

Fall Bookkeeping Workshop

Indiana State Library
November 2018

End of Year Duties



- **Annual Financial Report - Gateway**
- **Form 100-R - Gateway**
- **Annual Uploads - Gateway**
- **Appropriation Transfers**
- **Encumbered Appropriations**
- **Cancellation of Warrants**
- **Names & Addresses to County Treasurer**
- **Internal Control Refreshers/Reminders**





Annual Financial Report – Gateway

- **Required by IC 5-11-1-4**
- **Due 60 days after end of year**
* **March 1, 2019** *
- **No Major Changes to the Reporting / Gateway**



Annual Financial Report – Miscellaneous

Capital Assets

- Report asset amounts as of December 31st
- Make sure your Capital Asset Register is updated through year end

Government or Enterprise	Land	Infrastructure	Building	Improvements Other Than Buildings	Machinery, Equipment, and Vehicles	Construction In Progress	Books and Other
Governmental Activities	\$150,000.00	\$0.00	\$5,220,000.00	\$200,000.00	\$1,665,180.00	\$0.00	\$1,631,750.00

Annual Financial Report – Miscellaneous



Debt Schedule

- Report debt amounts as of December 31st
 - Debt Classification (revenue bonds, general obligations, etc.)
 - Description of Debt
 - Ending Principal Balance @ 12/31/18
 - Principal and Interest Due in 2019

Governmental Activities				
Delete	Debt Class	Description or Purpose	Ending Principal Balance as of Dec. 31, 2017	Principal and Interest Due in 2018
X	General Obligation Bonds	2009 Refunding Bonds	\$5,535,000.00	\$3,212,388.00
X	General Obligation Bonds	2010 Refunding Bonds	\$11,290,000.00	\$2,697,074.00
X	General Obligation Bonds	2011 Refunding Bonds	\$6,975,000.00	\$993,325.00
X	General Obligation Bonds	2012 Refunding Bonds	\$0.00	\$0.00
			\$29,812,000.00	\$7,002,792.00

Annual Financial Report – Miscellaneous



Accounts Payable/Receivable

- Report Accounts Payable at December 31
- Report Accounts Receivable at December 31

Government or Enterprise	Accounts Payable	Accounts Receivable
Governmental Activities	\$5,445,976.00	\$348,346.00

Annual Financial Report – Miscellaneous



Financial Assistance to Non Governmental Entities

- Answer “yes” on Unit Questions
- Enter information of financial assistance given to non governmental entities
 - ✓ Volunteer Fire Departments
 - ✓ YMCA
 - ✓ Youth Leagues
 - ✓ Senior Citizen Center

Delete	Name	Federal Tax ID ##-####	Street Address	Suite No.	City	State Abr.
X	Council for Economic Development	35-1854127	One Courthouse Plaza		Greenfield	In
X	Boys & Girls Club	35-0979327	715 E Lincoln Street		Greenfield	In
X	Hancock County Senior Services	31-0938007	312 E Main Street		Greenfield	In
X	Sister City of Greenfield Inc	35-2068418	110 S State Street		Greenfield	In
X	Kenneth Butler Soup Kitchen	80-0321185	202 E Main Street		Greenfield	In

Annual Financial Report – Miscellaneous



Unit Questions – GAAP financial statements

- New this year
- Majority will answer “no”. Only “yes” if you will be producing financial statements on the GAAP basis

10. Do you anticipate that you will produce **GAAP** statements for your unit as a whole and require an audit of these statements?

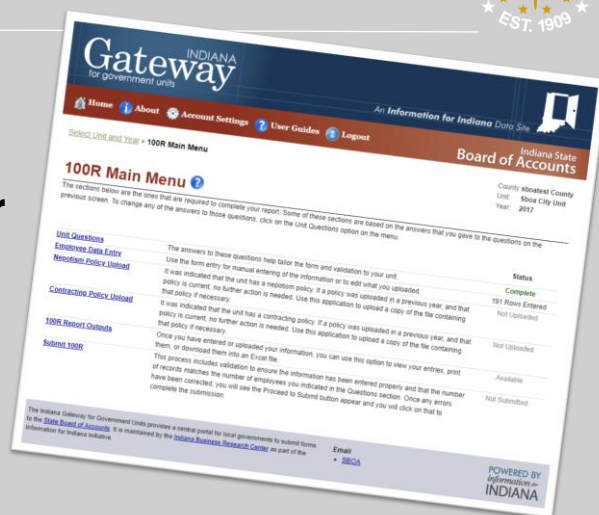
As a reminder, only regulatory statements are compiled from AFR gateway data submissions. The unit is responsible for compilation of **GAAP** statements, either through its own employees or contract, and must have these statements available at the time of audit.

If not, but your unit has a utility, will the utility have **GAAP** statements that require audit?

Form 100-R – Certified Report of Names, Duties, & Compensation



- **Required by IC 5-11-13-1**
- **Due during the month of January for the preceding year**
* **January 31, 2019** *
- **No Changes to the Reporting**

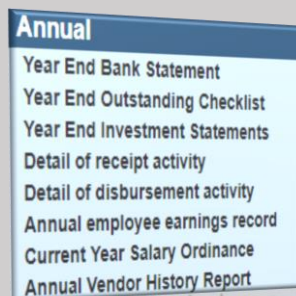


Annual Uploads in Gateway



Bank Statement

- December 2018 statement
- For each bank account you have
- Does not require images of checks
- No reconciliation here – it will be with the monthly uploads



Annual Uploads in Gateway



Outstanding Checklist

- Detailed list
- Checks written but not cleared bank
- Total should agree to amount on the reconciliation
- Include
 - ✓ check date
 - ✓ check number
 - ✓ check amount

Annual

Year End Bank Statement
 Year End Outstanding Checklist
 Year End Investment Statements
 Detail of receipt activity
 Detail of disbursement activity
 Annual employee earnings record
 Current Year Salary Ordinance
 Annual Vendor History Report

Annual Uploads in Gateway



Investment Statement

- Similar to checking account statement
- December 2018 account statement
- For all investment accounts

Annual

Year End Bank Statement
 Year End Outstanding Checklist
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Annual Uploads in Gateway



Detail of Receipt Activity

- Does not apply if hand-posted records
- Listing of all receipts issued and posted during the year
- Most systems have a “history” function that should provide this information
- May need to contact your vendor
- Include receipt numbers

Annual

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Detail of Disbursement Activity

- Does not apply if hand-posted records
- Listing of all non-payroll disbursements issued and posted during the year
- Most systems have a “history” function that should provide this information
- May need to contact your vendor
- Include check numbers & vendor names

Annual

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Employee Earnings Record

- Does not apply if hand-posted records
- Listing of all payroll checks issued by employee
- Most systems have a “history” function that should provide this information
- May need to contact your vendor
- Include check numbers & employee names

Annual

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Annual Uploads in Gateway



Current Year Salary Resolution

- Scan & upload 2018 salary resolution in effect at end of year
- Used to do this in Risk Assessment; no longer required there

Annual

Year End Bank Statement
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Annual Uploads in Gateway



Vendor History Report

- Does not apply if hand-posted records
- Detailed listing of all vendors to whom checks were issued during the year
- Should show a total by vendor
- Most systems have a “history” function that should provide this information
- May need to contact your vendor

Annual

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Appropriation Transfers



Indiana Code 6-1.1-18-6: Transfers of appropriations

Transfers from one major budget classification to another within a department or office if:

- It is determined that the transfer is necessary;
- The transfer does not require the expenditure of more money than the total amount set out in the budget;
- The transfer is made at a regular public meeting and by proper resolution.
- Such a transfer can be made without notice and without approval of DLGF

Encumbrances

**Encumbered Appropriations:**

Those items under purchase order or contract are to be added for each appropriation account and the total carried to the new 2019 corresponding account.



The actual unpaid amount of the purchase orders or contracts should be totaled and shown as a separate amount on the appropriation ledger for 2019 (with proper explanation) and added to the 2019 appropriation for the same purpose.

Encumbrances

**Encumbered Appropriations:**

By carrying out this procedure, the 2019 budget will not be excepted to stand any expense not anticipated in making the budget.

We recommend:

- *the proper library officials make a listing of these encumbered items*
- *make it a part of their minutes in their last business meeting of the year*



Encumbrances



The appropriations encumbered and carried forward can be used for no other purpose other than the purchase order or contract for which they were appropriated.

Cancellation of Warrants



Indiana Code 5-11-10.5: Cancellation of Warrants

Old Outstanding Checks

- All checks outstanding and unpaid for a period 2 years as of December 31 of each year shall be declared cancelled.

Example – At December 31, 2018;

- Check #1234 was written on February 27, 2016 and has not cleared the bank and is on the outstanding check list. At 12/31/18, it would be considered “cancelled”.
- Check #9876 was written on November 2, 2017 and has not cleared the bank and is on the outstanding check list. At 12/31/18, this check would *not* be considered “cancelled” and should remain on the outstanding check list.

Cancellation of Warrants

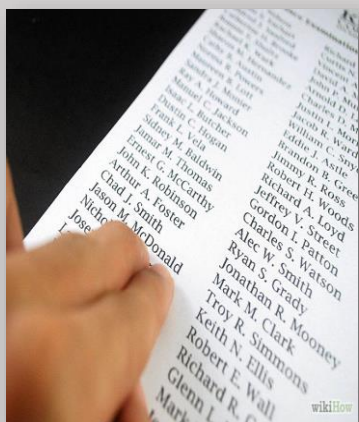
**Indiana Code 5-11-10.5: Cancellation of Warrants**

- March 1 – fiscal officer prepares list of all outstanding checks for 2 years or more
- File list of checks with Board
- Fiscal officer keeps a copy



“Old” (or stale) checks are receipted back to your ledger into the fund(s) from which they were originally drawn and removed from the outstanding check list. If fund(s) can’t be determined – put in General fund.

Names & Addresses to County Treasurer



- June 1 & December 1
- Disbursing officer shall certify
 - ✓ name
 - ✓ address
 of each person who has money due to them from the library.
- County Treasurer shall search their records to ascertain if anyone on the list is delinquent in payment of property taxes. **[IC 6-1.1-22-14]**



Names & Addresses to County Treasurer

IC 6-1.1-22-15 -

If the county treasurer finds that a person whose name is certified to him is delinquent in the payment of taxes, the treasurer shall certify the name of that person and the amount of delinquency to the official of the political subdivision who is to make payment to the person.

The disbursing officer shall periodically make deductions from money due the person and shall pay the amount of these deductions to the county treasurer. (*our emphasis*).



Internal Controls – Year End Considerations

Internal Controls



Internal Controls –
Adoption/Training/Certifications



Indiana Code 5-11-1-27(g)

- “After June 30, 2016, the legislative body of a political subdivision shall ensure that:
 - 1) **the internal control standards and procedures developed under subsection (e) are adopted by the political subdivision; and**
 - 2) **personnel receive training concerning the internal control standards and procedures adopted by the political subdivision.”**

Internal Controls –
Adoption/Training/Certifications



Indiana Code 5-11-1-27(c) defines “personnel”:

“As used in this section, “personnel” means an officer or employee of a political subdivision whose official duties include receiving, processing, depositing, disbursing, or otherwise having access to funds that belong to the federal government, state government, a political subdivision, or another governmental entity.”

Internal Controls –
Adoption/Training/Certifications



Remember:

- ✓ Board should adopt minimum standards - if they haven't already
- ✓ Training for any new employees in 2018
- ✓ Certify on the AFR in Gateway correctly



www.amreading.com/2016/09/18/video-how-to-remember-what-you-read/

Internal Controls –
Adoption/Training/Certifications



AFR Unit Questions ?

The following must be filed with the Annual Report per IC 5-11-1-27 (h).	
I certify that my unit has adopted the minimum internal control standards as required per IC 5-11-1-27(e).	<input checked="" type="radio"/> Yes <input type="radio"/> No
If yes, I certify that all personnel defined by IC 5-11-1-27(c) received training concerning the internal control standards adopted by my unit.	<input checked="" type="radio"/> Yes <input type="radio"/> No

Make sure you answer these questions correctly



Contact Information



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