



# School Budgeting and Finance Seminar

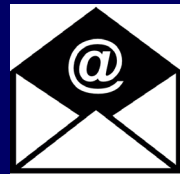
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**Director of Audit Services**

# State Board of Accounts



**SBOA is OPEN for business, willing to take calls during business hours, and respond to emails as quickly as we can.**

**Please don't hesitate to contact us via email or phone:**



**[Schools.townships@sboa.in.gov](mailto:Schools.townships@sboa.in.gov)**



**317-232-2512**

## COVID-19 Guidance



- SBOA Website

- <https://www.in.gov/sboa/>

- COVID Guidance:

- Policy Regarding Coronavirus
- Items to Consider
- Electronic Signatures
- 2020 State Examiner Directives
- COVID Grant Accounting/Appropriations

## Delayed School Start Date and Teacher Payments



- SBOA Memo July 27, 2020
- *Will not take exception to teacher pay on original pay dates pursuant to IC 20-28-9-15*
  - *If an instructional day is rescheduled and a teacher does not work that day – if paid, we will request repayment (unless a waiver is granted).*

## COVID Grant Funds



- Federal Stimulus Funds:
  - 7940 Governor's Emergency Education Relief
  - 7941 Education Stabilization Relief
  - 7942 Supplemental
  - 7944-7949 Other Federal Stimulus Funds\*
- Questions about these specific grants should be sent to [nwilliamson@doe.in.gov](mailto:nwilliamson@doe.in.gov)
  - *IDOE FAQ* - <https://www.doe.in.gov/sites/default/files/grants/cares-act-guidance-updated-72520.pdf>

## Grant Documentation



- Receipts/invoices for ALL expenses
  - That equal or exceeds reimbursement requests
  - Description that clearly shows expense is eligible
- Documentation for payroll
  - I.E. Temporary employees or OT specifically allowed
- Proper grant tracking

Gateway Annual Financial Report (AFR)  
due August 29<sup>th</sup>



- ***New*** information needed:
  - Note Disclosures
    - Capital Assets: Additions/Reductions + Capitalization Threshold
    - Debt: Additions/Reductions
  - Financial Statements
    - Combining Schedule → “Statement of Receipts, Disbursements and Cash and Investment Balances”

## Cooperative Reporting on AFR



- “Grants” section
- If you participate in a Cooperative and do not ‘operate’ these programs:
- Select “**xxxx Special Education Co-Op Activity**” to report this.



## Upcoming Events



- “How To Prepare for a Successful Virtual Audit”

- August 19<sup>th</sup> 10:30 a.m. ET

- Presenters:

- Deputy State Examiner - Tammy White, CPA

- Financial Engagements Director – Beth Kelley, CPA

- Link below: **PASSWORD IS SBOA**

- <https://indianaenhanced.webex.com/indianaenhanced/onstage/g.php?MTID=ecbcde8c646499ffc9dd444d4de5ade05>

## New Releases - Best Practices!



### • Recommendations for:

- *Annual Financial Report*
- *Bank Account Reconciliations*
- *Credit Card Purchases*
- *Disbursing Activities*
- *Overdrawn Cash/Investment Balances*
- *Payroll Activities*
- *Receipting Activities*
- *SEFA*
- *Prepaid Meals*

Schools Webpage –

<https://www.in.gov/sboa/4449.htm>

Scroll down to “Best Practices”

A screenshot of a web browser displaying the Indiana State Board of Accounts website. The address bar shows "in.gov/sboa/4449.htm". The page has a dark red header with the board's logo and name, and navigation links for "Search Audit Reports" and "Political Subdivisions". The main content area is white and features the heading "Presentations and Training Materials". Below this heading, a dropdown menu is open, showing "Best Practices" with a downward arrow.

**Stay Safe!!!**

**Thank you for all you do for our  
communities!!!**