Classification Amount
Payments To or On Behalf of Beneficiaries
Payment of Taxes and Other Payroll Withholdings
Distributions to Other Governmental Entities
Transfer Out - Transferred To Another Fund
Interfund Loan - Loaned To Another Fund
Interfund Loan - Repaid To Another Fund
Other Disbursements

Purchase of Investments

\$850,000.00



**The term capital assets includes land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period."

Uniform Compliance Guidelines



Chapter 1, Capital Assets:

√"Every unit must have a capital assets policy that details
the threshold at which an item is considered a capital
asset. Every unit must have a complete detail listing of all
capital assets owned which reflects their acquisition
value. Capital Asset Ledger (Form 369) has been
prescribed for this purpose. A complete physical inventory
must be taken at least every two years, unless more
stringent requirements exist, to verify account balances
carried in the accounting records."

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Capital Asset Requirements



- √Capitalization Policy with Threshold
 - Threshold should be reasonable
 - Useful lives
- ✓ Current inventory of capital assets
 - Detail listing of capitalized items
 - Inventory of small but sensitive items (not capital assets)
- ✓ Two-year inventory or other control over accuracy of inventory
 - · Additions and deletions

Land



- Land under a building
- · Land purchased for a road
- Land should always be classified separately and not part of the cost of the other asset
- ✓ Records must include a description, amount of acreage (if relevant), acquisition date and purchase price.
- ✓ Land is assumed to have an indefinite life and is not depreciated
- ✓ Usually, all land is capitalized.

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Infrastructure



- Physical systems of government; Examples include highways and roads, bridges, storm water and drainage, communication networks, water and sewer systems, dams and lighting systems
- ✓ Relative longer useful lives
- √ Non moveable
- ✓ Highway Department usually tracking roads and bridges and can provide best estimate of useful lives

Buildings



- √ Permanent Structures
- ✓ A capital asset account for buildings must reflect the location or each building and the purchase price or construction cost of improvements, if applicable. If a building is acquired by gift, the account must reflect its appraised value at the time of acquisition.
- ✓ Courthouses, jails, highway garages and park community centers.
- ✓ Often 50 years for useful life –estimate based on use, maintenance, quality

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Improvements Other than Buildings



- Improvements to land other than buildings that add value to the land but do not have an indefinite life.
- ✓ Examples include fences, retaining walls, sidewalks, parking lots and most landscaping
- ✓ Useful life will depend on the improvement:
 - Parking lots are often shown at 15 years
 - Sidewalks 40 to 80 years depending on construction material.
 - Fences last around 15 20 years
 - Landscaping around 15 years

Equipment



- Machinery, trucks, cars, highway equipment, computer servers, safes, furnishings, desks, cabinets and other office equipment.
- ✓ Small but sensitive items. Track but don't capitalize.
- ✓ GASB recommended practice is that the capitalization threshold should be at least \$5,000.
- ✓ Threshold is applied to individual assets. Exception collections such as a library's book collection.
- ✓ Separately account for equipment purchased with federal dollars and be aware of Federal requirement.
- ✓ Useful life by category of equipment. Often 5 to 10 years

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Books and Other



- Libraries and book collections
- Collections valued as a whole, will be exhausted through general use
- Other Collections with Indefinite Life
 - · Museums and historical collections
 - Art Collections
 - If the purpose of the collection is display or research, the
 collection is being adequately maintained and the proceeds
 from the sale of collection items must be applied to acquiring
 new items –no depreciation. Not required to report these
 assets.

Construction Work in Progress



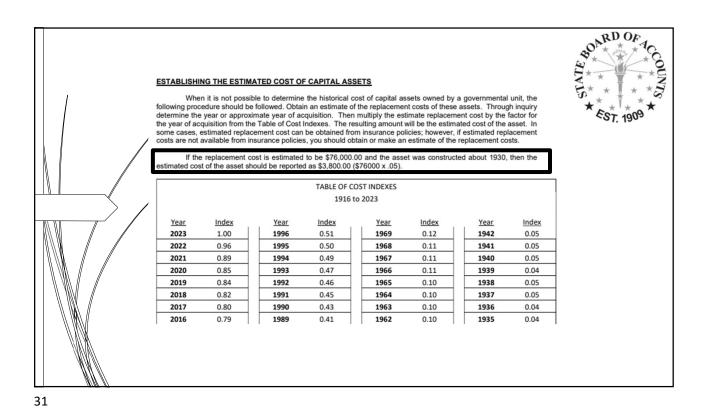
- This category allows for the collection of costs in the construction of a capital asset such as new building or road. When the project is completed, it is moved from Construction Work In Progress to the applicable capital asset category such as building or infrastructure.
- ✓ Category is not depreciated once placed in service depreciation will start.

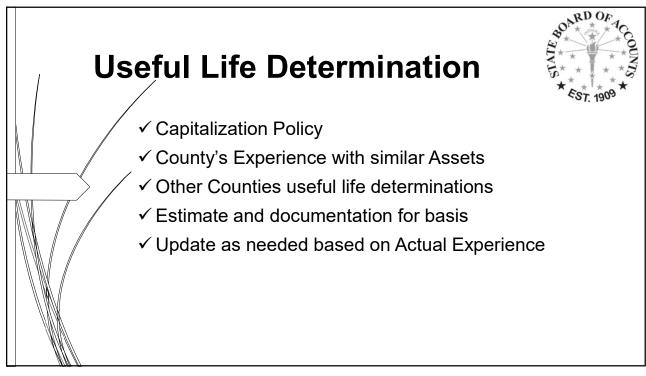
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Valuing a Capital Asset



- Historical Cost
 - · Claim for purchase
 - · Contract for construction costs
 - Board minutes or other historical documents
- ✓ Estimating Historical Cost
 - Current cost of asset
 - Consumer Price Index calculation December 2025
 - Basis for estimate and documentation of basis





Depreciation



Allocates the deferred cost (capitalized amount) to the future accounting periods. This is based on the value of the asset (historical cost) over the useful life of the asset.

- ✓ Example: Truck purchased in 2025 for \$50,000 with an estimated life of 5 years with no salvage value; using straight line method:
 - Asset Capitalized at \$50,000
 - Depreciation: \$50,000/5 years = \$10,000 per year

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Accumulated Depreciation



- Total Depreciation used for each asset
- ✓ For Regulatory Reports Depreciation Expense will not be reported
 - Truck Example: Cost = \$50,000 Depreciation = \$10,000/yr
 - · Accumulated Depreciation:
 - √ 12/31/25 = \$10,000
 - √ 12/31/26 = \$20,000
 - √ 12/31/27 = \$30,000
 - √ 12/31/28 = \$40,000
 - ✓ 12/31/29 = \$50,000 (Fully Depreciated)





- ✓ Capital Asset Value less Accumulated Depreciation
- ✓ Truck Example at End of Year 2027
 - Asset Cost = \$50,000 \$30,000 = \$20,000 Book Value

Physical Inventories



- If, the capital asset records are not complete, a physical inventory of assets above the threshold may be needed-specifically for equipment and vehicles.
- Once every two years have the departments do a physical inventory of equipment in their departmentespecially important for disposals that may not have been reported.
- ✓ Inventory small items that may be at higher risk of misappropriation such as laptops, cell phones, tablets, tools for example. Keep those inventories up to date.

