SBOA Gateway Uploads

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- State Examiner Directive Amended November 9, 2020
  - https://www.in.gov/sboa/files/Directive-2018-1-Monthly-and-Annual-Engagement-Uploads-Amended-11_9_2020.pdf

- Effective starting with December 2020 monthly files which were due February 15, 2021

State Examiner Directive 2018-1 (Amended)

- Required Monthly Upload Information

  - Due the 15th of the second month following the month they are for
    - Example – July monthly files are due September 15th

  - Bank Reconcilement, Bank Statements, and Outstanding Checks

  - Approved Board Minutes

  - Funds Ledger, summarizing total receipts, disbursements, and beginning and ending balances by fund

- # No Changes

  - ## Monthly Bank Reconcilement

  - ## Funds Report

State Examiner Directive 2018-1
(Amended)

- Required Annual Upload Information

  - Due August 29th

    - Year-end Investment Statements
    - Detail of Receipts for the year
    - Detail of Disbursements for the year
    - Annual Vendor History Report
    - Annual Payroll History Report without Social Security Numbers
    - Annual Funds Ledger
    - School Lunch Prepaid Account Balance Report
    - Approved Salary Schedule for Noncertified Employees and Amendments

- ## Required Annual Upload Information – ECA

  - ### Due August 29th

    - Annual Funds Ledger
    - Detail of Receipt Activity
    - Detail of Disbursement Activity
    - Year End Bank Statement (End of Fiscal Year)
    - Year End Investment Statement (End of Fiscal Year)
    - Year End Outstanding Checklist (End of Fiscal Year)

- Gateway@sboa.in.gov

- Submitter – Corporation Treasurer
- Editor – Complete Delegation form
  - http://www.in.gov/sboa/files/DelegationForm.pdf

The Indiana Gateway for Government Units provides a central commons for local units to submit their financial forms to the State of Indiana.

This site works best in Firefox and Chrome. Internet Expl browser.

Announcements

Gateway Reporting Access Authorized User P

The local official login portion of Gateway is accessible only responsible for entering and submitting reports to the State. *the person who receives authorization.* Read full policy »

Authorized Personnel Login

User Name: clenon@sboa.in.gov

Password: ••••••••••••

Forgot your password?

Log In

Please note: Passwords are CASE sensitive.

After 5 failed attempts to log in, your account will be locked—notify ibrctech@iu.edu.

Request Authorization to Access Gateway

Monthly and Annual Engagement Uploads

This information is for the State Board of Accounts internal use only and will not be made available on the Gateway Public site.

- Assess Risk

- Provide Efficiencies with remote auditing

Monthly Uploads

- Bank Reconcilements

  - Document that shows how the bank statement balance was balanced to funds ledger

  - The bank reconcilement should show the bank balance, plus deposits in transit, minus outstanding checks, plus/minus any other reconciling items and equal ledger balance

  - Bank reconcilement is to be uploaded for each bank account

  - Upload one document of multiple documents

- Bank Statements

  - Document received from bank each month showing the beginning balance, each deposit, each check cleared, other credits and debits and ending balance

  - Include all pages including pages that show copies of cancelled checks

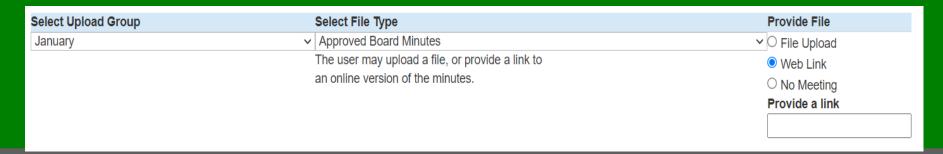 - Bank Statements are to be uploaded for each bank account

- Outstanding Check Lists

  - The list of checks that have been written but have not yet cleared the bank account

  - Outstanding Check List is to be uploaded for each account

  - The total of amount of the outstanding checklist should agree with amount used in bank reconcilement

• Approved Board Minutes

- • Monthly minutes of the School Board of Trustees

  - • If minutes are online, may provide link instead of uploading the minutes

  - • The minutes are to be uploaded to the month that the meeting took place, not the month they were approved

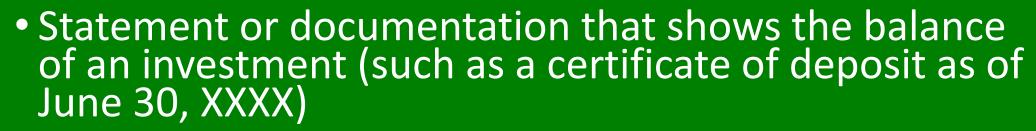| Select Upload Group	Select File Type	Provide File
January ⌄	Approved Board Minutes ⌄	○ File Upload
	The user may upload a file, or provide a link to an online version of the minutes.	● Web Link
		○ No Meeting
		Provide a link
		[ ]

- # Funds Ledger

  - A report that shows the beginning balance, total receipts, total disbursements and ending balance of each fund as of the end of the month

    - If an ECA is maintained manually a scan or photo may be uploaded that includes this data

    - SBOA has provided a Manual Records Template that may be downloaded from the User Guide for Monthly and Annual Engagement Uploads - https://gateway.ifionline.org/userguides/engagementguide

- Year End Investment Statements

  - Statement or documentation that shows the balance of an investment (such as a certificate of deposit as of June 30, XXXX)

  - If a statement is not received at year-end, upload documents that show when the investment or certificate of deposit was purchased and the value at the time it was purchased

- Detail of Receipt Activity

- A transaction level listing of receipts including:
  - Receipt Numbers
  - Date received
  - Amount of receipt
  - Fund posted to
  - Who it was received from

- Upload an Excel file is possible, if not a searchable PDF
- Not required for hand posted records

- Detail of Disbursement Activity

- A transaction level listing of disbursements including:
  - Check Numbers
  - Date disbursed
  - Amount of disbursement
  - Fund posted to
  - Vendor/payee names

- Upload an Excel file if possible, if not a searchable PDF
- Not required for hand posted records

- Approved Salary Schedule for Noncertified Employees and Amendments

  - For period of July 1 to June 30

  - Listed by employee (including board approval)
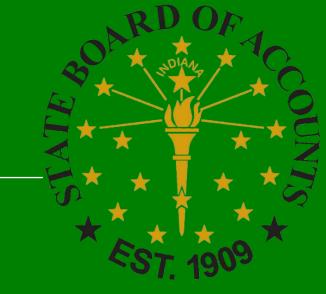
- Annual Vendor History Report

  - Report is to show total amount disbursed to each vendor/payee for the year

  - Upload and Excel file if possible, if not a searchable PDF

  - ECAs are not required to upload this report

Annual Funds Ledger

- A report that shows the summary of the following for each fund for the year:

    - Beginning Balance
    - Total Receipts
    - Total Disbursements
    - Ending Balance

- # School Lunch Prepaid Account Balance Report

  - ## Report is to be as of June 30

  - ## Subsidiary listing that should include:
    - Student's name
    - Account Number
    - Account Balance

  - ## The total should reconcile to the Prepaid School Lunch Fund Balance (Fund 8400)

Direct Requests

- A secure method to request additional audit files

  - Direct Request e-mail will include the subject line "State Board of Accounts Engagement Upload Request"
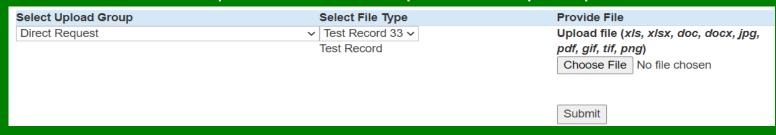
  - Email will include the files requested to be uploaded

Direct Requests

- Procedure to upload direct requests

  - Login to Gateway
  - Select Monthly and Annual Engagement Uploads
  - Select you unit name
  - Select the year
  - Select "Direct Request" from the Upload Group dropdown box

  - Select the file requested in the File Type drop down box
  - Click the Choose File button to find the file on the computer to upload
  - Click Submit to upload the file

Questions?