

THE STATE AGENCY BULLETIN

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Volume 8

IN THIS ISSUE

Items to Remember.....	1
State Advisory Services – Introductory Video.....	2
Disaster Recovery.....	2
State Agency Internal Control Manual.....	3

ITEMS TO REMEMBER

If there are certain items or dates that would be beneficial to include in future calendars, please let us know by emailing StateAgencyAdvisory@sboa.IN.gov.

May

- Holiday – Primary Election Day May 7th.
- Holiday – Memorial Day May 27th.
- Review State Comptroller ACFR survey for deliverables this month.
- Complete accounting information and approvals in PeopleSoft for TOS approved AR/ROCs.
- Review requirements for FFATA Reporting; File FFATA reports as applicable.
- Cleanup GL, AP, and AR entries prior to month-end.
- Review PS Requisition/PO Deadlines from the Comptroller’s Office.
- Review year-end deadline for requests for PO amount approvals.
- Make sure all FY 24 requisitions are sourced to a PO or cancelled/closed by the deadline.
- Make sure all FY 24 POs are in approved/valid (budget check) status by the deadline.
- Review State fiscal year-end deadlines from the Comptroller’s Office.

June

- Review State Comptroller ACFR survey for deliverables this month.
- Complete accounting information and approvals in PeopleSoft for TOS approved AR/ROCs.
- Review requirements for FFATA Reporting; File FFATA reports as applicable.
- Cleanup GL, AP, and AR entries prior to month-end.
- Expenses incurred between June 16 and June 30 must be carried over to the new fiscal year.
- Review PS Requisition/PO Deadlines from the Comptroller’s Office.
- Review year-end deadlines for Accounts Receivable.
- Review year-end deadlines for posting and approval of Accounts Payable.
- Review year-end deadlines for General Ledger submission of regular and ID bill journal entries.
- Review year-end deadlines for Asset Management reporting.
- Review PS Enterprise Portal to find your agency's specific PO rollover date.
- Review State fiscal year-end deadlines from the Comptroller’s Office.
- Review requirements for Federal Financial Report (SF 425) Filing.

ITEMS TO REMEMBER (Continued)**July**

- Holiday – Independence Day July 4th.
- State Fiscal Year begins July 1.
- Review State Comptroller instructions for using 2025 as a budget reference chartfield.
- Review State Comptroller instructions for submitting FY 25 vouchers and expense reimbursements.
- Review State Comptroller instructions for financial close date for FY 2024.
- Review State Comptroller ACFR Survey for deliverables this month.
- Complete accounting information and approvals in PeopleSoft for TOS approved AR/ROC
- Review requirements for FFATA Reporting; File FFATA reports as applicable.
- Clean up GL, AP, and AR entries prior to month-end.

STATE ADVISORY SERVICES – TEAM INTRODUCTION

Do you want more information about what the SBOA State Advisory Services (SAS) team does and who is on that team? Look no further! Below is a link to a short video explaining what they do and who they are. In future articles you can look forward to personalized introductory videos from SAS team members.

[State Advisory Services Introduction Video](#)

DISASTER RECOVERY

A disaster recovery plan is a written plan that contains detailed instructions on how an entity will respond to incidents such as a natural disaster, cyber-attack, or other disrupting events. The plan will allow for continuity of service despite these events. This includes access to data as well as access to critical documents and resources. One of the key components for protecting data is adequate backup of the data.

A disaster recovery plan should include procedures for backing up financial data frequently, if not daily, and for storing those backups in a separate and secure location. Backups that are saved on the same server as the financial software will most likely be affected by the same malware as the main data, leaving the backup useless. Storing the backup in a secure location not connected to the main server is the safest option. A disaster recovery plan should also include procedures to test this data regularly to ensure that the backup system is working. Storage of back-ups may be on an isolated server, in the cloud or on a server maintained by software vendors. Being able to quickly restore access to the financial and other data of an entity will greatly aid the entity's ability to continue to provide services. Additionally, all transactions that occur in an agency's accounting system must be recorded and accessible upon request for audit purposes or a public records request.

The Indiana Office of Technology has many resources related to disaster recovery. For more information about requirements related to disaster recovery and the services IOT provides please see IOT's disaster recovery webpage at <https://www.in.gov/iot/security/disaster-recovery/>.

Additionally, governmental entities should keep their anti-virus software up-to-date and apply security patches in a timely manner. Additional training for staff in recognizing and avoiding malware is beneficial in avoiding a disruption to services from a cyber-attack. The Indiana State Office of Technology provides training and has a website with a wealth of information about cybersecurity. Their cybersecurity webpage can be found at www.in.gov/cybersecurity/

STATE AGENCY INTERNAL CONTROL MANUAL

We are pleased to present guidance on internal controls through a new publication that is linked below:

[Uniform Compliance Guidelines on Internal Controls for State and Quasi Agencies.](#)

The Uniform Compliance Guidelines on Internal Controls for State and Quasi Agencies forms a basis of common understanding for agencies in establishing an internal control system. These uniform compliance guidelines define the necessary components of an internal control system for state agencies and provide a measure for which controls will be evaluated.

Here is a short introductory video: [Internal Control \(short\)](#)

The Uniform Compliance Guidelines on Internal Controls for State and Quasi Agencies has three parts. Part One explains the five components of internal control based on conceptual frameworks of the Committee of Sponsoring Organizations of the Treadway Commission (COSO) Internal Control – Integrated Framework and the U.S. Government Accountability Office Standards for Internal Control in the Federal Government, otherwise known as the "Green Book."

See this video for a brief [Overview of Part One](#).

Part Two addresses each component of internal control individually, addressing why it is important, where to start, and how to develop controls to provide reasonable assurance that agency objectives will be achieved.

Part Three provides optional tools and examples to generate ideas for management on the best method to evaluate existing controls and develop controls when necessary.

Video overviews of Parts Two and Three are coming soon!