

Supplemental AFR

Newly Elected Officer  
Training  
Treasurers  
January 2021

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## ANNUAL FINANCIAL REPORT (AFR)

- IC 5-11-1-4(a): “The state examiner shall require from every audited entity 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”



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## Funds Ledger – County Auditor

- The Funds ledger includes all of the funds of the county
- General Fund
- Special Revenue Funds
- Remittance Funds
- However, if there are funds maintained outside of the Auditors Fund ledger and some outside of the county treasury, those funds must be added to the annual financial report for the report to be complete.
- Treasurer
- Clerk
- Sheriff



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## ANNUAL FINANCIAL REPORT

- Auditor uploads onto Gateway the Counties Funds Ledger
- Beginning Balance, Receipts, Disbursements and Ending Balance
- Auditor will manually add the funds for the supplemental funds
- Beginning Balance, Receipts, Disbursements and Ending Balances
- The Supplemental Annual Financial Report is the responsibility of the official that completes and certifies the form
- The information on the Supplemental Annual Financial Report should tie to the financial records of the office



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# LOCATION OF TEMPLATE

- [www.in.gov/sboa](http://www.in.gov/sboa)
- Navigate to Counties page under Political Subdivisions
- Scroll down to the section “Gateway”
- Expand the menu for Annual Financial Report
- Click on link for Supplemental Annual Report
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Supplemental Annual Financial Report

RETURN THE COMPLETED FORM TO THE OFFICIAL OF THE GOVERNMENTAL UNIT BY JANUARY 20TH.

Name of Governmental Unit: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Office Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Year: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

List all accounts/funds managed by this office

Fund Name	Beg. Investment Balance	Ending Investment Balance	Beginning Cash Balance	Other Receipts	Other Disbursements	Ending Cash Balance	New Fund

Certification: This is to certify that the data contained in this report is accurate and agrees with the financial records, to the best of my knowledge and belief.

Signature of Dept Official: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name of Dept Official: \_\_\_\_\_ Date Signed: \_\_\_\_\_



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## Supplemental Annual Report Instructions

- Part I – Contact Information
- Part II – Fund Name: Identify the fund
  - After Settlement Collections
- Part III – Beginning Investment Balance: Show the investment, if any at the beginning of the year
- Part IV – Ending Investment Balance: Show the investment, if any at the end of the year
- Note if an investment is cashed in, this becomes part of the cash transactions



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## Supplemental Annual Report Instructions

- Part V – Beginning Cash Balance: this balance should agree with prior year report
- Part VI – Receipts: This the total receipts to the fund for the year.
- Part VII – Disbursements – This is the total disbursements from the fund for the year
- Part VII – Ending Balance-This amount should agree to the total on your cash book or ledger for December 31
- Part X – Certification



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Name of Governmental Unit:	Pleasant County	Contact Person:	I. Phil Didout
Office Name:	Treasurer	Phone Number:	(317) 657-5309
Year:	2020	E-mail Address:	<a href="mailto:IP@pleasantcounty.in.gov">IP@pleasantcounty.in.gov</a>

List all accounts/funds managed by this office

Fund Name	Beg. Investment Balance	Ending Investment Balance	Beginning Cash Balance	Other Receipts	Other Disbursements	Ending Cash Balance	New Fund
After Settlement Collections			3,095,272	4,195,585	3,095,272	4,195,585	



## Beginning Balance and Disbursements

- Beginning balance should tie to your previous supplemental AFR ending balance.
  - Look for a file with last year’s Supplemental AFR
  - Look at the prior year’s AFR on Gateway <https://gateway.ifionline.org>
- Beginning balance should also be your cash book balance from the prior year for property tax and other taxes sections.
  - Look at prior years Cash Book for last business day of the year.
- Disbursements – Use the same number as the beginning balance. This reverses out last year’s beginning balance.



## Annual Financial Report -2019

	Local Fund Number	Local Fund Name	Beg Cash & Inv Bal Jan 1, 2019	Receipts	Disbursement	End Cash & Inv Bal Dec 31, 2019
<b>Governmental Activities</b>	01	County Treasurer Cash Account	\$3,221,418.03	\$3,095,272.66	\$3,221,418.03	\$3,095,272.66
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## Receipts and Ending Balance

- Receipt and Ending Balance are the same amount, and that number comes from the current year's Cash Book on the last business day of the month.
- Add the Total Property Tax Collections and the Total Other Sources section together to determine the ending balance.



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## Issues with Supplemental Report

- Ending balance from the prior report is not correct.
  - Complete the supplemental report for 2020 with the correct balance document the reason the beginning balance does not tie to prior report
- Ledger is not reconciled to bank and investment statements
  - Complete reconciliation as accurately as possible, contact Ricci or Lori for advice on Supplemental AFR.



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## QUESTIONS



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