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State Examiner

Libraries Bulletin

ISSUED BY THE STATE BOARD OF ACCOUNTS

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STATE BOARD OF ACCOUNT CONTACT INFORMATION

SBOA Homepage: www.in.gov/sboa
(*for information specific to Libraries, select Political Subdivisions and then select Libraries as applicable)*

Government Technical Assistance & Compliance (GTAC) Directors:
Beth Goss and Susan Gordon
Email Address: libraries@sboa.in.gov – *NOTE: if you are emailing questions, please send them to this email address and not our individual work emails*.
Phone Number: (317)232-2513

Gateway Help Desk: gateway@sboa.in.gov or AnnualReports@sboa.in.gov
(either email address will take you to the helpdesk)

SBOA Communications: communications@sboa.in.gov

FALL LIBRARY WORKSHOP

The Library Fall Workshop hosted by the Indiana State Library is scheduled for December 17, 2026. Please contact the Indiana State Library for registration. We will be discussing year-end duties, providing information regarding Gateway changes, and reviewing the Enhanced Regulatory Basis of Accounting.

REPORTING CYBERSECURITY INCIDENTS

State Examiner Directive 2026-04, Required Reporting to the SBOA Regarding a "Cybersecurity Incident" - State Examiner Directive 2026-04 link

This State Examiner Directive was issued July 29, 2026, and instructs that any amount of public funds associated with any "cybersecurity incident" are subject to the reporting requirements of IC 5-11-1-27(j) and must be reported to the SBOA immediately. This directive applies when the audited entity makes payment to the hacker directly or through a third party. The web link to be used for the SBOA required reporting is linked here: Report Government Fraud - SBOA Form link

In addition, IC 4-13.1-2-9 requires all special districts to report cybersecurity incidents within 2 business days of discovery to the Indiana Office of Technology (IOT). The statute allows IOT to share anonymous attack information to warn others and provides an overview of cybersecurity attacks.

To learn more about the cybersecurity incident reporting law, including what a cybersecurity incident is, which attacks must be reported, and how to report, please visit Indiana Cybersecurity Hub . Reporting incidents can be made here IOT Cyber Incident Reporting link

DISASTER RELIEF FUNDING

With recent storms and flooding within the State, we felt it was an appropriate time to review the disaster relief funding that units may receive. Under IC 10-14-3-17(j)(5), a political subdivision may waive procedures and formalities normally required by law for the appropriation and expenditure of public funds when a national disaster or security emergency has been declared. When disaster relief funds are received, the following procedures should be followed.

Money received or expected to be received from the Federal Emergency Management Agency (FEMA), the Indiana Department of Homeland Security, or the State Lottery Commission for tornado, flood, ice storm, or other types of declared disasters should be accounted for in the following manner:

1. If the money is to be used to reimburse funds for expenditures already incurred and paid and the conditions of IC 10-14-3-12 have been met, the amount received may be added back to the appropriation balances from which the expenditures have been previously made.
2. If the money is to be used for future expenditures, a separate fund should be set up entitled "Disaster Relief Fund." Such fund would not require appropriation or additional appropriation prior to spending the money in the fund. It is recommended that all

related expenditure records (claims, minutes, correspondence, contracts, damage survey report, etc.) be maintained in a separate file for future audits required by State and Federal agencies.

APPROPRIATION TRANSFERS

As year-end approaches we often receive questions related to the transfer of appropriations. The transfer of appropriations is discussed within IC 6-1.1-18-6.

In addition, here are some key reminders when it comes to transferring appropriations:

- No transfers are allowed between funds
- Transfer between budget classifications within a fund (i.e. Transfer from personal services to supplies within the General fund) requires board approval.
- Transfer between line items of a specific budget classification within a fund does not require board approval (i.e. Transfer within Personal Services between full time to part time).

Unanticipated LIRF expenditures and appropriation of unanticipated revenue require a board resolution, publication of the additional appropriation request, public hearing, and approval by the Department of Local Government Finance.

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