2019 County Treasurers Conference

Bob Reynolds
Local Government Division
Indiana Auditor of State

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LOCAL GOVERNMENT DIVISION

The Team

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About Me

Name: Bob Reynolds
Education: Ball State University – Class of 2008
Professional Credentials: Certified Public Accountant
Double Major: Accounting and Information Systems

Work History:
- **Auditor of State's Office (AOS)**
  - 2017 – Present Local Government Division Director
- **LWG CPAs & Advisors (formerly London Witte Group)**
  - 2008 – 2011 Staff Accountant
  - 2011 – 2015 Senior Staff Accountant
  - 2015 – 2017 Manager of Governmental Service

What we’ll discuss today

**Gateway Abstract**
- Different Sections of Gateway Abstract
- Gateway Abstract Walkthrough
- Gateway Abstract Resources

**Excise Taxes**
- Different types of excise taxes
- Who is responsible for the collection and distribution
- Why do we reconcile excise taxes (treasurer cashbook to auditor books)
- What is the cut off date
- What happens if you do not reconcile
Why Gateway Abstract?

- Remove manual inputs
- Reduce risk of data manipulation
- Direct upload from county system
- Reduce time/increase efficiencies

UTAH VACATION!!!!
Sections of Gateway Abstract

- AV Summary
- Rate and Levy Summary
- Total Taxes Summary
- TIF Summary
- District Summary
- Circuit Breaker Report/Circuit Breaker Adjusted Rates

Zion National Park

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Gateway Abstract Resources

• Gateway Abstract Manual
  o Located on AOS website at: https://www.in.gov/auditor/1254.htm
  o Developed to assist auditors on uploading data
  o Data Validation and analysis section (page 13) goes over each section of Gateway Abstract (could be useful resource)
  o Appendix A is a glossary of terms found in Gateway Abstract

Gateway Abstract Resources

• Gateway Abstract Webinar
  • Located on AOS website at: https://www.in.gov/auditor/1254.htm
  • Webinar goes over the:
    o Gateway Abstract Manual
    o Data reported in all five sections
    o Review of abstracts
Bryce Canyon National Park

YES, THAT IS SNOW ON THE GROUND AT OUR CAMPSITE!

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Bryce Canyon National Park

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### What is an excise tax

- The IRS defines an excise tax as:
  - Taxes paid when purchases are made on: a specific goods, such as gasoline.
  - Excise taxes are often included in the price of a product.
  - There are also excise taxes on activities, such as on wagering or highway usage by trucks.
  - One of the major components of an excise program is motor fuel.

### Collection and Distribution of Excise Taxes

- Generally, excise taxes are collected by the state (BMV/DOR)
- Typically, taxes collected by the state are distributed to the county where the taxes originated on a monthly basis
- Semi-annually, the county auditor distributes the excise tax received with settlement
Excise Responsibilities

County treasurers:
• Receipt all excise funds into correct account
• File reports with county auditor for aircraft (monthly) and boat excise tax (at settlement)

County auditors:
• Distribute funds to local units
• Remit funds owed to state for welfare and tuition support payments

Capitol Reef National Park
Excise Reconciliation

• Why is important to complete excise reconciliations?
  o Reduces risk of fraud
  o All transactions are accounted for and verified
  o Helps identify any recording errors
  o Segregation of duties

• When should I reconcile?
  o Not set by statute, best practices recommends reconciling at least once a month
  o Do not wait until settlement time to reconcile

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Excise Reconciliation

• I have a small reconciling difference, is this material?
  o YES!
  o Small differences could have material impacts
  o You could have multiple items offsetting each other causing the small imbalance
  o Imbalances could mean the incorrect excise amount is certified for settlement

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Canyonlands National Park

Excise Reconciliation

- **Settlement Cut-Off Date**
- Final day where excise taxes received will be included in upcoming settlement
- **Cut-off date should be consistent from year to year**

Example:
- County has an excise cut-off dates of April 30 and October 31
- Spring settlement includes taxes collected between: November 1 and April 30
- December settlement includes taxes collected between: May 1 and October 31

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Contact Information for Excise Reports

• Watercraft/boat excise and Motor excise/lottery credit
  o Tamytha Cooper, tcooper@bmv.in.gov, (317) 232-6438

• Aircraft excise
  o aircrafttax@dor.in.gov

• Auto rental excise
  o Nurain Tusurf, nyusuf@dor.in.gov, (317) 232-4263

Arches National Park
Questions and Answers

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