





What is Gateway?

- Collection Platform for local units of government to submit required data to the State of Indiana
- Public Access tool for citizens
- Provides transparency of public funds
- Used by several agencies
 - State Board of Accounts (SBOA)
 - Department of Local Government Finance (DLGF)

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Indiana State Board of Accounts



Access

- Email Gateway@sboa.in.gov
 - Name
 - Position Elected
 - 1st Day of Term
 - Outgoing Officials Name
 - Outgoing Officials Email (if known)
 - Outgoing officials last Day of Term



User Guides

- https://gateway.ifionline.org/help.aspx
 - State Board of Accounts
 - ✓ 100R
 - ✓ Annual Financial Report
 - Monthly and Annual Engagement Uploads

State Board of Accounts (SBOA)

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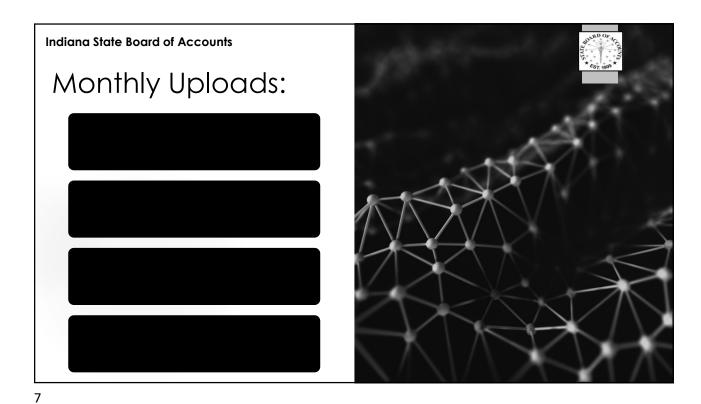


Who Uploads in Gateway?

- County Auditor
- County Treasurer
- County Recorder
- County Clerk
- County Sheriff









Bank Reconcilement

❖ A bank reconcilement is a document that shows how you balanced the bank statement balance to your ledger balance. It should show the bank balance, plus deposits in transit, minus outstanding checks, plus/minus other reconciling items, and equal your ledger balance. You should upload a bank reconcilement for each bank account. You can upload one document or multiple documents.



Bank Statements

❖ A bank statement is the document you receive from your bank each month showing the beginning balance, each deposit, each check cleared, other activity, and ending balance. You should include all pages, including pages that show copies of cancelled checks. You should upload this for each bank account. You can upload multiple documents.

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Indiana State Board of Accounts



Outstanding Checklist

❖ The outstanding check list is the list of checks that have been written but have not yet cleared the bank account. You should upload this for each bank account. The total should agree with the amount on the bank reconciliation. You can upload multiple documents



Cash Balance Report

- ❖ Form 54 Sheriff's Cash Book
- Form 205 Ledger of Receipts, Disbursements, and Balances Commissary Fund
- ❖ Form 358 Ledger of Receipts, Disbursements, and Balances for the Inmate Trust

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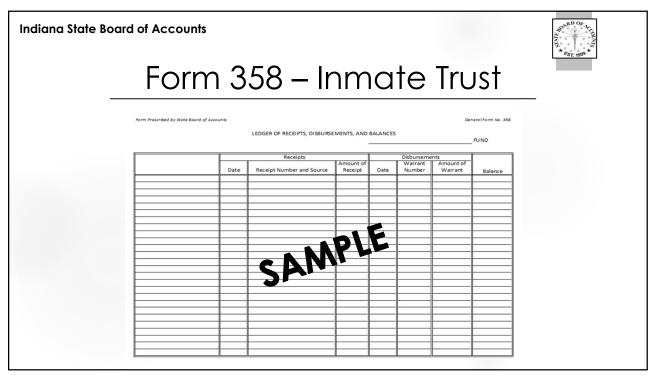


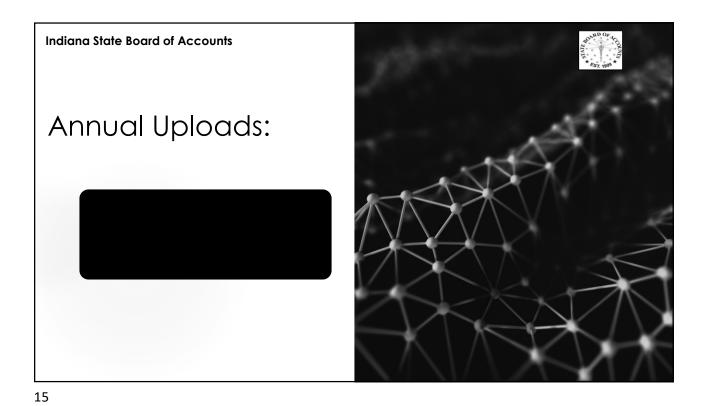
Form 54 – Sheriff Cash Book

SHERIFF'S CASH BOOK							COUNTY, INDIANA													
					RECEIPTS						DISBURSEMENTS					_				
		Cause or				Received on	FEES DUE	COUNTY		Gross						Costs	Gross			
ate	Receipt or Check	Tax Warrant	From Whom Received or		Total Cash	Orders of Sale, Fee Bulls and	Retail Dealers' Firearm	Other Fees	Court	Income	Cash	Sheriff's Personal	Other Trust	TOTAL DISBURSE		Paid Clerk		Cash	Sheriff's Personnal	Ott
0		Number	To Whom Paid	On What Account		Executions		Due County		Warrants	Bonds	Fees	Funds		to County		Warrants		Fees	Fur
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Indiana State Board of Accounts Form 205 – Commissary Form Previous Is list florid facuum State Board of Account State Board of Board Of Board State Board of Board State Board of Board State Board of Board Of Board State Board of Board State Board of Board State Board of Board Of Board State Board of Board Of Board State Board of Boa

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Inmate Trust Fund Subsidiary

❖ This is a subsidiary listing as of December 31 which should include the inmate name, inmate number and account balance at year end. The total should agree to the fund balance year end.



Monthly Due Dates...

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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Annual Due Dates...

- ❖ These documents are due the same date as the Annual Financial Report for counties is due, which is 60 days after the close of the fiscal year (IC 5-11-1-4).
- ❖Typically, March 1 (unless a leap year)



Frequently Asked Questions

Will I need to purchase or install any computer software?

No, the Gateway application is accessed through the internet. All you will need to access the application is an internet browser such as Google Chrome, or Mozilla Firefox. A web browser is already installed on most computers. You should be able to use the same web browser that you used to enter your Annual Financial Report or ECA Risk Report. Microsoft Internet Explorer and Edge are not supported or recommended to use on Gateway.

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Frequently Asked Questions

Why must documents be uploaded to Gateway?

This will allow us to do as much of the audit work as possible remotely which should result in efficiencies and reduced audit costs for you. It is our intent to use the monthly information to more effectively plan our engagements. Additionally, we are required to conduct a risk assessment to plan the priorities of our engagements and the information requested should allow us to more efficiently conduct that risk assessment to better prioritize our engagements.



Frequently Asked Questions

Are the documents uploaded through this Gateway application for monthly and annual engagement uploads available to the public?

No. The documents uploaded in this application are for the State Board of Accounts use only and are not available to the public on the Gateway public website.

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Frequently Asked Questions

If I have problems or questions, who should I contact?

For technical problems (e.g. server error messages or problems saving data), contact Indiana Business Research Center (IBRC) at ibrctech@iupui.edu. For questions related to the content of items being requested via Direct Request e-mails you receive, contact the examiner assigned to your engagement. For other questions, contact the SBOA Gateway Helpdesk, please email gateway@sboa.in.gov





Gateway Access

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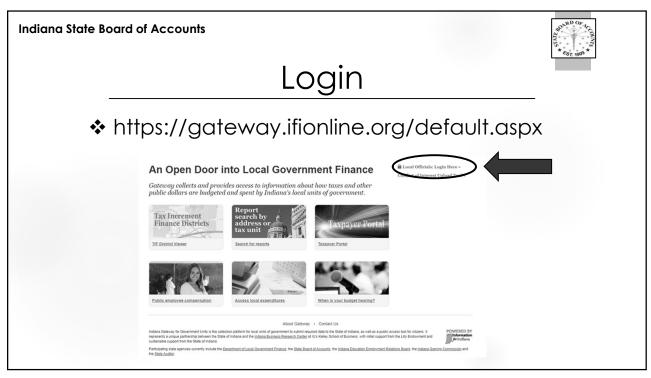
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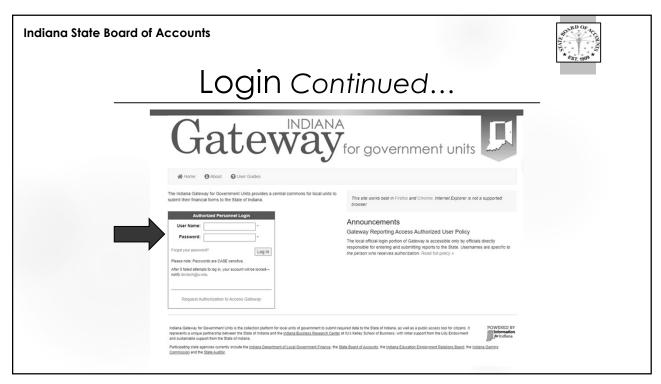


Getting Started

*Access:

- Email Gateway@sboa.in.gov
- Name
- Position Elected & Unit Name
- 1st Day of Term
- Outgoing Officials Name
- Outgoing Officials Email (If known)
- Outgoing Officials last Day of Term







Forgot Your Password?

- If you forgot your password, you can use the "Forgot your password?" link. All you will need is your Username (email address) to reset it your self.
- Once you reset your password you will receive an email from <u>ibrctech@iupui.edu</u> with your new password.

Authorized Person	nel Login
User Name:	*
Password:	*
Forgot your password?	Log In
Please note: Passwords are CASE se	ensitive.
After 5 failed attempts to log in, your a notify ibrctech@iu.edu.	account will be locked—
nony increangluledu.	
Request Authorization to A	ccess Gateway

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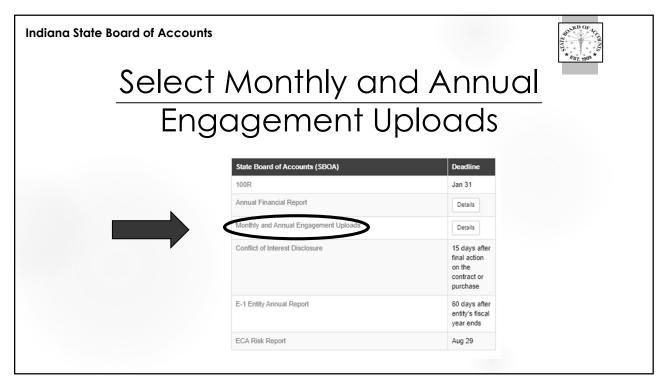


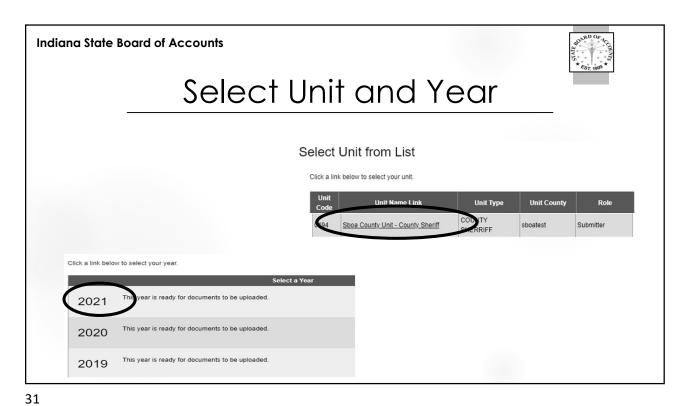


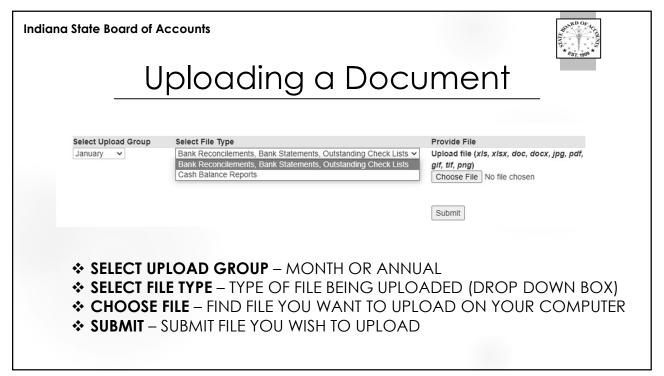


Uploading to Gateway

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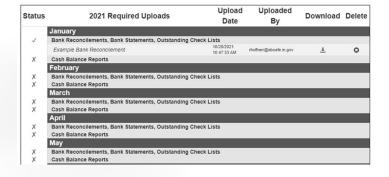








Uploaded File Status



- Red X if files are not uploaded
- Green check mark if files have been uploaded
 - File Name
 - Date Uploaded
 - Who uploaded the document
- You can download the document or view it from the screen
- You can also delete the file by hitting the circle with a red x, if you have uploaded the incorrect file

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Conflict of Interest Disclosure



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 served by the public servant commits conflict of interest, a Level 6 felony.
- ❖ IC 35-44.1-1-4(c)(6): It is not an offense under this section if any of the following apply:... (6) A public servant makes a disclosure that meets the requirements of subsection (d)

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Required Disclosure

- ❖ IC 35-44.1-1-4(d):
- A disclosure must:
 - (1) be in writing;
 - (2) describe the contract or purchase to be made by the governmental entity;
 - (3) describe the pecuniary interest that the public servant has in the contract or purchase;
 - (4) be affirmed under penalty of perjury;
 - (5) be submitted to the governmental entity and be accepted by the governmental entity in a public meeting of the governmental entity before final action on the contract or purchase;
 - (6) be filed within fifteen (15) days after final action on the contract or purchase with:
 - (A) the state board of accounts; and
 - (B) if the governmental entity is a governmental entity other than the state or a state supported college or university, the clerk of the circuit court in the county where the governmental entity takes final action on the contract or purchase; and
 - (7) contain, if the public servant is appointed, the written approval of the elected public servant (if any) or the board of trustees of a state supported college or university (if any) that appointed the public servant.

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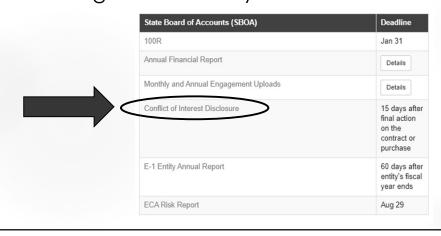
How & When to File

- File in Gateway
- Form available at:
 https://forms.in.gov/Download.aspx?id=8264
- Scan form as PDF and upload
- Due 15 days after final action on the contract or purchase
- Everyone is responsible for submitting their own form

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Filing Conflict of Interest * Login to Gateway





Upload



- Anyone with a username and password can upload a Conflict of Interest Disclosure
- Uniform Conflict of Interest Disclosure Statement –
- Complete the Upload Disclosure Form
 - Name of person filing the disclosure
 - Email address of person filing the disclosure
 - Government Entity
 - ✓ County
 - ✓ Unit Type
 - ✓ Unit Name

Indiana State Board of Accounts

Upload PDF

Conflict of Interest Disclosure Statement Upload Tool

NOTE: All conflict of interest disclosure forms are reviewed internally to verify they are in an acceptable file format before being published to Gateway. Please allow one busines day for them to appear on the Conflict of Interest Disclosure Uploads Report. Neither ISRC nor SBOA review the documents for content. It is the responsibility of the user to

Upload Disclosure Form

Government Entit	y Name				
Select county		Select unit type	•	Select unit	

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Contact Us LORI ROGERS AND RICCI HOFHERR EMAIL: COUNTIES@SBOA.IN.GOV PHONE: (317) 232-2512