



INDIANA STATE BOARD OF ACCOUNTS

2023 Soil and Water Conservation District Finance Training

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TOPICS FOR TODAY

- Technological Requirements/Changes
 - Accounting Systems
 - Electronic Receipting and Purchasing
- Year-end Requirements
 - Gateway Uploads





Accounting Systems

- SBOA does not “approve” accounting systems
- Concerned with the output of the system
- Internal Controls over records and reporting is most important
- Information Technology Manual
 - <https://www.in.gov/sboa/files/Information-Technology-Manual-2017-Amended.pdf>



Purchasing Requirements

- IC 14-32-5-2
 - “A provision concerning the acquisition, operation, or disposition of property by other public bodies does not apply to a district unless the provision specifically states that the provision applies.”
- IC 5-22 discusses acquisition of personal property
 - Not aware of a provision that states it applies to soil and water conservation districts
- District should adopt their own policies regarding the purchase and disposal of property
 - Can utilize IC 5-22 as a reference for items to consider



SEA 317 – CONTRACTING & PURCHASING

- Indiana Code 5-11-10-1.6 (Effective July 1, 2023)
 - Allows advance payments to contractors
 - Allows payment prior to delivery of goods or completion of services.
- Advance payment of meal expenses is still allowable



SEA 317 – CONTRACTING & PURCHASING

- Advance payment of meal expenses
 - Employee traveling on district business
 - Ordinance established that allows advance payment entails:
 - Maximum amount to be paid in advance
 - Required invoices/documentation that must be submitted
 - Reimbursement from wages if documents not submitted



SEA 317 – CONTRACTING & PURCHASING

- Advance payment to contractors
 - Cannot exceed lesser of 50% of contract or \$2 million
- Solicitation for contract must include:
 - District will make advance payments
 - Limitations on the amount of advance payments
 - Requirements for documentation
 - Any other useful information pertaining to advance payments



SEA 317 – CONTRACTING & PURCHASING

- Advance payment of goods and services
 - Cannot exceed lesser of 50% of contract or \$2 million
 - Fiscal body must authorize advance payments
 - Fiscal officer or designee must:
 - Track prepayments
 - Create prepayment invoice
 - Require insurance or surety bond if prepayment is >\$150,000



Electronic Transactions

Receiving and Sending Payments



Receiving Payments

Indiana Code 36-1-8-11

- Cash
- Check
- Bank Drafts
- Money Orders
- Credit Cards
- Debit Cards
- EFT (Electronic Funds Transfers)
- Any Other Financial Instrument Authorized by the Fiscal Body
 - Venmo, PayPal, Cashapp



Receiving Credit Cards Payments

Indiana Code 36-1-8-11(f)

If a bank charges the unit a fee for accepting credit cards, you can collect from the customer using the card either **or** both:

- Official fee that cannot exceed the transaction charge from the bank
- Convenience fee
 - Not to exceed \$3
 - Must be uniformly charged

Fees can be collected regardless of retail agreements between bank and credit card vendors that may prohibit such fees



Receiving Credit Cards Payments

(continued)

Indiana Code 36-1-8-11(f) (continued)

- Fees can be collected regardless of retail agreements between bank and credit card vendors that may prohibit such fees

IC 36-1-8-11(g)

- If any service charges are assessed for accepting credit cards, you can pay them under IC 36-1-8-11



RECEIVING ELECTRONIC PAYMENTS

- Types of Electronic Payments
 - PayPal
 - Venmo
 - Cash App





RECEIVING ELECTRONIC PAYMENTS

(continued)

- Requirements of accepting electronic payments:
 - Fiscal body authorizes use of payment method
 - Authorized user for each account
 - Timely receipting, recording, and depositing
 - Monthly reconciliation must be completed
 - Methods should not be used for disbursements
 - Proper internal controls must be in place



DISBURSING MONEY ELECTRONICALLY

Credit Cards

- Board adopts policy in resolution or ordinance
- In Accordance with Special Districts Manual chapter 1

Credit Card Policy Should Contain

- Purposes for which card can be used
- Procedures for custody of card(s)
- Not used to bypass the accounting system
- Requirements for supporting documentation



DISBURSING MONEY ELECTRONICALLY

Credit cards – Audit Tips

- Internal Controls
- Supporting documentation
- Purposes for which card can be used
 - Original Receipts
 - Consider copying heat printed receipts & attaching to original
 - Something should exist for each card usage
 - Cannot pay from statement alone
 - Late Fees / Interest



DISBURSING MONEY ELECTRONICALLY

Electronic Payments

- Online bill pay through bank, ACHs, etc.
- Indiana Code 36-1-8-11.5
- Board must adopt resolution to authorize electronic funds transfer method of payment of claims
- Also applies to utility claims
- Electronic payments still have to comply with Indiana Code 5-11-10-1.6 for paying claims and IC 36-12-3-16 regarding paying claims described in an ordinance before board approval



DISBURSING MONEY ELECTRONICALLY

Electronic Payments before governing body approval

- Ability to pay certain items described in an ordinance prior to governing body approval
 - IC 14-32-4-24
- Resolution is required
- Is not meant to bypass the claims process
- Payments still get approved at the next meeting of the governing board

DISBURSING MONEY ELECTRONICALLY



Internal Controls

Extremely Important – the nature of electronic payments lends itself to tighter controls and more scrutiny to detect and correct errors, as well as to prevent fraud

- Segregation of duties
- Reviews
- Approvals
- Documentation of all transactions



YEAR - END CONSIDERATIONS



TOPICS TO CONSIDER

- ✓ Annual Financial Report (AFR)
- ✓ Form 100-R
- ✓ Monthly / Annual Uploads

ANNUAL FINANCIAL REPORT - GATEWAY

Indiana Gateway
for government units

An Information for Indiana Data Site

Indiana State Board of Accounts

County: sbostest County
Unit: Shoa Special District
Year: 2020

Home About Account Settings User Guides Logout

Select Unit and Year > AFR Main Menu

Annual Financial Report Main Menu

Locked For Editing

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.

Section	Description	Status
Unit Information	The answers to these questions determine what forms are available in the system.	Complete
Unit Questions	Enter information regarding officials and contact information.	Complete
Schedule of Officials		9 Fund(s)
Core Reporting		\$47 in Assets
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.	
Capital Assets	Using your Capital Asset records, complete the Schedule of Capital Assets (land, building, machinery, etc.) as of the end of the year. Show the total purchases of capital assets during the year (if any) in the Additions column; Show sales or other dispositions of capital assets during the year (if any) in the Reductions column.	2 Grant(s) 1 Record(s) 1 Record(s)
Grants	Complete the Grant Schedule for grants you received or disbursed money from during the year.	1 Record(s)
Accounts Payable/Receivable	Complete the Grant Schedule for grants you received or disbursed money from during the year.	1 Record(s)
Transfer Schedule	Complete the Transfer Schedule with all transfers made between funds during the year. Show the total additions and reductions in debt.	1 Record(s)
Debt	Complete the Debt Schedule (bond issues, notes and loans payable, etc) as of the end of the year. Show the total additions and reductions in debt.	1 Record(s)
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.	Complete
OPEB	Information about what other postemployment benefit (OPEB) plans the unit administers or participates in.	Complete
Pensions	Information about what pension plans the unit administers or participates in.	Complete
Risk Assessment	Annual questions to assist in determining risk.	Complete
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. Reports may be viewed as PDFs or Excel spreadsheets.	Available
Annual Report Outline	Download Financial Statements and SEFA in Excel.	Available
Financial Statements/SEFA	Review any submission errors or warnings.	Available
Review Submission	Un-submit the annual report to SBOA.	Submitted by akari@sboa.in.gov on 3/2/2021 11:56:00 AM
Un-Submit Annual Report		

The Indiana Gateway for Government Units provides a central portal for local governments to submit forms to the [State Board of Accounts](#). It is maintained by the [Indiana Business Research Center](#) as part of the Information for Indiana Initiative.

POWERED BY Information for Indiana

Email: SBOA

- Required by IC 5-11-1-4
- Due 60 days after end of year (3/1/24)

FORM 100R - GATEWAY

- Required by IC 5-11-13-1
- Due during the month of January for the preceding year (by 1/31/24)

The screenshot displays the 'Indiana Gateway for government units' website. The header includes navigation links: Home, About, Account Settings, User Guides, and Logout. The main content area is titled '100R Main Menu' and provides instructions for users. A table lists various menu items and their completion status.

Menu Item	Description	Status
Unit Questions	The answers to these questions help tailor the form and validation to your unit.	Complete
Employee Data Entry	Use the form entry for manual entering of the information or to edit what you uploaded.	2 Rows Entered
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.	Not Submitted

County: sbostest County
Unit: Sboa Special District
Year: 2020

The Indiana Gateway for Government Units provides a central portal for local governments to submit forms to the [State Board of Accounts](#). It is maintained by the [Indiana Business Research Center](#) as part of the Information for Indiana Initiative.

Email: [SBOA](#)

POWERED BY information INDIANA

FORM 100R - GATEWAY

- Form 100-R must be submitted even if there are no employees to report.
- Show "0" for Unit Question #1

100R Unit Questions

1. Please enter the number of employees (full and part time) that you paid compensation to anytime during the past year. Use IRS guidelines to determine employment status and compensation. If you did not have any paid employees, enter 0. This will delete any employee records for this unit for this year.



MONTHLY UPLOADS - GATEWAY



MONTHLY UPLOADS – WHEN ARE THEY DUE

- 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

MONTHLY UPLOADS – GATEWAY

Bank Information

- Reconciliation for each bank account you have
- Includes copy of
 - Statement
 - Optical images of checks
 - List of outstanding checks

MONTHLY UPLOADS – GATEWAY

Meeting Minutes

- Minutes from each Board meeting
- If not signed/approved before due date, upload unsigned copy and replace with approved copy later
- If meetings are not monthly, indicate so

Provide File

- File Upload
- Web Link
- No Meeting

There was no board meeting held.

MONTHLY UPLOADS – GATEWAY

Funds Ledger

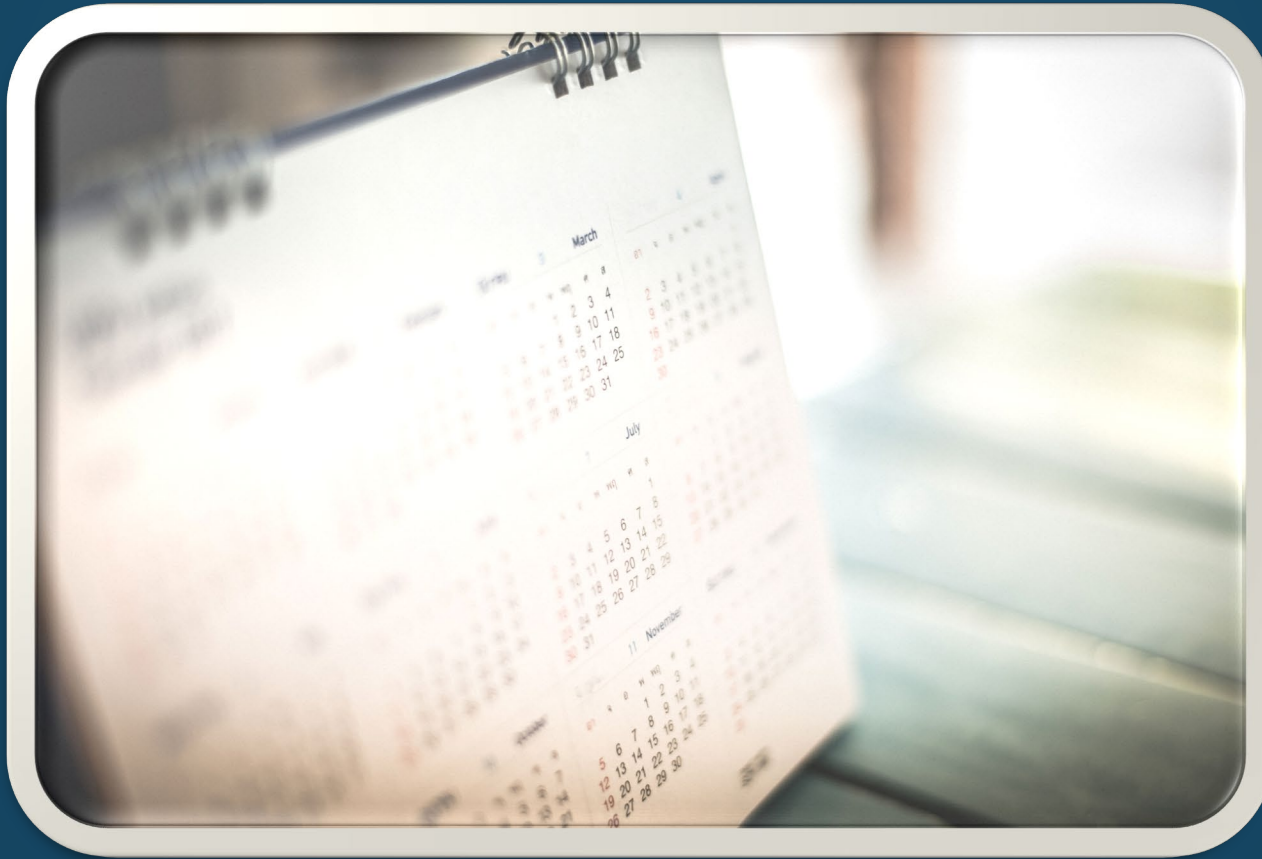
- List of funds from your ledger/Quickbooks
- Includes
 - ✓ Beginning of month fund cash & investment balance
 - ✓ Receipts in total for the month
 - ✓ Disbursements in total for the month
 - ✓ Ending fund balance

	<u>Beg Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>End Cash Balance</u>
General Fund	<u>\$109,893.42</u>	<u>\$ 453.34</u>	<u>\$ 862.21</u>	<u>\$ 109,484.55</u>

MONTHLY UPLOADS – GATEWAY

	GENERAL FUND	
BALANCE BROUGHT FORWARD	\$109,893.42	
Income		
Interest on Checking	\$4.35	
Plat book, flags	\$20.00	
Seeder rental	\$385.00	
office supply return	\$43.99	
TOTAL RECEIPTS	\$453.34	
DISBURSEMENTS		
Rent	\$620.00	
Telephone/Internet	\$93.42	
Mileage, meals	\$68.50	
Office Supplies	\$52.82	
4-H Fair supplies	\$19.52	
postage	\$7.95	
TOTAL DISBURSEMENTS	\$862.21	
TOTAL BALANCE IN CHECKING		\$109,484.55
TOTAL OF ALL FUNDS		\$109,484.55

ANNUAL UPLOADS – GATEWAY



ANNUAL UPLOADS – GATEWAY

Required to be uploaded by March 1, 2024

- Same timeline as the SBOA AFR
- Includes:
 - ✓ Year End Investment Statements
 - ✓ Detail of Receipt Activity
 - ✓ Detail of Disbursement Activity
 - ✓ Salary Ordinance
 - ✓ Vendor History Report
 - ✓ Payroll History Report
 - ✓ Funds Ledger
 - ✓ Accounts Payable / Receivable Report
 - ✓ Personnel Policy
 - ✓ Excel Data Capture

The screenshot shows the Gateway Indiana website interface. The header includes the logo 'Gateway INDIANA for government units' and navigation links: Home, About, Account Settings, Help, and Logout. The main content area is titled 'Monthly and Annual Engagement Uploads' and is for the 'Indiana State Board of Accounts'. It specifies 'County: sboatest County', 'Unit: Sboa Special District', and 'Year: 2021'. A note states: 'Internal use only and will not be made available on the Gateway Public site. Note: This information is for the State Board of Accounts'. Below this, there are instructions for file upload status, uploading new files, and completing the entry. At the bottom, there is a table with columns 'Select Upload Group' and 'Select File Type'. The first row shows 'January' as the group and 'Bank Reconcilements, Bank Statements, Outstanding Check Lists' as the file type. To the right of this row is a 'Provide File' section with an 'Upload file (xls, xlsx, doc, docx, jpg, pdf, gif, tif, png)' button, a 'Choose File' button, and the text 'No file chosen'. A 'Submit' button is located at the bottom right of the form area.

ANNUAL UPLOADS – GATEWAY

Investment Statement

- Like bank account statement - only for any investments you may have
 - ✓ Savings
 - ✓ CDs
- Upload December 2023 statements for all investment accounts

ANNUAL UPLOADS – GATEWAY

Detail of Receipt Activity

- Does not apply to 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 software vendor for assistance
- Include receipt numbers and dates

ANNUAL UPLOADS – GATEWAY

Detail of Disbursement Activity

- Does not apply to hand-posted records
- Listing of all non-payroll disbursements posted during the year
- Most systems have a “history” function that should provide this information
- May need to contact your software vendor for assistance
- Include check numbers, dates, and payee name

ANNUAL UPLOADS – GATEWAY

Salary Ordinance

- Shows the approved salary of district employees
 - For those considered county employees, we can obtain salary information from the annual upload from your county
- For the year being reported - 2023

ANNUAL UPLOADS – GATEWAY

Vendor History Report

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

ANNUAL UPLOADS – GATEWAY

Payroll History Report

- Does not apply to hand-posted records
- Applicable for employees not paid by County
- Summary of all pay to employees
 - Employee name
 - Date
 - Gross wages
 - Check number
- Report should not contain social security numbers
- Excel file or searchable PDF is preferred

ANNUAL UPLOADS – GATEWAY

Funds Ledger

- Summary for each fund that entails:
 - Beginning Balance
 - Receipts
 - Disbursements
 - End Balance
- Excel file is preferred, but each system is unique
 - May need to contact your software vendor for assistance
- For hand-posted records you can upload a scan/photo

ANNUAL UPLOADS – GATEWAY

Accounts Payable / Receivable Report

- List of accounts payable items
 - By vendor and amount
 - Totals amount presented on AFR
- List of accounts receivable items
 - By vendor and amount
 - Totals amount presented on AFR

ANNUAL UPLOADS – GATEWAY

Personnel Policy

- Unique for each unit as to what it contains
- Upload once in 2023
- Only upload in following years if policy is modified

ANNUAL UPLOADS – GATEWAY

Excel Data Capture

- Detail of Receipts and Disbursements in one
- Receipts / Disbursements:
 - Receipt numbers / Check numbers
 - Date received / Date disbursed
 - Amount of receipt / Amount of disbursement
 - Fund posted to
 - Whom received from / Vendor or payee name
- May need to reach out to software vendor for assistance
- Takes the place of Detail of Receipts and Disbursements uploads

REFERENCES

Gateway Information:

Annual Financial Report User Guide: <https://gateway.ifionline.org/userguides/AFRguide>

Form 100-R User Guide: <https://gateway.ifionline.org/userguides/100Rguide>

Monthly & Annual Upload User Guide: <https://gateway.ifionline.org/userguides/engagementguide>

Login: <https://gateway.ifionline.org/login.aspx>

Gateway Help Desk email address: AnnualReports@sboa.IN.gov

State Examiner Directive 2018-1 (Amended 10/2023):

https://www.in.gov/sboa/files/Directive_2018-1_Monthly_Uploads_10_30_2023.pdf



Contact Information

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317-232-2513