



Gateway Reporting

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Services – Schools/Townships**



Gateway Access



- Gateway@sboa.in.gov
- Submitter – Trustee
- Editor – Complete Delegation form
 - <http://www.in.gov/sboa/files/DelegationForm.pdf>

Gateway

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



INDIANA Gateway for government units



- [Home](#)
- [Report Builder](#)
- [Download Data](#)
- [Learn More](#)

[Local Officials: Login Here »](#)

An Open Door into Local Government Finance

Gateway collects and provides access to information about how taxes and other public dollars are budgeted and spent by Indiana's local units of government.



[Find your units](#)



[Public employee compensation](#)



[When is your budget hearing?](#)

Login Screen



[Home](#) [About](#) [User Guides](#)

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 Explorer browser.

Authorized Personnel Login

User Name:

Password:

[Forgot your password?](#)

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](#)

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 »](#)

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

Department of Local Government Finance (DLGF)	Deadline
Abstract	Details
Assessor Reports	Mar 31
Budgets	Details
Data Entry for CNAV and Form 22	Details
Debt Management	Details
Economic Development Reporting	Sep 30
File Transmission	Details
Other Post-Employment Benefits	Mar 1
SB 131 Reporting for SWMDs	Mar 1

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

Certified Report of Names, Addresses,
Duties and Compensation of Public
Employees (Form 100R)



- **Per IC 5-11-13**

- Must be filed with the State Examiner.
- **DLGF may not approve the budget** of a unit until it is filed.
- Must be filed electronically via the State Gateway.
- Due January 31 each year.
- Must indicate whether the unit offers a health plan, a pension, and other benefits to full-time and part-time employees.

100R Main Menu



100R Main Menu

The sections below are the ones that are required to complete your report. Some of these sections are based on the answers that you gave to the questions on the previous screen. To change any of the answers to those questions, click on the Unit Questions option on the menu.

		Status
Unit Questions	The answers to these questions help tailor the form and validation to your unit.	Complete
Employee Data Entry	Entry is locked for this unit.	5 Rows Entered
Nepotism Policy Upload	It was indicated that the unit has a nepotism policy. If a policy was uploaded in a previous year, and that policy is current, no further action is needed. Use this application to upload a copy of the file containing that policy if necessary.	Uploaded for 2015 on Jan 12 2016 1:59PM
Contracting Policy Upload	It was indicated that the unit has a contracting policy. If a policy was uploaded in a previous year, and that policy is current, no further action is needed. Use this application to upload a copy of the file containing that policy if necessary.	Uploaded for 2015 on Jan 12 2016 1:59PM
100R Report Outputs	Once you have entered or uploaded your information, you can use this option to view your entries, print them, or download them into an Excel file.	Available
Submit 100R	This process includes validation to ensure the information has been entered properly and that the number of records matches the number of employees you indicated in the Questions section. Once any errors have been corrected, you will see the Proceed to Submit button appear and you will click on that to complete the submission.	Submitted by lbaker@sboa.in.gov on Dec 7 2018 11:13AM

Contracting/Nepotism Policies



- **Per IC 5-11-13-1.1**
 - Must indicate whether the unit has implemented a nepotism policy (IC 36-1-20.2) and a contracting policy (IC 36-1-21). Do **NOT** send copies of these policies or the 100R to SBOA.
 - A PDF file of the nepotism and contracting policies must be uploaded to Gateway.

100R Data Entry



100R Employee Data Entry

Save All Work

Return to 100R Main Menu

Enter total compensation for the reporting year for each employee for which you should have supplied a W-2. Many units inappropriately report board member payments on 1099s. According to IRS requirements they should be issued W-2s, and therefore should be included on the 100R.

Set Default Address

Add Row

Delete	Last Name	First Name	Middle Initial	Department Name	Business Address	Business City	Bus. State Abr.	Business Zip Code	Job Title	Total Compensation
X	Required	Required			1 Main Street	Anywhere	IN	48227	Required	Required
X	Required	Required			1 Main Street	Anywhere	IN	48227	Required	Required
X	Required	Required			1 Main Street	Anywhere	IN	48227	Required	Required

Contractors vs. Employees



- IRS Publication 15

- <https://www.irs.gov/pub/irs-pdf/p15.pdf>

- Trustee and Board members = employees

- Listed on Salary Resolution (Form 17c)

Annual Financial Report (AFR)



- **Per IC 5-11-1-4**

- Must be filed with the State Examiner.
- DLGF may not approve the budget of a unit until it is filed.
- Must be filed electronically via the State Gateway.
- Due 60 days after the year end which will be March 1, except leap years will be February 29.

AFR

Annual Financial Report Main Menu ?

The sections below are the ones that are required to complete your annual financial report. Some of these sections are based on the answers that you gave to the questions on the previous screen. If you need to go back and change any of the answers to those questions, click on Unit Questions above.

Unit Information

		Status
Unit Questions	The answers to these questions determine what forms are available in the system.	Complete
Identify Enterprises	Identify your utilities and other enterprises that operate like a business. Examples include, Public Transportation, Convention Centers, Parking Garages, Airports, Internet Services, etc.	Not Entered
Schedule of Officials	Enter information regarding officials and contact information.	Not Complete

Core Reporting

		Status
Financial Data by Fund	Enter or change basic financial information for the year. This includes adding or deleting funds, entering beginning cash and investment balances, receipts and disbursements for each fund.	14 Fund(s)
Capital Assets	Using your Capital Asset records complete the Schedule of Capital Assets (land, building, equipment, etc) as of the end of the year.	\$0 in Assets
Grants	Complete the Grant Schedule for grants you received or disbursed money from during the year.	Not Entered
Accounts Payable/Receivable	Accounts Payable/Receivable	Not Entered
Debt	Complete the Debt Schedule (bond issues, lines of credit, etc) as of the end of the year.	Not Entered
Leases	Amount of lease payments in force as of end of year.	Not Entered
Financial Assistance to Non Governmental Entities	Enter financial assistance your unit has given to entities such as: Volunteer Fire Depts, YMCA, Senior Citizen Centers, etc.	Not Entered
Pensions	Information about what pension plans the unit administers or participates in.	Not Complete
Risk Assessment	Annual questions to assist in determining risk.	Not Entered
TA-7	Township Assistance	Complete
Disbursements by Vendor	Provide detail of disbursements by major disbursement category and by payee/vendor.	29 Record(s)
Upload Public Official Surety Bonds	Per IC 5-4-1-5.1(e) upload a copy of bonds filed.	2 Uploaded

System Functions

		Status
Upload Files	Uploading is an option for those government units with vendors and who choose to populate a portion of their report by uploading files.	Uploaded
Annual Report Outputs	Reports may be viewed as PDFs or Excel spreadsheets.	Available
Financial Statement/SEFA	Download Financial Statements and SEFA in Excel.	Available
Review Submission	Review any submission errors or warnings.	Available
Submit Annual Report	Submit the annual report to SBOA.	Not Submitted

Financial Data By Fund



Financial Data by Fund










Save All Work

Return to AFR Main Menu

Enter or change basic financial information for the year. This includes adding or deleting funds, entering beginning cash and investment balances, receipts and disbursements for each fund. Beginning Balance Investments and Beginning Balance Cash fields may be edited by clicking directly on the grid.

Make sure to press the ENTER key on the keyboard after entering a number to make sure it is saved!

Governmental Activities (Add a fund to this grid)

Delete	Edit	Local Fund Name	Beginning Balance Investments	Ending Balance Investments	Beginning Balance Cash	Receipts	Disbursements	Ending Balance Cash
		01 - Township Fund 101008 Township	\$0.00	\$0.00	\$248,198.44	\$12,643.43 Add/Edit	\$21,841.84 Add/Edit	\$239,000.03
		101R - Test 900006 Test	\$0.00	\$0.00	\$400.00	\$0.00 Add/Edit	\$0.00 Add/Edit	\$400.00
		61 - Rainy Day Fund 102194 Rainy Day	\$0.00	\$0.00	\$5,363.22	\$19,172.18 Add/Edit	\$0.00 Add/Edit	\$24,535.40
		80 - Township Assistance Fund I 102351 Levy Excess	\$0.00	\$0.00	\$23,677.99	\$0.00 Add/Edit	\$0.00 Add/Edit	\$23,677.99
		81 - Township Assistance Fund A	\$0.00	\$0.00	\$23,677.91	\$6,788.12	\$4,700.08	\$25,765.95



Save All Work

Return to AFR Main Menu

Submission Errors and Warnings



- Submission Errors:
 - May be a problem, but will not prevent submission.
- Submission Warning:
 - Prevents submission, must be corrected.

Attestation Statement



- Certifies that the data is accurate to the best of your knowledge and belief.
- No longer required!

State Examiner Directive 2018-1



- <https://www.in.gov/sboa/files/Directive%202018-1.pdf>
- More efficient and less costly audits.
- Proactively identify problems.

Dates of Submission



- Monthly – by the 15th of each month
 - For the activity of 2 months ago (July information in September).
- 1st month required: July 2018

Monthly Upload Requirements



1. Bank reconcilements
2. Approved board minutes
3. Funds ledger, summarizing total receipts, disbursements, and balances by fund

Annual Upload Requirements



- Year-end bank statement
- Year-end outstanding check list
- Year-end investment statements
- Detail of receipt activity – N/A for manual records
- Detail of disbursement activity – N/A for manual records
- Current year salary resolution
- Annual vendor history report – N/A for manual records

Upload Resources



- Manual Records template
 - <https://www.in.gov/sboa/files/Manual%20Record%20Template.xlsx>
- Website section “Gateway Upload Application”
 - <https://www.in.gov/sboa/4445.htm>

Frequently Asked Questions



- Approved Minutes?
 - Special Meetings?
 - Meetings not held each month?
- Direct Requests?
- Only one file per upload?
- Repercussions if not compliant?
- Court information?
- Contracts? DLGF Portal “File Submission”

Conflict of Interest



- IC 35-44.1-1-4
 - (b) A public servant who knowingly or intentionally:
 - (1) has a pecuniary interest in; or
 - (2) derives a profit from;a contract or purchase connected with an action by the governmental entity
- If in doubt?
 - File!
 - Consult Township Attorney

Entity Annual Report (E-1)



- “Entity” IC 5-11-1-9
 - Required audit if disbursement of public funds
 - Threshold: **\$750,000 disbursed AND 50% of total disbursements from public funds.**
 - Old Threshold \$200,000
- Reporting required in Gateway even if threshold not met = E-1 Report.

Entity Annual Report (E-1) (Continued)



- **Your responsibility:**
 - Any nongovernmental entity you provide money.
 1. Provide our contact information:
 - Email - notforprofit@sboa.in.gov
 - Website - <https://www.in.gov/sboa/4886.htm>
 2. Inform them of the E-1 Reporting requirement

Helpful Hints



- Click the **Save All Work** Button to save changes.
- For best results, use the most recent version of Chrome or Firefox.
- Don't forget to submit. Your form is not filed until you submit.
- **Use the USER GUIDE!** <https://gateway.ifionline.org/help.aspx>
- Make sure to scroll to the right to see all cells.
- Do not send SBOA a copy of the AFR or the proof of publication.

Helpful Hints (Continued)



- Tab or click in a cell to go to the next cell in a row.
- Enter one row at a time. Press the Enter key when you are finished entering a row.
- Correct any errors on a row before starting the next row.
- Enter something in all cells marked “Required” or the row will not be saved.
- Avoid using double quotes in a cell.
- Do not enter a dollar sign or commas in the Total Compensation cell.
- You may sort rows within the grid by clicking on the heading.



Questions?