

INDIANA STATE BOARD OF ACCOUNTS

INDIANA LEAGUE OF MUNICIPAL CLERKS AND
TREASURERS

2024 INSTITUTE & ACADEMY

MARCH 18, 2024



INTRODUCTION – GOVERNMENT TECHNICAL ASSISTANCE & COMPLIANCE (GTAC) DIRECTORS

Beth Goss

Mitch Wilson

NEW TRAINING REQUIREMENTS

IC 5-11-14-1

- SBOA is required to annually call conference
 - SBOA will maintain attendance and publish the attendance on our website
 - Must attend at least once every two years

IC 36-4-10-8

- Newly elected complete 5 hours of training before taking office
- All elected officials certify training requirements to SBOA
 - 14 hours of training first year in office
 - 36 hours within three years

NEW TRAINING REQUIREMENTS CONTINUED

Training courses referred to in IC 36-4-10-8 can be made up of the following:

- training courses
- Workshops
- Training institutes authorized by IC 5-11-14
- Formal academies
- Special seminars
- Other in-service training related to an office

CONTACTING THE STATE BOARD OF ACCOUNTS GTAC TEAM



BY PHONE

317-232-2513



BY EMAIL

cities.towns@sboa.in.gov

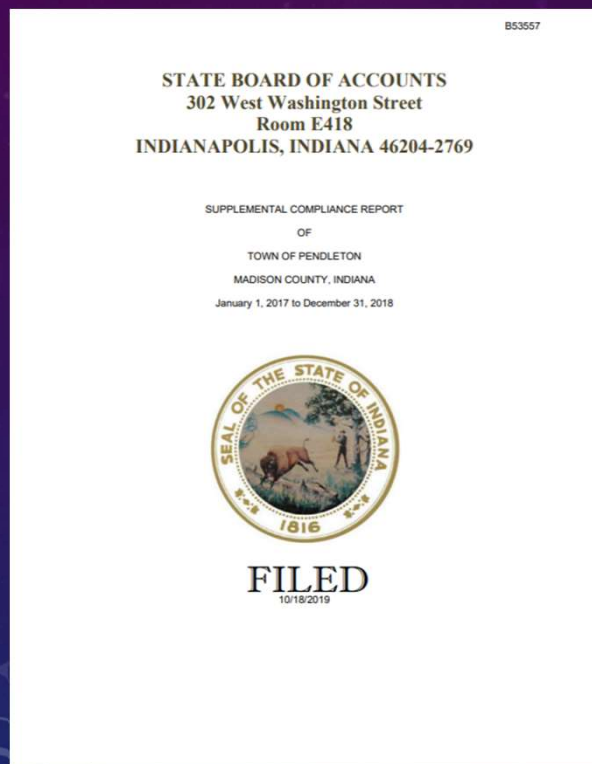


BY SNAIL-MAIL



Indiana State Board of Accounts
302 W. Washington Street
Room E418
Indianapolis, IN 46204

SBOA – AN OVERVIEW

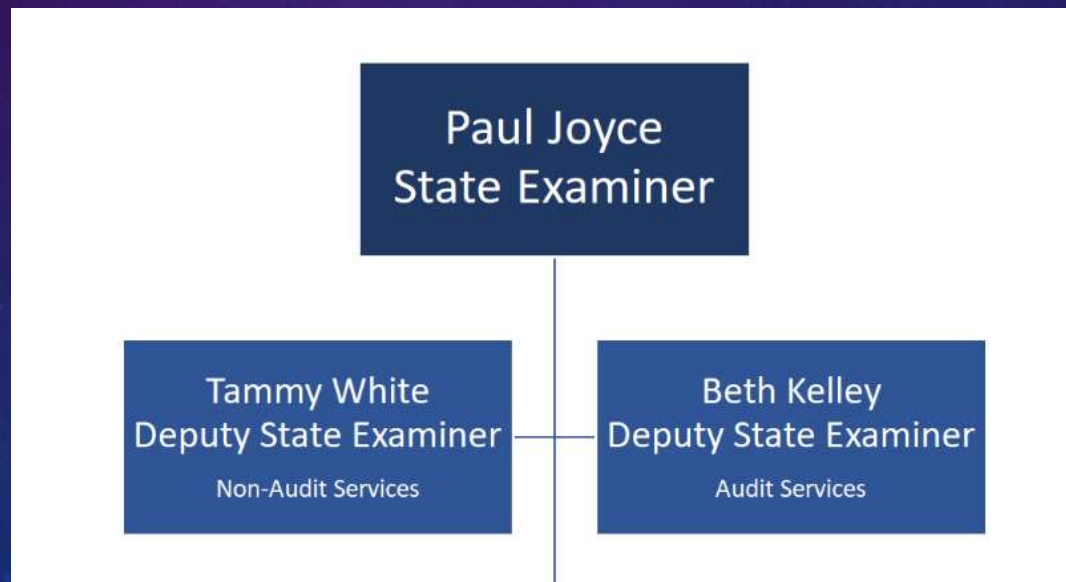


What is the State Board of Accounts?

- **Created by Indiana Code 5-11-1**
- **Audit the financial statements, records & accounts of all state and local governmental units**
- **Prepares and file reports opining on the accuracy of the financial statements and noting any noncompliance with laws or guidelines.**

SBOA – AN OVERVIEW

- Indiana State Board of Accounts
 - Three-member board consisting of a State Examiner and two Deputy State Examiners



SBOA – AN OVERVIEW

Audit Coordinators:

- Supervise overall audit projects

Audit Managers

- Manage audit projects

Audit staff

- Team assigned to an engagement
- Lead Auditor and field examiners

SBOA – AN OVERVIEW

Frequency of Audits

IC 5-11-1-25(b):

- Audits conducted at times determined by SBOA using risk based criteria, which include:
 - New fiscal officer
 - Incorrect or non-filed reporting
 - Rating agency requirement
 - Any other factors determined by State Examiner
- Not less than once every 4 years

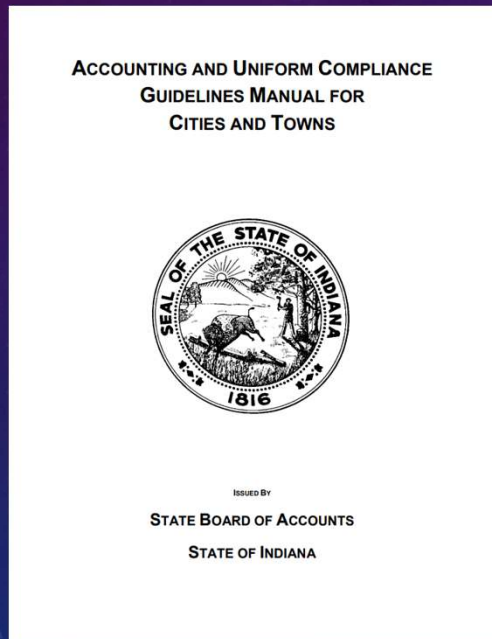
SBOA – AN OVERVIEW

Types of Engagements

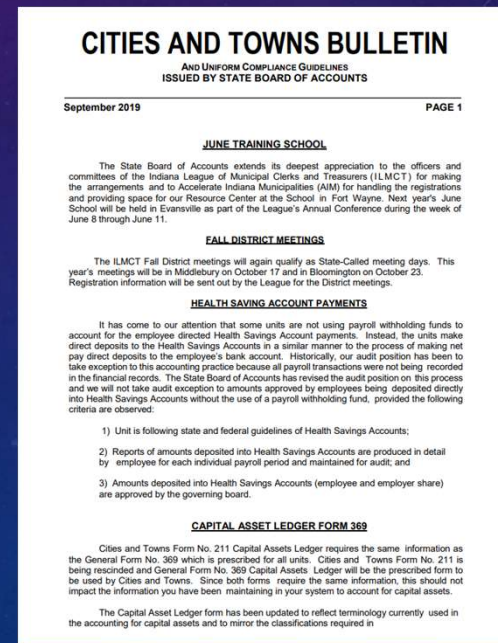
1. Audit
 - GAAP
 - Regulatory
 - ~ Both can include Federal
2. Statutory Compliance Engagement

SBOA – AN OVERVIEW

Accounting & Uniform Compliance Guidelines Manual for Cities and Towns

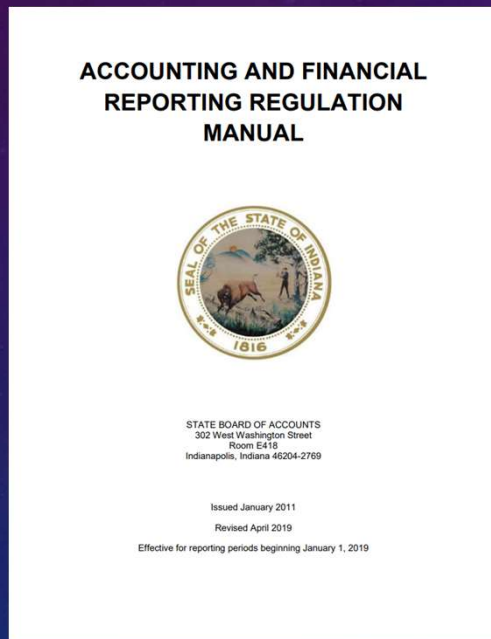


Cities & Towns Bulletin and Uniform Compliance Guidelines

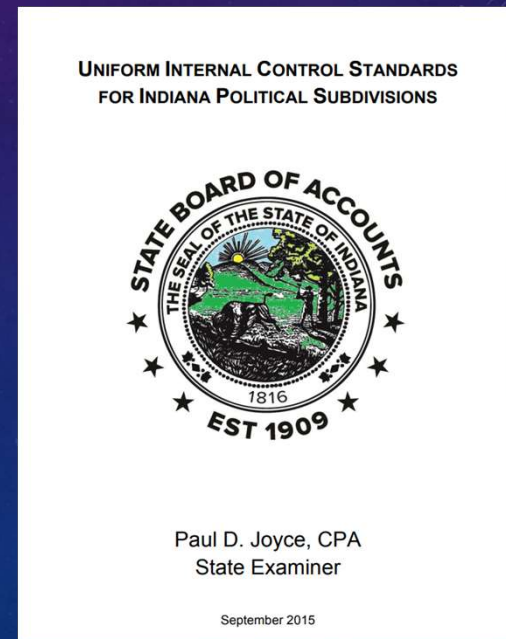


SBOA – AN OVERVIEW

Accounting & Financial Reporting Regulation Manual

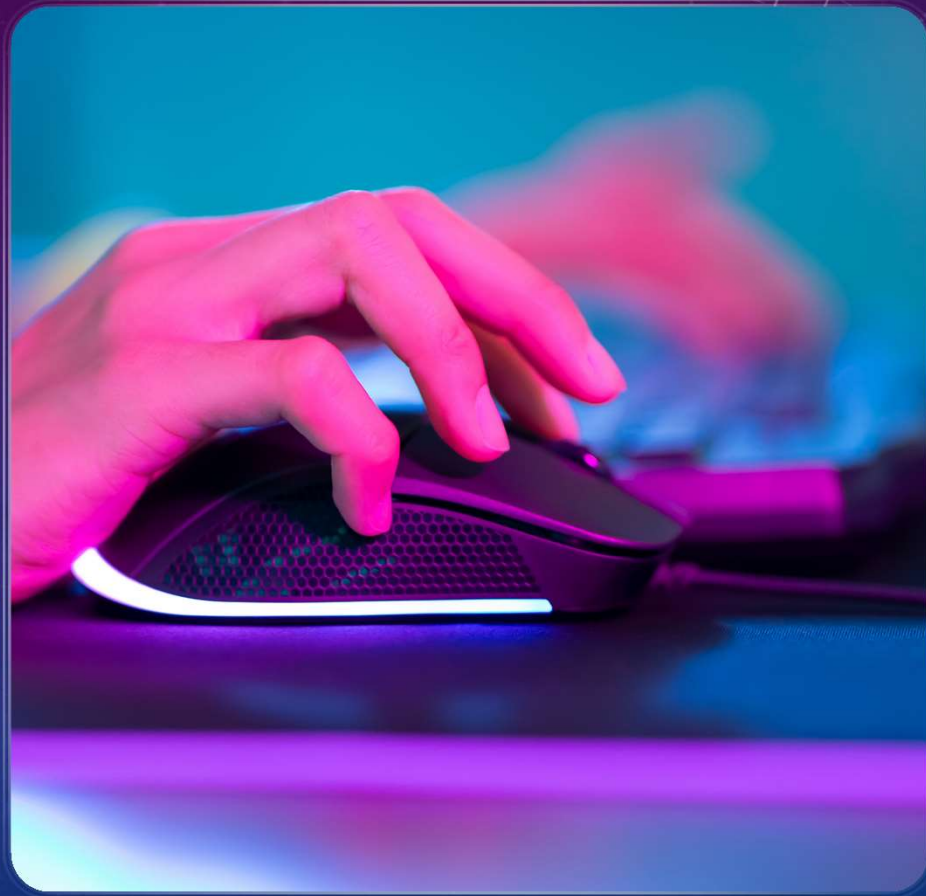


Uniform Internal Control Standards



RESOURCES

- Newly Elected Training Videos
- Regulatory Manual
- Internal Control Manual
- Information Technology Manual
- Uniform Compliance Guidelines Manual
- Bulletins
- State Examiner Directives
- Links to Indiana Code



WWW.IN.GOV/SBOA

IN.GOV An official website of the Indiana State Government

Accessibility Settings Language Translation Governor Eric J. Holcomb

Indiana State Board of Accounts





- SBOA
- About Us
- Political Subdivisions
- Private Examiner Audits
- Resource Library
- Universities
- State Agencies
- Unauditable Entities

Online Services

Top FAQs

Audit Reports

[Search Reports](#)

 <p>Report Government Fraud Click Here</p>	 <p>Resource Library Search Guidance</p>
 <p>Career Opportunities Learn More</p>	 <p>Questions? Ask SBOA a Question</p>

WWW.IN.GOV/SBOA

The screenshot displays the Indiana State Board of Accounts website. The header features the SBOA logo and name, a search bar with the text 'Search SBOA', and a navigation breadcrumb: 'SBOA / POLITICAL SUBDIVISIONS / CITIES'. The main content area is titled 'Cities' and includes a 'Subscribe for e-mail updates' button. Below this is a 'Contact Information' section with a table listing staff members and their phone numbers. A 'Hot Topics' section follows, listing 'Overview' and 'Corrective Action Plan (CAP) - Repeat Findings' with dropdown arrows.

Indiana State Board of Accounts

Search SBOA

SBOA / POLITICAL SUBDIVISIONS / CITIES

Cities

Subscribe for e-mail updates >

Contact Information

Beth Goss	Mitch Wilson
(317) 232-2513	(317) 232-2513

Hot Topics ▾

Overview ▾

Corrective Action Plan (CAP) - Repeat Findings ▾

SBOA

- About Us
- Political Subdivisions
 - General Overview
 - Internal Control Standards
 - Charter Schools
 - Cities**
 - Counties
 - Hospitals
 - Housing Authorities
 - Libraries
 - Non-Governmental Entities Receiving Governmental Assistance

WWW.IN.GOV/SBOA

Newly Elected Officials' Training Videos

We have recorded a series of webinars/videos for officials who were recently elected and will take office January 1, 2024. The videos can be viewed by anyone, but are directed toward newer Clerk-Treasurers, City Controllers, and Council members. Below are links to each video on our YouTube channel. Each video has a document containing slides from the PowerPoint presentation and most have other materials for your information.

In addition to the below and prior to the end of the year, we will be providing videos related to the filing of the Certified List of Employees and Compensation Paid to Public Employees (Form 100-R), which is due January 31 and the Annual Financial Report (AFR), which is due February 29.

1. [Overview and Introduction to SBOA](#)
 - [Handout](#)
2. [Getting Started in the Office](#)
 - [Handout](#)
3. [Public Official Bonds](#)
 - [Handout](#)
4. [Bank Reconcilements](#)
 - [Handout](#)
 - [IC 5-4-1](#)
5. [Gateway Introduction](#)
 - [Handout](#)
6. [Monthly Uploads in Gateway](#)
 - [Handout](#)
7. [Annual Uploads in Gateway](#)
 - [Handout](#)
8. [Getting Started with Internal Controls](#)
 - [Handout](#)
 - [IC 5-11-1-27](#)

WWW.IN.GOV/SBOA

Uniform Compliance Guidelines ▼

State Examiner Directives ▼

Manuals ▼

Accounting and Financial Regulatory Reporting Manual

[Accounting and Financial Regulatory Reporting Manual - 2023 \(Currently Effective\)](#)

[Enhanced Regulatory Reporting Manual - \(For Future Implementation\)](#)

Internal Control Manual

[Uniform Internal Control Standards for Indiana Political Subdivisions](#)

Information Technology Manual

[Accounting and Uniform Compliance Guidelines Manual for Indiana Political Subdivisions - Information Technology](#)

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City - Uniform Compliance Guidelines Manual

You can view the manual online by clicking on one of the Chapters below:

- [Table of Contents \(2017\)](#)
- [Chapter 1 - Prescribed Forms, Taxes, General Information, Local Policies, and Deposits and Investments \(2023\)](#)
- [Chapter 2 - Introduction \(2018\)](#)
- [Chapter 3 - The Accounting Plan and Procedures \(2022\)](#)
- [Chapter 4 - Funds \(2019\)](#)
- [Chapter 5 - City and Town Court Funds \(2018\)](#)
- [Chapter 6 - Forms \(2018\)](#)
- [Chapter 7 - Calendar of Monthly Duties \(2019\)](#)

WWW.IN.GOV/SBOA

Bulletins ▾

> You can view the Cities and Towns Bulletins online by selecting the one you want to see below, or you can search the index by [clicking here](#).

2023

- [September](#)
- [June](#)
- [March](#)

2022

- [December](#)
- [March](#)
- [June](#)
- [September](#)

2021

- [December](#)
- [September](#)
- [June](#)
- [March](#)

2020

- [December](#)
- [September](#)
- [June](#)
- [March](#)

2019

- [December](#)
- [September](#)
- [June](#)
- [March](#)

2018

- [December](#)
- [September](#)
- [June](#)
- [March](#)

2017

- [December](#)
- [September](#)
- [June](#)
- [March](#)

2016

- [December](#)
- [September](#)
- [June - pt 2](#)
- [June](#)
- [March](#)

WWW.IN.GOV/SBOA

Presentations and Training Materials ▼

SBOA YouTube Channel

Click on the above link if you wish to view training videos posted to our YouTube channel.

ILMCT District Meeting - October 2023

- [Wilson/Goss - Legislative Updates](#)
- [Wilson/Goss - Gateway Updates](#)
- [Wilson/Goss - Frequent Federal Findings](#)

Annual Training School for City and Town Clerk-Treasurers, City Clerks, and City Controllers - June 2023

- [Call Letter](#)
- [Agenda](#)
- [INPRS - Retirement, PERF, Procedures](#)
- [IOT - Cybersecurity](#)
- [Public Access Counselor](#)

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Accessibility Settings Language Translation Governor Eric J. Holcomb

Indiana State Board of Accounts





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WWW.IN.GOV/SBOA

**Indiana State Board of Accounts**

🏠 SBOA Home > Home

- Audit Reports
- Uniform Compliance Guidelines
- Unit Specific Uniform Compliance Guidelines
- Indiana Code Sections
- State Examiner Directives
- Private Examiner Manuals
- Presentations and Training Materials
- YouTube
- Best Practices
- Frequently Asked Questions

[? Top FAQs](#)

Resource Library

The State Board of Accounts is pleased to present an online resource library for our clients and the citizens of Indiana. The following information can be searched using the search bar above:

- SBOA Uniform Compliance Guidelines (including previously issued bulletin articles)
- State Examiner Directives
- Best Practice Documents
- Indiana Code Section Summaries
- Frequently Asked Questions
- Other Miscellaneous Materials

WHAT TO EXPECT AND HOW TO PREPARE FOR AN AUDIT



GOALS OF THE ENGAGEMENT

- **Financial Statement Opinion**
 - Unmodified, or “clean” opinion, lets readers know the information is materially correct
 - Modified opinion lets readers know there are issues that need to be taken into consideration when it comes to the information presented
- **Audit Findings - Inform the reader of Noncompliance**
 - Federal: Section II (Financial Statement Compliance); Section III (Major Program Compliance)
 - State: Audit Results and Comments (substantial and impactful to the unit/public)
- **Management Letter**
 - Noncompliance with State Statute or Uniform Compliance Guidelines (significant, but less than substantial and impactful to the unit/public)

INITIAL CONTACT

- Initial contact from Field Examiner
- Forms to complete
 - Form 7 – Understanding the Design and Implementation of Internal Controls
 - Form 9 – Understanding the Entity and Its Environment
 - Form 45 – Understanding of Controls of Significant Audit Areas
 - Form 13 – Management Oversight of Non Audit Services

SBOA – WORK LOCATION

On-site

- conducted at city/town offices

Off-site

- conducted at another location
- "Box audit"

Centralized Remote

- Audits conducted at a centralized location
- Records electronically transmitted to SBOA through Gateway

ENTRANCE CONFERENCE

Who is invited?

CURRENTLY...

- Those charged with governance – Council President, BOW, Mayor
- Management – Fiscal Officer: Clerk-Treasurer or Controller, deputy C-T, Town Manager

NEAR FUTURE...

- SB 221 – if signed by the Governor – A majority of a governing body can be present and shall be considered an executive session. This would be effective, July 1, 2024

ENTRANCE CONFERENCE

What is discussed?

- Introduction to the Field Examiners working on the audit
- General overview of:
 - ✓ *Audit Objectives*
 - ✓ *Management Responsibilities*
 - ✓ *Audit Procedures (general, internal control, compliance)*
 - ✓ *Informing Management of general records that will be requested*
 - ✓ *Start date & expected issuance date*
- Established Method for Continued Communication
- Answers to any Questions Asked

RECORDS NEEDED

- Financial Ledger
- Bank Statements and Reconcilements
- Claims / Receipts / Supporting Documentation
- Minutes of Meetings (include to current date)
- Ordinances / Resolutions
- Contracts
- Policies and Procedures – *including Internal Controls*
- Financial Reports – filed with State and/or Federal Government
- Grant Documents
 - Federal
 - Grant Applications and Agreements are key
- Other

SINGLE AUDIT OF FEDERAL PROGRAMS

- Schedule of Expenditures of Federal Awards (SEFA)
- Generated from Gateway Grant Schedule
- Expenditures Greater than \$750,000
- Selection of Major Programs
- Audit of Major Programs

CITY OF NEW HAVEN
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Year Ended December 31, 2016

Federal Grantor Agency Cluster Title/Program Title/Project Title	Pass-Through Entity or Direct Grant	Federal CFDA Number	Pass-Through Entity (or Other) Identifying Number	Pass-Through To Subrecipient	Total Federal Awards Expended
		20.205		-	186,816
Department of Transportation	Indiana Department of Transportation		Des. No. 0710319	-	135,954
Highway Planning and Construction Cluster			Des. No. 1400694	-	471,434
Highway Planning and Construction			Des. No. 0100843	-	794,204
Road Construction, Landin Road from North River Rd. to Maysville				-	4,497
Road Construction, Broadway/Landin Road from Powers St. to North River Rd.				-	7,275
Water Line Relocation for SR30				-	11,772
Total - Highway Planning and Construction Cluster		20.601	D3-16-10220	-	805,976
Highway Safety Cluster	City of Fort Wayne	20.616	D3-16-10135	-	805,976
Alcohol Impaired Driving Countermeasures Incentive Grants I				-	-
Traffic Safety/DUI Taskforce	City of Fort Wayne			-	-
National Priority Safety Programs				-	-
Traffic Safety/Occupant Protection				-	-
Total - Highway Safety Cluster				-	-
Total - Department of Transportation				-	-
Total federal awards expended				-	805,976



FIELD WORK

- Importance of Internal Control Procedures
- Financial Statements
- Notes to the Financial Statements
- Compliance



CONCLUDING FIELD WORK

DETERMINE OPINIONS



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
302 WEST WASHINGTON STREET
ROOM E418
INDIANAPOLIS, INDIANA 46204-2769

Telephone: (317) 232-2513
Fax: (317) 232-4711
Web Site: www.in.gov/sboa

INDEPENDENT AUDITOR'S REPORT

TO: THE OFFICIALS OF THE CITY OF NEW HAVEN, ALLEN COUNTY, INDIANA

Report on the Financial Statement

We have audited the accompanying financial statement of the City of New Haven (City), which comprises the financial position and results of operations for the year ended December 31, 2016, and the related notes to the financial statement as listed in the Table of Contents.

Management's Responsibility for the Financial Statement

Management is responsible for the preparation and fair presentation of this financial statement in accordance with the financial reporting provisions of the Indiana State Board of Accounts as allowed by state statute (Indiana Code 5-11-1-6). Management is responsible for and has determined that the regulatory basis of accounting, as established by the Indiana State Board of Accounts, is an acceptable basis of presentation. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of a financial statement that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on this financial statement based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the City's preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

CONCLUDING FIELD WORK

Compile Comments

EASTBROOK COMMUNITY SCHOOL CORPORATION
FEDERAL FINDING

FINDING 2016-001

Subject: Preparation of the Schedule of Expenditures of Federal Awards
Audit Finding: Material Weakness

Repeat Finding

This is a repeat finding from the immediate prior report. The prior audit finding number was 2014-001.

Condition

The School Corporation did not have an effective system of internal control in place to prevent, or detect and correct, errors on the Schedule of Expenditures of Federal Awards (SEFA). The School Corporation relied on one employee, the School Corporation Treasurer, to compile the SEFA with no oversight, approval or other compensating control.

Context

This was a systemic issue, occurring throughout the audit period.

Criteria

The Indiana State Board of Accounts (SBOA) is required under Indiana Code 5-11-1-27(e) to define the acceptable minimum level of internal control standards. To provide clarifying guidance, the State Examiner compiled the standards contained in the manual, *Uniform Internal Control Standards for Indiana Political Subdivisions*. All political subdivisions subject to audit by SBOA are expected to adhere to these standards. The standards include adequate control activities. According to this manual:

"Control activities are the actions and tools established through policies and procedures that help to detect, prevent, or reduce the identified risks that interfere with the achievement of objectives. Detection activities are designed to identify unfavorable events in a timely manner whereas prevention activities are designed to deter the occurrence of an unfavorable event. Examples of these activities include reconciliations, authorizations, approval processes, performance reviews, and verification processes.

CONCLUDING FIELD WORK - REPORT CONTENTS

- Cover Page
- Schedule of Officials
- Independent Auditor's Report
- Financial Statement & Accompanying Notes
- Other Information - Unaudited
- Other Reports



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
302 WEST WASHINGTON STREET
ROOM E418
INDIANAPOLIS, INDIANA 46204-2769

Telephone: (317) 232-2513
Fax: (317) 232-4711
Web Site: www.in.gov/sboa

MANAGEMENT LETTER COMMUNICATING NONCOMPLIANCE

TO: THE OFFICIALS OF THE TOWN OF CALDWELL, GORDON COUNTY, INDIANA

The Indiana State Board of Accounts is providing this letter to communicate certain matters noted during our exam related to noncompliance with applicable laws and/or uniform compliance guidelines established by the Indiana State Board of Accounts. Our exam covered the period January 01, 2015 to December 31, 2016.

The matters noted below describe identified instances of noncompliance found during our exam that did not, in our opinion, warrant comment in your official report at this time, but are being communicated for your information. Please be advised that we will review the status of these items during our next engagement. Continued noncompliance could result in the matters noted being reportable in your next report.

ANNUAL FINANCIAL REPORT

The Annual Financial Report for the town was submitted on March 9, 2017, which was eight days past the due date.

Indiana Code 5-11-1-4(a) states:

"The state examiner shall require from every municipality and every state or local governmental unit, entity, or instrumentality financial reports covering the full period of each fiscal year. These reports shall be prepared, verified, and filed with the state examiner not later than sixty (60) days after the close of each fiscal year. The reports must be in the form and content prescribed by the state examiner and filed electronically in the manner prescribed under IC 5-14-3-8-7."

This communication is intended solely for the information and use of management, governance, and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully,

Paul D. Joyce, CPA
State Examiner

October 19, 2017

CONCLUDING FIELD WORK

•Compile Management Letter

EXIT CONFERENCE

Exit Conference

- Who is invited
- What is discussed
- Options to respond

AUDIT REPORT ISSUANCE

Who gets a copy of reports?

- ✓ Official(s) examined
- ✓ President of governing bodies
- ✓ Other Requested Officials

Audit Reports Posted to Website:

<https://secure.in.gov/apps/sboa/audit-reports/#/>

Audit Report Filings

This index of Audit Reports issued by the Indiana State Board of Accounts is updated each day with reports released the previous day. If you wish to receive a copy of an audit report that is not available for download, please contact our office at (317) 232-2513. The cost of copies of audit reports is ten (10) cents per page. To speed up the process, have the report file date and number available when calling. These items can be obtained from the results of this search.

SEARCH AUDIT YEARS TO COUNTY UNIT TYPE

Filters

44835 records found:

Report No. ▾	Unit Name ▾	Unit Type ▾	County ▾	Begin Date ▾	End Date ▾	Audit Type ▾	Report Description ▾	Report Date ▾
048763	EASTBROOK COMMUNITY SCHOOL CORP	School	Craw	07-01-2014	06-30-2016	SUPPLEMENTAL	BIENNIAL 2015/2016	09-22-2017



WHAT IS A
STATUTORY
COMPLIANCE
ENGAGEMENT?

STATUTORY AUTHORITY FOR AND OBJECTIVES OF A SCE ENGAGEMENT

- Indiana Code 5-11-1-9(a)
 - directs the State Examiner to examine all accounts and all financial affairs of every audited entity.
- SBOA has established the criteria for those entities that will be subject to a statutory compliance engagement (SCE)
 - procedures to the accounting records and related documents to determine compliance with applicable Indiana laws, regulations, and uniform compliance guidelines (Guidelines) established by the Indiana State Board of Accounts (SBOA) pursuant to Indiana Code 5-11-1-24.
- The objective of this engagement is not to opine on compliance or financial activity of the entity



CRITERIA FOR A SCE ENGAGEMENT



not subject to the audit requirements of (Uniform Guidance)

Threshold trigger is \$750,000 or more of federal awards



do not have bonded debt that requires an audit

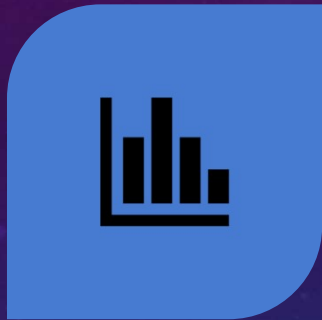


are not a school, charter school, county, university, or the State of Indiana



are not required by Indiana statute to issue reports in accordance with GASB 34 "GAAP" Audit

COMMENT TYPES



RESULTS AND COMMENTS



NON-COMPLIANCE
MANAGEMENT LETTER
COMMENTS



VERBAL COMMENTS

RESULTS AND COMMENTS

WHAT ARE THEY?

- These are comments that are in your written report that the public can view on our website!
- They are considered significant and impactful
- Material in nature

NOTE - If these comments repeat from engagement to engagement a Corrective Action Plan (CAP) is required.

REPEAT RESULTS AND COMMENT = CORRECTIVE ACTIONS PLANS (CAP)

Corrective Action Plan (CAP) - Repeat Findings ▼

Effective July 1, 2017, IC 5-11-5-1.5 (House Bill 1031) went into effect that requires entities audited by the SBOA to submit a Corrective Action Plan for any noncompliance issues that have been repeated from prior reports.

We have created the following guidelines and FAQs in regards to this: [1031 Guidelines](#)


If you need to submit a CAP, please [click here](#).

[CAP Template](#) - This is a template of the CAP for your reference, but please remember, you have to submit it online via the link above. For any modifications that are requested by the SBOA, we will contact the submitter via email.

[CAP Instructions](#)

Please submit any questions you have related to this process to CAP@sboa.in.gov.

NON-COMPLIANCE MANAGEMENT LETTER (NCML) COMMENTS

	STATE OF INDIANA AN EQUAL OPPORTUNITY EMPLOYER	STATE BOARD OF ACCOUNTS 302 WEST WASHINGTON STREET ROOM E418 INDIANAPOLIS, INDIANA 46204-2769
		Telephone: (317) 232-2513 Fax: (317) 232-4711 Web Site: www.in.gov/sboa
MANAGEMENT LETTER COMMUNICATING NONCOMPLIANCE		
TO: THE OFFICIALS OF THE CITY OF TEST, TEMPLATE COUNTY, INDIANA		
<p>The Indiana State Board of Accounts is providing this letter to communicate certain matters noted during our audit related to noncompliance with applicable laws and/or uniform compliance guidelines established by the Indiana State Board of Accounts. Our audit covered the period January 1, 2023 to December 31, 2023.</p>		
<p>The matters noted below describe identified instances of noncompliance found during our audit that did not, in our opinion, warrant comment in your official report at this time, but are being communicated for your information. Please be advised that we will review the status of these items during our next engagement. Continued noncompliance could result in the matters noted being reportable in your next report.</p>		
Matters Noted		



VERBAL COMMENTS

- Not significant and impactful
- Minor in nature
- Trivial dollar amount

CONTACT WITH SBOA BEFORE AND AFTER AUDIT

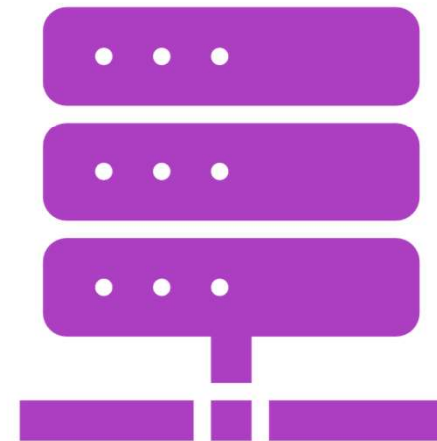
- In-person training sessions
- Individual questions via phone or email
- Webex Meetings
- YouTube Videos
- Manuals
- Quarterly Bulletins
- Emails through SBOA Communications

AUDIT TAKE AWAYS

- Review prior audit report and take care of any audit findings
- Gather records for audit, including any explanations for unusual items
- Make sure monthly and annual uploads are up to date
- Come to our Training Sessions
- Keep in Touch
 - Call or Email us
 - ◀ Get on the mailing list by contacting communications@sboa.in.gov.

GATEWAY

GATEWAY.IFIONLINE.ORG/LOGIN.ASPX



GATEWAY

User Guide

Gateway Help Desk

Monthly & Annual Uploads

Annual Financial Report (AFR)

INDIANA Gateway for government units



[Home](#) [About](#) [User Guides](#)

The Indiana Gateway for Government Units provides a central commons for local units to submit their financial forms to the State of Indiana.

This site works best in [Firefox](#) and [Chrome](#). Internet Explorer is not a supported browser.

Authorized Personnel Login

User Name:

Password:

Announcements

Gateway Reporting Access Authorized User Policy

The local official login portion of Gateway is accessible only by officials directly

GATEWAY USER GUIDE
GATEWAY.INIONLINE.ORG/LOGIN.ASPX

State Board of Accounts (SBOA)

100R

- [User guide](#)
- [File upload specifications: 2022 \(2021 and Prior\)](#)

Annual Financial Report

- [User guide](#)

E-1 Entity Annual Report

- [User guide](#)

ECA Risk Report

- [User guide](#)

Monthly and Annual Engagement Uploads

- [User guide](#)

GATEWAY USER GUIDE - CONTINUED

- 100R
- Annual Financial Report
- Monthly and Annual Engagement Uploads

INDIANA Gateway User Guides

- Introduction
- Accessing the Annual Financial Report
- New
- Helpful Hints
- Banner Icons
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 - Debt
 - Leases
 - Financial Assistance to Non-Governmental Entities
 - Pensions
 - Other Postemployment Benefits
 - Tax Abatement
 - Upload Public Official Surety Bonds
 - Upload Accrual Financial Statements

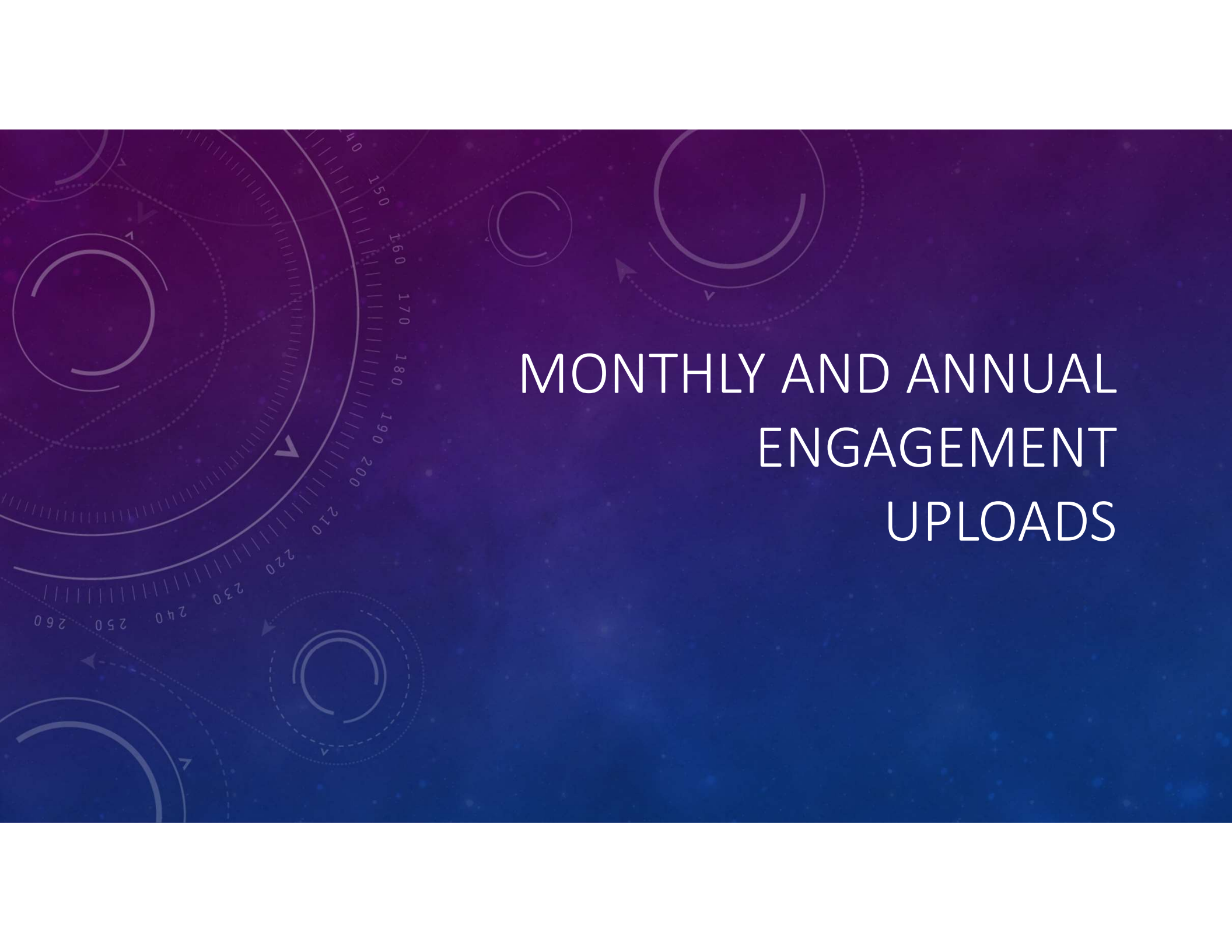
AFR USER GUIDE

- Click on any topic link and it will take you to that portion of the user guide.
- In most instances the user guide will explain what is needed and give examples.

GATEWAY HELP DESK

GATEWAY@SBOA.IN.GOV OR
ANNUALREPORTS@SBOA.IN.GOV



The background features a dark blue gradient with several circular gauges and data-related patterns. One prominent gauge on the left has a scale from 140 to 260. Other gauges and dashed lines are scattered across the scene, creating a technical and analytical atmosphere.

MONTHLY AND ANNUAL ENGAGEMENT UPLOADS

MONTHLY UPLOADS



BANK RECONCILEMENTS, BANK STATEMENTS, OUTSTANDING CHECK LISTS



APPROVED BOARD MINUTES



FUNDS LEDGER (BEGINNING BALANCE, RECEIPTS, DISBURSEMENTS, AND ENDING BALANCE BY FUND)

MONTHLY UPLOADS - CONTINUED



WHY ARE THEY
IMPORTANT?



AUDIT PLANNING



COMPLETION OF AUDIT
PROCESSES PRIOR TO
ON-SITE WORK



ASSIST IN RESOLVING
YOUR ISSUES OVER
PHONE OR EMAIL

ANNUAL UPLOADS

Annual

- X Year End Investment Statements and Register of Investments, General Form 350
- X Detail of Receipts by Fund and Account (if Data Capture Not Available)
- X Detail of Disbursements by Fund and Account (if Data Capture Not Available)
- X Current Year Salary Ordinance and Amendments
- X Annual Vendor History Report
- X Annual Funds Ledger (beginning balance, receipts, disbursements, and ending balance by fund)
- X Annual Payroll History Report- without SS#
- X Court Trust Fund Subsidiary Detail (as of 12-31)
- X Excel Data Capture (data dump)
- X Accounts Payable/Receivable Schedule Support
- X Direct Federal Grant Agreements/Award Letters and Amendments Initiated During the Year
- X Agreements for Subawards Made to Subrecipients for All Federal Grants Initiated During Year
- X Personnel Policy

Direct Request

EXCEL DATA CAPTURE (DATA DUMP)

- No longer optional (effective 2023)
 - Not required if you have hand posted ledgers
- Need to check with your software to see if it is available to you.

What it should include:

- Receipts – include receipt numbers, date received, amount of receipt, fund posted to, and who received from.
- Disbursements – include check numbers, date disbursed, amount of disbursement, fund posted to, and vendor/payee names.

ACCOUNTS PAYABLE/ACCOUNTS RECEIVABLE SCHEDULE SUPPORT

Accounts Payable consists of amounts for goods and services that your local unit received or used during the year, but hasn't paid for by the end of the year. Most units of government will probably have some accounts payable. For example for units on the calendar year, claims submitted in December, but not paid until January would be accounts payable. For schools, it would be claims submitted in June, but not paid until July.

Accounts Receivable are amounts that are owed to your unit that haven't been received by the end of the year. The best example of accounts receivable in a governmental setting are utility fees that have been billed to the customers and are still unpaid at the end of the year. Additional accounts receivable could include grants or property tax distributions that are due, but haven't been received by year end. For schools, the year end is June 30. For most other units it is December 31.

DIRECT FEDERAL GRANT AGREEMENTS/ AWARD LETTERS AND AMENDMENTS INITIATED DURING THE YEAR

Only local governmental units that receive a DIRECT federal award will need to provide this information.

Majority of grants are passed through the State to the local governmental unit. Those types do not apply here.

AGREEMENTS FOR SUBAWARDS MADE TO SUBRECIPIENTS FOR ALL FEDERAL GRANTS INITIATED DURING THE YEAR

- If your local governmental unit awards federal grant money to a subrecipient for the purpose of that subrecipient to carry out part of the federal award received, then you would need to upload the agreement between your local governmental unit and the subrecipient.
- This agreement would outline what the subrecipient is allowed to do with these funds, it would provide the subrecipient all necessary information (i.e. ALN #, period of performance etc...)

NOTE: Subawards do not include payments to a contractor or payments to an individual that is a beneficiary of a federal program.

PERSONNEL POLICY

All units with employees should upload their personnel policy.

This is a one-time upload, unless the local governmental unit updates it then you would need to upload it again.

A dark purple background with white text and faint circular patterns. The text 'ANNUAL FINANCIAL REPORT' is centered. The background features several concentric circles and dashed lines, some with arrows, suggesting a circular flow or process. There are also some numerical values like 140, 150, 160, 170, 180, 190, 200, 210, 220, 230, 240, 250, 260 scattered around.

ANNUAL FINANCIAL REPORT



Question #24



Capital Assets and
Accumulated Depreciation

QUESTION #24 (& #23)

23. Does the unit have one or more credit and/or debit cards issued in the name of the unit?	<input checked="" type="radio"/> Yes <input type="radio"/> No
24. Are electronic fund transfers (EFT) permitted for cash?	<input checked="" type="radio"/> Yes <input type="radio"/> No

- Question #24 relates to #23. If you have a credit card or a debit card, can you retrieve cash at the ATM?
- Example, if you are checking out at Walmart are you able to get cash at the kiosk when checking out?

CAPITAL ASSETS

Non-Depreciable Capital Assets

- Land
- Construction In Progress – once placed in service then becomes depreciable as building, infrastructure, etc...

Depreciable Capital Assets

- Buildings
- Infrastructure
- Improvements Other Than Buildings
- Machinery & Equipment

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 for \$50,000 and estimated life is 5 years with no salvage value using straight line method
 - Capitalize at \$50,000
 - Deprecation: $\$ 50,000 / 5$ years is \$10,000 per year.

ACCUMULATED DEPRECIATION EXAMPLE

Example, a Truck is purchase with a \$50,000 acquisition cost and a calculated depreciation expense per year of \$10,000. ($\$50,000 \text{ cost} / 5 \text{ useful life}$)

Accumulated Depreciation:

- Year 1 \$10,000
- Year 2 \$20,000
- Year 3 \$30,000
- Year 4 \$40,000
- Year 5 \$50,000 Fully depreciated

ACCUMULATED DEPRECIATION SCHEDULE

- The schedule is a summary of accumulated depreciation by category for all assets in capital asset schedule that are being depreciated.
- Beginning balance would tie to ending balance of prior year
- Additions represent the depreciation expense allocated for that year.
- Reductions represent that the capital asset was disposed of and the accumulated depreciation is removed for that asset from the schedule.
- Ending balance is the accumulated depreciation at year end for the capital asset schedule



POSITIVE PAY VS. REVERSE POSITIVE PAY

- What are they?
- How they work?



POSITIVE PAY DEFINED

Check Positive Pay is a fraud mitigation service that provides early detection of fraudulent, altered or counterfeit checks through a daily verification of checks presented for payment against a check issue file.

POSITIVE PAY – HOW IT WORKS

As soon as the local unit issues checks, they simply provide their bank with a check-issue file that contains the details of the checks they want to post to their account. When checks are presented for payment, the bank will systemically compare the dollar amount and check number to the check-issue file ensuring that the information matches. If the checks presented do not match, the bank will notify the local unit of the exception.

Using the check information as well as a digital image of the check, the local unit will need to review and decide whether they want the exception items to Pay or Return.

REVERSE POSITIVE PAY

Reverse Positive Pay provides early detection of fraudulent, altered, or counterfeit checks by allowing the local unit to review all prior day checks that were presented for payment. If any of the presented checks do not match the issued checks, the local unit can investigate further by viewing an image of the check. Each business day, the local unit is responsible for reviewing the report to determine if any items should be returned or paid within a certain period.

REVERSE POSITIVE PAY – HOW IT WORKS

The day after checks are presented for payment, the bank will post a report of all items (except teller cashed items) for the local unit to review. The report will contain check information such as the dollar amount and check number as well as digital images of the checks. The local unit would then need to review and decide if any of the items should be returned. All items without a decision will be Pay once the decision period ends.

BANKING SERVICES: POSITIVE PAY FOR ISSUED CHECKS

Positive Pay

Send a file to the bank of daily issued checks



When check clears, the bank compares the name, amount and check number to your outstanding items




If a discrepancy is found the payment can be denied and returned through online banking service.


A similar process can be used with a debit block on a checking account. This would allow you to decision all debits before payments posts to your checking account.

BANKING SERVICES: REVERSE POSITIVE PAY

The day after checks are presented, the bank will report all checks to local unit for review.



Local unit must review list of checks that are to clear the bank and decide if any should be returned.



If a discrepancy is found the local unit notifies the bank that the payment should be denied and returned.

POSITIVE PAY – PROS AND CONS

Pros with Positive Pay

- Local unit only has to review the exceptions, instead of 100% of the checks with Reverse Pay.

Cons with Positive Pay

- Cost is more than with Reverse Positive Pay
- Local unit has certain amount of time to review the exception report to notify the bank whether to pay or return the check. If it is not reviewed the check is paid

REVERSE POSITIVE PAY – PROS AND CONS

Pros with Reverse Positive Pay

- Cheaper than positive pay

Cons with Reverse Positive Pay

- Have to review all checks issued to what is to clear to determine if they should be paid or not. The local unit determines the exceptions.
- Reverse Pay has a default decision to pay any items that haven't been decided by the cut-off deadline.

SUMMARY OF POSITIVE PAY AND REVERSE POSITIVE PAY

- Each local governmental unit must determine which method, if any, is right for them.
- Document board approval of either of these or other methods in the board minutes.
- Implement internal controls related to whichever method is established

SBOA CONTACT INFORMATION

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