




Accounting for Investments

Annual Public Library Budget Workshop
May 24, 2022

Indiana State Board of Accounts - 2022



**State Board of
Accounts**

**Contact
Information**

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Internal Controls Objectives

Operations

- Safeguard assets

Compliance

- Laws & regulations

Reporting

- AFR & Financial Statements



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IC 5-11-1-27 – Internal Controls

- Control Environment
- Risk Assessment
- Control Activities
- Information and Communication
- Monitoring



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Deposit of Public Funds

IC 5-13-6

- Timely Deposit of Receipts
- Approved Depositories

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Definitions

IC 5-13-4

IC 36-12-1

IC 36-12-2

- Investing Officer: "The person having authority by law to invest for the political subdivision..." IC 5-13-4-16
- Public Funds: "all fees and funds of whatever kind or character coming into the possession of any public officer by virtue of that office..." IC 5-13-4-20
- Fiscal Body: Library Board IC 36-12-1-3
- Fiscal Officer: Library Treasurer IC 36-12-2-22

Please see IC 5-13-4 & IC 36-12-1 for a complete list of important definitions!

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Boards of Finance

IC 5-13-7-5 & IC 5-13-7-6

Board of Finance: "The fiscal body of each political subdivision (library) constitutes a board of finance." IC 5-13-7-5

IC 5-13-7-6: Each Board of Finance shall meet annually after the first Monday and on or before January 31st and shall:

- Elect a president & secretary
- Receive & review investment report

Boards of Finance:

- Can hold additional sessions when necessary
- Meetings subject to Open Door (public)
- Board of Finance Secretary responsible for meeting minutes

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Designation of Depositories by Libraries

- Board of Finance designates (by resolution) the depositories that each library will use.
- Such depositories must be approved depositories.

<https://www.in.gov/tos/deposit/2377.htm>

See IC 5-13-6-1(c) and IC 5-13-6-1(g) – deposited the business day following the day when collections exceed \$500

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Library Board Responsibilities IC 5-13-9

Investment Guidelines - IC 5-13-9-1

Investment Policy - IC 5-13-9-5.7

Other authorizations needed from board
if applicable:

- IC 5-13-9-5.3 - Interest bearing deposit accounts
- IC 5-13-9-5 - Purchase of CDs from depositories not designated
- IC 5-13-9.3 - Investment of proceeds from certain capital assets (>\$50 million)
- IC 5-13-11 - Investment cash management system

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Treasurer Responsibilities

- **IC 36-12-2-22:** The fiscal officer:
 - Official custodian of all library funds
 - Responsible for safeguarding & accounting of all library funds
 - Issues checks/warrants, including when investments are purchased

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Investing Officer Responsibilities

- **IC 5-13-7-7:** The investment officer (also the treasurer/fiscal officer unless a separate person has been named by the fiscal body/board) shall make a written report to the library's board of finance summarizing the library's investments during the previous calendar year.
- Report needs to contain:
 - Name of each financial institution
 - Government agency of instrumentality
 - Or other person with whom library money was invested

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Fiscal/Investing Officer Responsibilities

IC 5-13-9-1 Libraries:

"...in addition to any other statutory power to make investments, each fiscal officer of any political subdivision...under the guidelines established...by...the fiscal body ...may invest any funds held by each in accordance with this chapter."

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Investment of Public Funds IC 5-13-9-2

Specific Securities

- Full faith & credit of US Treasury
- Federal agency
- Federal instrumentality
- Federal government sponsored enterprise

Investing officer accept "Safekeeping Receipts"

- ✓ Custody by Duly Designated Depository
- ✓ Or "Financial Institution" with combined capital and surplus of at least \$10 Million

IC 5-13-9-9 - Purchasing securities on margin or opening a securities margin account prohibited

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Investment of Public Funds IC 5-13-9-2.5

- Certain money market funds
- Investment must be made through a "depository"
- Portfolio is limited to certain investments

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Investment of Public Funds IC 5-13-9-4

- **Transaction Accounts** - Defined in IC 5-13-4-24 & 7
 - Designated depository
 - Rates and terms agreed to by investing officer
- **Certificates of Deposit**
 - Designated depository
 - Obtain quotes of each designated depository
 - Keep documentation – Memorandum of Quotes
 - Use depository with highest rate or note reason for other depository on Memorandum Quotes
- If designated depository declines or interest rate too low – approved depository list – see requirements in IC 5-13-9-5

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Investment of Public Funds IC 5-13-9-5

Authorization by resolution to purchase CDs from depository which has not been designated

Authorization lasts for one year

Obtain quotes from at least 3 depositories

- If 2 or more depositories have been designated, then must obtain quotes from 2 designated depositories
- Keep documentation – Memorandum of quotes
- Use depository with highest rate or note reason for other depository on memorandum of quotes

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Investment of Public Funds IC 5-13-9-11

- Local Government Investment Pool
 - Trust Indiana
- www.trustindiana.in.gov
 - Select "Relationship Team"
 - Cindy Barger

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Other Investments of Public Funds IC 5-13-9

- **IC 5-13-9-3** Repurchase agreements; funds held by officer and available for investment; obligations held as collateral
- **IC 5-13-9-3.3** Investment of funds in obligations issued, assumed, or guaranteed by International Bank for Reconstruction and Redevelopment or African Development Bank
- **IC 5-13-9-3.5** Investment and reinvestment of funds; participation in loans; lending securities
- **IC 5-13-9-5.3** Authorization to invest in interest bearing deposit accounts; conditions; exemption from security or pledging requirements

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Terms of Investments & Investment Policy

IC 5-13-9-5.6 & IC 5-13-9-5.7

Without Investment Policy - Stated final maturity of not more than 2 years

With Investment Policy – Stated final maturity may be more than 2 years but not more than 5 years. Policy must

- (1) be in writing;
- (2) be adopted at a public meeting;
- (3) provide for the investment of public funds with the approval of the investing officer;

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Terms of Investments & Investment Policy

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Terms of Investments & Investment Policy

IC 5-13-9-5.6 & IC 5-13-9-5.7

With Investment Policy – (continued)

- (4) provide that the investments must be made in accordance with this article;
- (5) limit the total investments outstanding under this section to not more than twenty-five percent (25%) of the total portfolio of public funds invested by the library, including balances in transaction accounts; and
- (6) state a date on which the policy expires, which may not be more than four (4) years after the date on which the policy takes effect.

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Contracts with Advisors

IC 5-13-9-5.7(f)

- An investing officer may contract with a federally regulated investment advisor or other institutional money manager to make investments...



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Service Charges IC 5-13-9-8

The payment of service charges is permitted.

- (1) By direct charge to the account or
- (2) By subtracting the service charge from the interest earned*

**report net interest in your records, not the amount of the service charge*

Service charge must be considered in the computation of the interest rate for determining which depositories are entitled to investments in transaction accounts or certificates of deposit.

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Manner of Investing Funds

Investments should be made in the following manner:

- By fund, where any statute or the terms of any bequest, federal, state or private grant, endowment or trust make provisions for investments, with the interest to accrue to the benefit of such fund.
- By fund, if so determined by the governing board.
- From the total of monies on deposit, after considering (1) and (2) above.

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Posting Interest IC 5-13-9-6

General Rule:

- Interest should be credited to the General Fund or any other fund designated by the library board

Specific Rules:

- Interest received on United States Government Funds
- Interest from investments of funds controlled by court orders
- Bond Resolution requirements
- Interest on investments should not be added automatically to the investment
 - Instead, interest on investments should be paid to the library and posted to the appropriate fund.

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Renewal of CDs

- A certificate of deposit may be renewed for an additional term if authorized by the board, without the original certificate of deposit being paid by the depository and a warrant being issued for the purchase of a new certificate of deposit.
- However, if renewed, the interest due the library shall be paid to the fiscal officer at each maturity date, or the records should show transactions which will reflect the true financial condition and the amount invested at all times.
- The interest shall not be added to the original deposit and reinvested by the depository without being recorded in the records.

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Procedure for Posting Purchase or Sale of Investments

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- At the time investments are purchased, enter the full cost of the securities (purchase price plus accrued interest) as a disbursement from the fund or funds from which the investment is made.
- The Investment Register, General Form 350, or an alternative form providing the same information should be used for keeping a record of all investments purchased by the political subdivision.

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Procedure for Posting Purchase or Sale of Investments

(continued)

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- Interest received in such investments by fund should be entered as a receipt to the fund from which the investment was purchased. Interest received from investment of "total monies on deposit" should be receipted to the general fund or the fund specified by the governing board.
- When the investments by fund are sold, the full amount of such sale should be entered as receipt to the fund from which the investment was made. The receipt should show separately the principal (purchase price) received and the interest received from the investment.

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**Notes to the
Financial
Statements:
Regulatory
Format**

Note 1. Summary of Significant Accounting Policies

C. Cash and Investments

Investments are stated at cost. Any changes in fair value of the investments are reported as receipts in the year of the sale of the investment.

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**Notes to the
Financial
Statements:
Regulatory
Format**

Note 4. Deposits and Investments

Deposits, made in accordance with state statute (IC 5-13), with financial institutions in the State of Indiana, at year end, should be entirely insured by the Federal Depository Insurance Corporation or by the Indiana Public Deposit Insurance Fund. This includes any deposit accounts issued or offered by a qualifying financial institution.

State statutes authorize the Library to invest in securities including, but not limited to, the following: federal government securities, repurchase agreements, and certain money market mutual funds. Certain other statutory restrictions apply to all investments made by local governmental units.

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SBOA Guidance Library Manual

Library Manual

- Investment Policy.....p. 1-12
- Deposits and Investments.....p. 1-14 to 1-17

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Questions?



Up Next . . .

INDIANA Gateway for government units



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INDIANA Gateway for government units Monthly Uploads



State Board of Accounts (SBOA)	Deadline
100R	Jan 31
Annual Financial Report	Details
Monthly and Annual Engagement Uploads	Details
Conflict of Interest Disclosure	15 days after final action on the contract or purchase
E-1 Entity Annual Report	60 days after entity's fiscal year ends
ECA Risk Report	Aug 29



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INDIANA Gateway
for government units
Monthly Uploads

An Information for Indiana Data Site

Indiana State Board of Accounts

Home
About
Account Settings
Help
Logout

County: sbostest County
 Unit: Sboa Library Unit
 Year: 2022

Select Unit and Year > **Monthly and Annual Engagement Uploads**

Monthly and Annual Engagement Uploads

Use the form below to find and upload documents required for audit support. **Note: This information is for the State Board of Accounts internal use only and will not be made available on the Gateway Public site.**

File Upload Status: The current upload status is viewable in the table below. Any objects with a red X need to be uploaded. To view a previous upload, click on the download icon in the table. To delete a previous upload, click on the delete icon for that record in the status table.

To upload new files: Select which set of files need to be uploaded using the Select Upload Group dropdown. Next, select the specific file from the Select File Type dropdown on the right. The user will be able to upload files using the Browse and Upload buttons in the Provide File section. In some cases, an option will appear in the Provide File section allowing a user to provide a link instead of uploading a file. To do this, select the Web Link option and paste the link in the textbox labeled Provide Link.

To complete the entry: Click on the button marked Submit. The status table will be updated. Multiple files may be uploaded for each Upload Group and File Type. If a file needs to be reloaded, the user should delete that file from the status table first.

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for government units
Monthly Uploads

Select Upload Group	Select File Type	Provide File
January	▼ Bank Reconcilements, Bank Statements, Outstanding Check Lists	▼ Upload file (xls, xlsx, csv, doc, docx, jpg, pdf, gif, tif, png) <input type="button" value="Choose File"/> No file chosen <input type="button" value="Submit"/>

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INDIANA Gateway for government units Approved Board Minutes

Number of Libraries missing at least 1 upload

37

Number missing significant sequential months

March – December	1
August – December	2
September - December	1

Number of Libraries having uploaded NO minutes

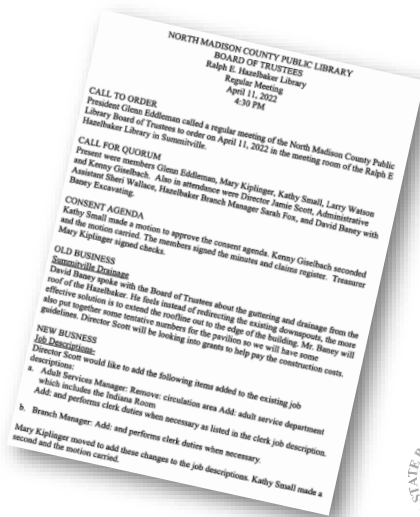
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INDIANA Gateway for government units Approved Board Minutes

Approved minutes from your Board meetings are required to be uploaded

Upload the minutes to the month the meeting took place, not the month they were approved



INDIANA Gateway for government units **Approved Board Minutes**

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
 Ralph E. Hazelbaker Library
 Regular Meeting
 April 11, 2022
 4:30 PM

CALL TO ORDER
 President Glenn Eddleman called a regular meeting of the North Madison County Public Library Board of Trustees to order on April 11, 2022 in the meeting room of the Ralph E Hazelbaker Library in Summerville.

CALL FOR QUORUM
 Present were members Glenn Eddleman, Mary Kiplinger, Kathy Small, Larry Watson and Kenny Giselbach. Also in attendance were Director Jamie Scott, Administrative Assistant Sheri Wallace, Hazelbaker Branch Manager Sarah Fox, and David Baney with Baney Excavating.

CONSENT AGENDA
 Kathy Small made a motion to approve the consent agenda. Kenny Giselbach seconded and the motion carried. The members signed the minutes and claims register. Treasurer Mary Kiplinger signed checks.

OLD BUSINESS
Summerville Drainage
 David Baney spoke with the Board of Trustees about the guttering and drainage from the roof of the Hazelbaker. He feels instead of redirecting the existing downspouts, the more effective solution is to extend the roofline out to the edge of the building. Mr. Baney will also put together some tentative numbers for the pavilion so we will have some guidelines. Director Scott will be looking into grants to help pay the construction costs.

NEW BUSINESS
Job Descriptions:
 Director Scott would like to add the following items added to the existing job descriptions:
 a. Adult Services Manager: Remove: circulation area Add: adult service department which includes the Indiana Room
 Add: and performs clerk duties when necessary as listed in the clerk job description.
 b. Branch Manager: Add: and performs clerk duties when necessary.
 Mary Kiplinger moved to add these changes to the job descriptions. Kathy Small made a second and the motion carried.

Budget Training and Review Session
 Director Scott presented a review of the budget timeline and the procedures and dates that are required for each budget year. Tax income and expenditures of the North Madison County Public Library System were reviewed.

Directors Report
 The cost of our recent audit was \$2,801.00. Kenny Giselbach appointment to the board was renewed for four years. Our chiller is on the way. Perfection will need to add piping. We need to extend the concrete pad. Madison Grant school had a silent auction. Director Scott donated genealogy services. Peggy Shaffer at Hazelbaker donated "Dress for Success" session and the Superintendent of Madison Grant won the bid. Director Scott will be providing everyone with an updated copy of IN Public Trust.

Public Comment
 There were no public comments.

Adjournment
 President Eddleman adjourned the meeting by consent.

Kathy Small, Secretary
Mary Kiplinger
Larry Watson
Jamie Scott
Glenn Eddleman



INDIANA Gateway for government units **Approved Board Minutes**

Pendleton Community Public Library
Library Board Meeting Minutes
Wednesday, March 9, 2022
<https://us02web.zoom.us/j/1279160644>

Call to Order
 President Dave Ballanger called the meeting to order at 6:00 p.m. The following members were present in person: Eileen Neeley, Letti Gray, Jessica Boicourt, Ann Johnson and Dave Ballanger. The following members were present via virtual meeting (Zoom): none. Also attending were Library Director Lynn Hobbs and Board Attorney Michael Lacey.

Consent Agenda
Approval of the Secretary's Report
 Following discussion, meeting minutes from 2/9/2022 board meeting were presented for approval.

Approval of the Treasurer's Report
 Following discussion, the Treasurer's report, including bank and fund balances as of 2/28/2022 were presented for approval.

Approval of Claims
 Claims from February 1, 2022, and February 28, 2022, including payroll, totaling \$63,376.00, were presented for approval.

Following discussion, the Approval of the Consent Agenda was motioned by Eileen Neeley and seconded by Ann Johnson. Consent Agenda approved.

Director's Report
 Lynn Hobbs presented the Directors Report. Highlights included:
 • Facility Items:
 o We saw some pretty significant progress on the carpools over the past month.
 o Fredericks has been out several times to try and find the source of the leak in the Magnolia room.
 o We are still awaiting the replacement of the skylight.
 • The legislative bills that were of concern to libraries and schools are dead
 • The Indiana Digital Library Consortium merged with another OverDrive consortium to offer a larger collection of ebooks and downloadable audiobooks to our patrons. The merger to the ILL (Indiana Digital Library) has not been particularly smooth, with some patrons not able to access their checked-out items, holds, or reading lists. We have not been managing any part of this transition, but are affected by it.
 • The RFID project is under way, and what a huge undertaking it is! The staff is working to tag nearly 70,000 items!
 • Lynn met with Brock Savage, our insurance agent with Mentor. He just wanted to touch base about a few things since we've been with them for 8 months now, and we are new clients. We discussed our food coverage, and he is going to see if he can get a better deal on the coverage for our main facility. We also discussed the changes to our coverage that will be necessary once we complete the solar project.
 • Lynn has completed and submitted all of the library's annual reporting. I also submitted the library's long-range plan to the Indiana State Library.

- The ARPA interim grant report was due on March 1st, and has been submitted. It was a short report, as all we've done so far is order the self-check station.
- Jerry and Lynn have been looking at vans for the library.
- The car seat safety program is moving along, but it's been difficult to find instructors for the four days that the class requires. The instructors who teach this course are teachers whose availability is limited during the school year. They are available during the summer months, but we have summer reading. We are hoping to land on a date maybe in the late summer, but are hoping we can fit it in earlier as we've been looking at this for quite a while.
- The final meeting of the fire territory was Tuesday, March 8th. There was no vote yet. They will vote on March 29th.
- Jen Black and Lynn will set up a table at the eLead conference in early June. This is a conference for educators, and we were invited to set up a table to share information about the library and the resources we have to support teachers.

Unfinished Business – None noted.

- New Business**
- RFID Tagging Demonstration
 - Reschedule April Board Meeting
 - o Move to April 6th instead of April 13th

Adjournment
 Jessica Boicourt made motion to adjourn. Ann Johnson seconded. Meeting adjourned at 6:38 p.m.

Respectfully submitted by Jessica Boicourt, Board Secretary



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Approved Board Minutes


Select Upload Group
April

Select File Type
Approved Board Minutes
The user may upload a file, or provide a link to an online version of the minutes.

Provide File
 File Upload
 Web Link
 No Meeting

Upload file (xls, xlsx, csv, doc, docx, jpg, pdf, gif, tif, png)
Choose File No file chosen

Submit



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INDIANA Gateway for government units

Approved Board Minutes



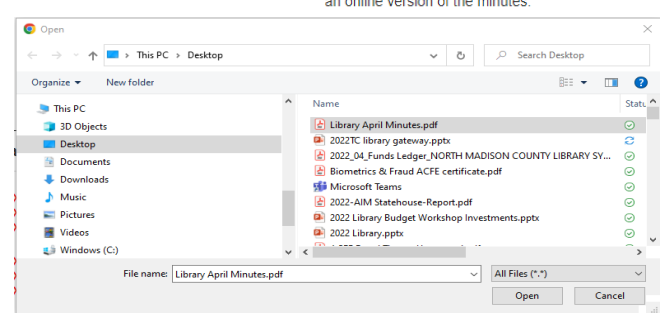
Select Upload Group
April

Select File Type
Approved Board Minutes
The user may upload a file, or provide a link to an online version of the minutes.

Provide File
 File Upload
 Web Link
 No Meeting

Upload file (xls, xlsx, csv, doc, docx, jpg, pdf, gif, tif, png)
Choose File No file chosen

Submit



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Gateway

INDIANA
for government units

Bank Reconciliation / Statement /
Outstanding Check List

Number of Libraries missing at least 1 upload 24

Number missing significant sequential months

June – December	2
July – December	2
March - December	2

Number of Libraries having uploaded **NO bank reconcilements / statements / outstanding checks** 11

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Gateway

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Bank Reconciliation / Statement /
Outstanding Check List

A bank reconciliation is a document that shows how you reconciled the bank statement balance to your ledger balance.

It should show:

- ✓ bank account balance
- ✓ deposits in transit
- ✓ outstanding Checks
- ✓ other reconciling items
- ✓ any unidentified variance
- ✓ equals your ledger balance

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A bank statement is a document you receive from the bank or have access to online showing:

- ✓ bank account balance – beginning & ending
- ✓ each deposit
- ✓ each check cleared
- ✓ other activity

*Includes all pages, including pages showing images of cleared checks
 **If multiple accounts, upload all statements



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List of checks posted to your ledger that have not yet cleared the bank account

If multiple accounts, you'll need to upload outstanding list from each

- ✓ Can be done in one file






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Bank Reconciliation / Statement / Outstanding Check List


Select Upload Group	Select File Type	Provide File
April	Bank Reconcilements, Bank Statements, Outstanding Check Lists	Upload file (xls, xlsx, csv, doc, docx, jpg, pdf, gif, tif, png) <input type="button" value="Choose File"/> No file chosen <input type="button" value="Submit"/>




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Fund Report

Number of Libraries missing at least 1 upload	30
Number missing significant sequential months	
March – December	1
June – December	1
August – December	1
September - December	2
Number of Libraries having uploaded NO fund reports	13



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INDIANA Gateway for government units Fund Report

Also called "Fund Ledger"

Report showing each fund's:

- ✓ beginning of the month balance
- ✓ receipts for the month
- ✓ disbursements for the month
- ✓ end of the month balance

Check with software vendor for assistance

File in Excel is preferred (but not required)

Report Dates = 04/01/22 to 04/30/22

Fund	Start of year	Start of Month	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
1. General							
100 Operating Fund	\$974,473.44	\$746,698.36	\$82,523.03	\$378,280.39	\$23,689.72	\$91,672.00	\$687,865.05
102 Petty Cash & Cash Drawer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
105 Operating Fund Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$974,473.44	\$746,698.36	\$82,523.03	\$378,280.39	\$23,689.72	\$91,672.00	\$687,865.05
2. Special Revenue							
200 Gift	\$52,477.48	\$52,078.48	\$0.00	\$8,469.00	\$880.00	\$8,950.00	\$52,958.48
201 Rainy Day Fund	\$154,222.62	\$154,222.62	\$0.00	\$0.00	\$0.00	\$0.00	\$154,222.62
203 Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
226 Fnk Bldg Project Gift	\$1,313.58	\$1,313.58	\$0.00	\$0.00	\$0.00	\$0.00	\$1,313.58
227 Rainy Day Fund Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
228 Gates Gift Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
276 St Technology Fund Grant Fund	\$0.00	\$10,292.09	\$1,377.92	\$5,511.68	\$0.00	\$14,425.85	\$8,914.17
277 Fnk Bldg Project Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
278 Madison Co Comm Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



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INDIANA Gateway for government units Fund Report

Report Dates = 04/01/22 to 04/30/22

Fund	Start of year	Start of Month	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
1. General							
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102 Petty Cash & Cash Drawer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
105 Operating Fund Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$974,473.44	\$746,698.36	\$82,523.03	\$378,280.39	\$23,689.72	\$91,672.00	\$687,865.05
2. Special Revenue							
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201 Rainy Day Fund	\$154,222.62	\$154,222.62	\$0.00	\$0.00	\$0.00	\$0.00	\$154,222.62
203 Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
226 Fnk Bldg Project Gift	\$1,313.58	\$1,313.58	\$0.00	\$0.00	\$0.00	\$0.00	\$1,313.58
227 Rainy Day Fund Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
228 Gates Gift Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
276 St Technology Fund Grant Fund	\$0.00	\$10,292.09	\$1,377.92	\$5,511.68	\$0.00	\$14,425.85	\$8,914.17
277 Fnk Bldg Project Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
278 Madison Co Comm Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



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Due Dates for Monthly Uploads

- January monthly files – March 15th
- February monthly files – April 15th
- March monthly files – May 15th
- April monthly files – June 15th
- May monthly files – July 15th
- June monthly files – August 15th
- July monthly files – September 15th
- August monthly files – October 15th
- September monthly files – November 15th
- October monthly files – December 15th
- November monthly files – January 15th
- December monthly files – February 15th



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6 weeks
after the
end of the
month

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Gateway Assistance





🏠 Home
ℹ️ About
⚙️ Account Settings
📖 User Guides
👤 Logout

Welcome to the Indiana Gateway for Government Units


As an authorized user, you will have at least one application to use. Each of these applications enables a local unit to submit its required forms, reports or files to the appropriate state agency. Agencies currently include **Department of Local Government Finance**, **State Board of Accounts**, **Indiana Education Employment Relations Board** and **Indiana Gaming Commission**.

Select Application




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Gateway Assistance

State Board of Accounts (SBOA)
<p>100R</p> <ul style="list-style-type: none"> User guide File upload specifications
<p>Annual Financial Report</p> <ul style="list-style-type: none"> User guide
<p>E-1 Entity Annual Report</p> <ul style="list-style-type: none"> User guide
<p>ECA Risk Report</p> <ul style="list-style-type: none"> User guide
<p>Monthly and Annual Engagement Uploads</p> <ul style="list-style-type: none"> <li style="background-color: yellow;">User guide



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Gateway Assistance



User Guide for Monthly and Annual Engagement Uploads

Note: To search the user guide, simultaneously press the "ctrl" and "F" key on your keyboard and it will open up a "Find" box within the browser. Then type in the word or characters you want to find. For example, reconciliation.

1. Introduction
2. Accessing the Monthly and Annual Engagement Uploads
3. Banner Icons
4. Monthly Uploads
5. Annual Uploads
6. GAAP Uploads
7. Direct Request Uploads
8. Getting Help
9. Frequently Asked Questions

1. Introduction

Starting in September 2018, cities, towns, townships, libraries and special districts were required to upload documents to the Indiana Gateway for Government Units (Gateway) monthly, annually or as requested. In January 2019, school corporations, school extra curricular accounts, county auditors, county recorders, county treasurers, county sheriffs and county clerks were required to start uploading documents monthly, annually or as requested as well.

These documents are being requested so that we can do as much of the audit work as possible remotely. Working remotely should create efficiencies for us and therefore, result in an audit cost reduction for you. Your cooperation in uploading the files to us timely is an important part of this process.

The monthly documents must be uploaded by the 15th of the second month following the month they are for. For example, the July monthly files are due September 15. See Monthly Uploads for more information.

The annual documents must be uploaded by March 1 for all units except school corporations and school extra curricular accounts. School corporations and school extra curricular accounts annual documents must be uploaded by August 29. See Annual Uploads for more information.

If you have manual records, the detail of receipts activity, detail of disbursement activity, and annual vendor history report are not required to be uploaded.



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<https://gateway.ifionline.org/userguides/engagementguide>

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INDIANA Gateway for government units

Gateway Assistance

gateway@sboa.in.gov



melbournechildpsychology.com.au/blog



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2022 Newly Enacted Legislation



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2022 Newly Enacted Legislation

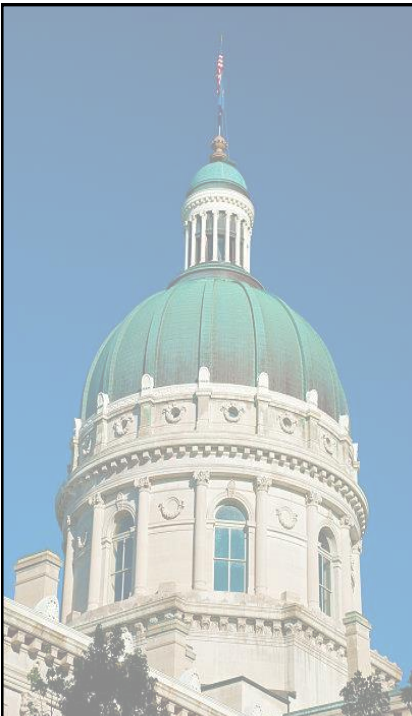
HB 1130
IC 5-14-1.5-3(e)
 Governing bodies, under this statute, can take “reasonable steps” to maintain order in a meeting, including removal of any person who is willfully disruptive.

5-14-1.5-3.7
 Makes some changes for governing body members being present (or not present) at meetings when a disaster has been declared. Members not required to be present if it would be impractical or present an imminent health risk to other members of the board and members of the public who attend the meeting.


 EST. 1909

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2022 Newly Enacted Legislation


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 EST. 1909

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2022 Newly Enacted Legislation

HB 1153
IC 22-3-3-3, IC 22-3-6, & Others
 Makes some changes to existing statutes and adds new provisions regarding worker's compensation.

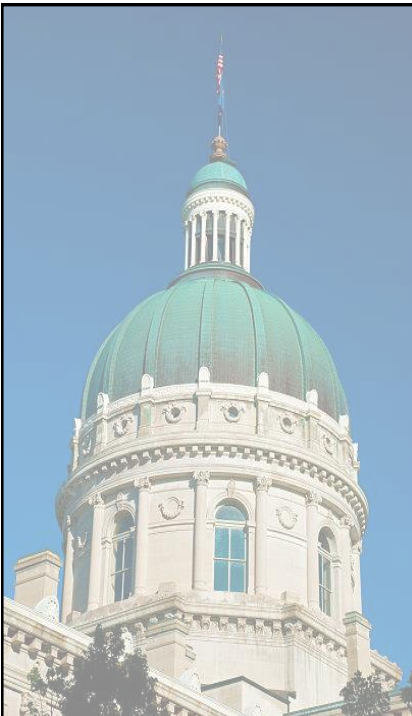
SEA 134
IC 36-1-30
 All local units of government shall annually (by Jan 31 of the next year) submit to the SBOA a report of each individual employee whose salary is funded in whole or in part from donated money.

January 31 may be significant as it's likely this will be something you can note on the Form 100-r, which is also due January 31st.


 STATE BOARD OF ACCOUNTS
 EST. 1909

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 STATE BOARD OF ACCOUNTS
 EST. 1909

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Submitted Questions?

- Are we required to keep an actual receipt book if we keep a desk collection form and use square for most transactions?
- What are resources for first time Library Directors?
- I understand that there should be a process for a library to write off its "bad debt." What does that mean for a public library?
- How would I go about transferring excess funds in our operating account to another fund, such as LIRF or rainy day? This would be for funds leftover at the end of a budget year that have not been spent or moved into another account.

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Submitted Questions?

- Since we are now considered a component unit of our fiscal body, it is our understanding that we will be audited yearly.
 - *Will it be an entity the county hires?*
 - *Will we be responsible for paying for these audits?*
 - *Is there a requirement for the fiscal body to hire an Indiana company to perform the audit?*
 - *Will the SBOA still audit our library?*
- We are also being audited as a component unit of the County, between the County and Library and SBoA, we were uploading the same documents to three different auditing teams for the same period. This is inefficient at best. What thought has been given to allowing access to one portal for all contracted teams?

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 *Contact Info* 

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317-232-2513

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