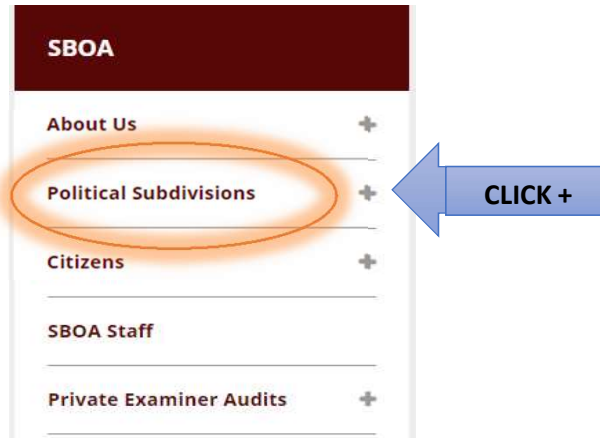


# SBOA Website Walkthrough

State Board of Accounts website

<https://www.in.gov/sboa/>

**Step 1:**



**Step 2:**



**Step 3: County Offices**

If you would like information for a specific County Office, please click below:



**Step 4: Scroll Down and Select the Information Needed:**

**Corrective Action Plan (CAP) - Repeat Findings**

**Contact Information**

**Hot Topics** - New information everyone is talking about

**Overview** - Primary duty of the office including Standard Chart of Accounts

**Internal Controls Standards -**

- Standards
- Internal Control Policy and Required Certifications
- Training
- Other Information

**Uniform Compliance Guidelines**

- Manuals
  - Internal Control Manual
  - Information Technology Manual
  - County Auditors Manual
- Bulletins

**Indiana Codes** - General Statutes; Other Miscellaneous (Specific to your office)

**Electronic Forms**

**Highway Annual Operational Report**

**Calendar**

**Meeting Materials** - Agendas and presentations from previous meetings

**Resources** - Link to websites

**Comments Regarding SBOA Staff**

**Responsibilities under IC 5-11-1-27** (Reporting all material variances, Etc..)

# SBOA Recorders Manual & Bulletin Walkthrough

Follow the SBOA Website Walkthrough to Step 4 and Click on the grey arrow next to manuals under Uniform Compliance Guidelines, this will show what manuals are available.

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## Uniform Compliance Guidelines

Manuals ▼

### 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](#)

### County Auditors 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 \(2002\)](#)
- [Chapter 2 - Introduction \(2002\)](#)
- [Chapter 3 - Organization of Office, Compensation, and Fees \(2002\)](#)
- [Chapter 4 - Powers and Duties \(2002\)](#)
- [Chapter 5 - Forms and Records \(2002\)](#)
- [Chapter 6 - Accounting Principles and Chart of Accounts \(2002\)](#)
- [Chapter 7 - Accounting for Receipts and Disbursements \(2002\)](#)
- [Chapter 8 - Claims and Allowances \(2002\)](#)
- [Chapter 9 - Budgets and Appropriations \(2002\)](#)
- [Chapter 10 - Property and Excise Taxes \(2002\)](#)
- [Chapter 11 - Special Assessments \(2002\)](#)
- [Chapter 12 - School and Cemetery Trust Funds \(2002\)](#)
- [Chapter 13 - Double Entry Accounting System \(2002\)](#)
- [Chapter 14 - Miscellaneous \(2002\)](#)
- [Index \(2017\)](#)

You can download all the manual chapters to your PC by [clicking here](#). After downloading and installing, the chapters will be located in the directory C:\SBOA\MANUAL\COUNTY AUDITORS

**The Manual is available to view online or to be downloaded to your computer where an Adobe search option would be available.**

## Online View

The table of contents, individual chapters, and the index are presented separately under County Auditors Manual.

- Using the Index is a good way to start, clicking the Index (2017) link will open a PDF online.
- Search the PDF Index for the topic of interest
- The page number next to the topic is represented by the Chapter Number - page Number.  
Example: Correcting Entries are found in Chapter 7, Page 9.
- Go back to the website and click on the Chapter needed
- The Chapter will appear in a PDF
- Scroll or page down to the desired page.

## Downloading the Manual

Under the Links for the Table of Contents, Chapters and Index there is a link to download the manual to your computer.

### **County Auditors Manual**

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

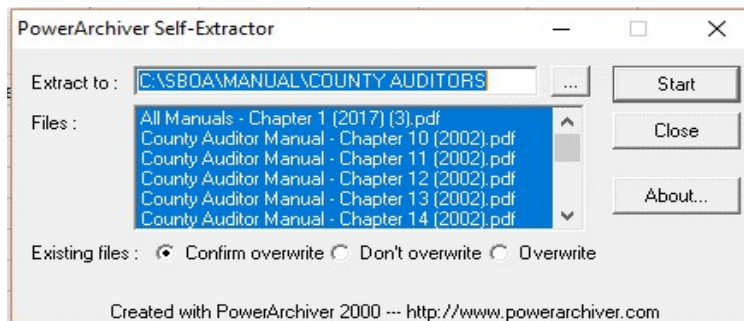
- [Table of Contents \(2017\)](#)
- [Chapter 1 - Prescribed Forms, Taxes, General Information, Local Policies, and Deposits and Investments \(2002\)](#)
- [Chapter 2 - Introduction \(2002\)](#)
- [Chapter 3 - Organization of Office, Compensation, and Fees \(2002\)](#)
- [Chapter 4 - Powers and Duties \(2002\)](#)
- [Chapter 5 - Forms and Records \(2002\)](#)
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- [Chapter 12 - School and Cemetery Trust Funds \(2002\)](#)
- [Chapter 13 - Double Entry Accounting System \(2002\)](#)
- [Chapter 14 - Miscellaneous \(2002\)](#)
- [Index \(2017\)](#)

You can download all the manual chapters to your PC by [clicking here](#). After downloading and installing, the chapters will be located in the directory C:\SBOA\MANUAL\COUNTY AUDITORS

- a. Click the link - this should download an executable file at the bottom of the screen

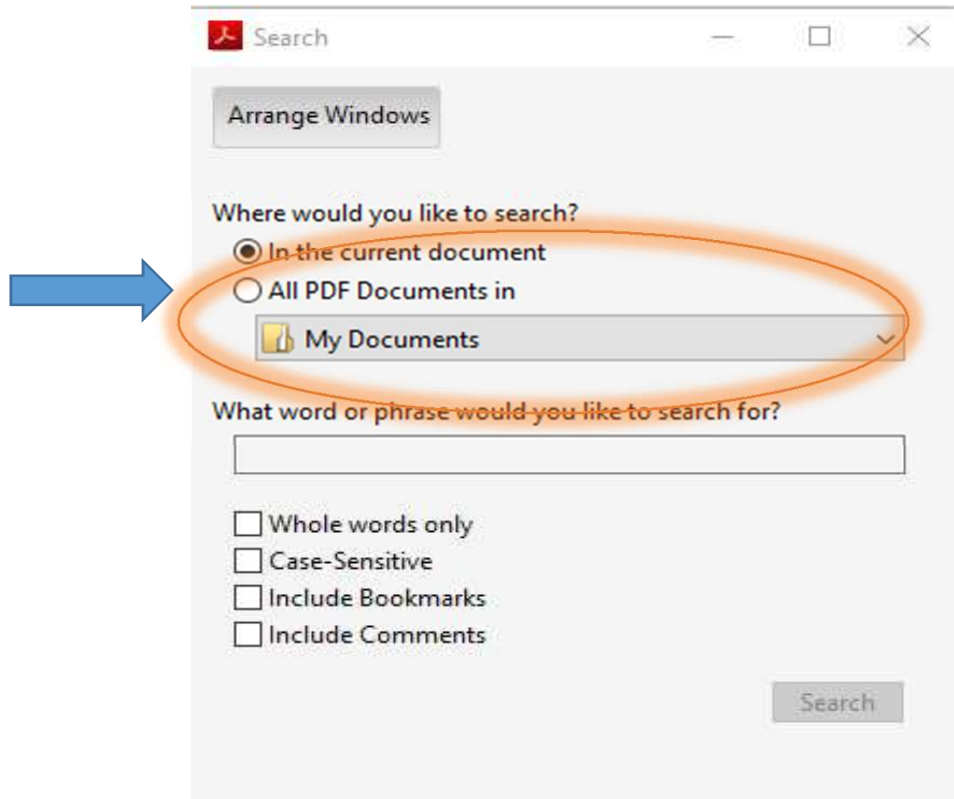


- b. Click on the executable file to bring up the PowerArchiver Self-Extractor:



- c. Click Start - This will download the manual to the directory:  
C:\SBOA\MANUAL\COUNTY AUDITORS
- d. Click ok when the files have been extracted
- e. Find the Manual in the above directory.
- f. Open any of the PDF files
- g. Click Edit in the top menu bar and scroll down to select Advanced Search

- h. It will bring up a search screen, select All PDF Documents in. Click on the drop down box with My Documents.



- i. Select Browse for Location... in the drop down menu
- j. Find C:\SBOA\MANUAL\COUNTY AUDITORS, Click ok
- h. Enter the topic you are looking for in the box and click search  
This will search all chapters of the manual at once and bring up all references.

### **SBOA Bulletins**

The bulletins are set up exactly the same way as the manuals with a couple of exceptions:

1. The page numbers in the index reference the volume number and then the page
2. Downloading the bulletins to you computer will save them in the directory:  
C:\SBOA\BULLETIN\COUNTY