

Amended Requirements

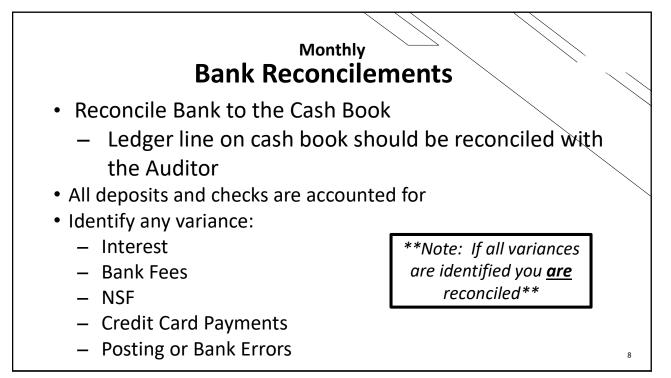
Monthly:

- Monthly Bank Reconcilements
- Monthly Bank Statements
- Outstanding Check Lists
- Cash Balance Report
 - Form 47 (Treasurers Cash Book)
- Documentation of Form 61 Reconciliation between Auditor & Treasurer



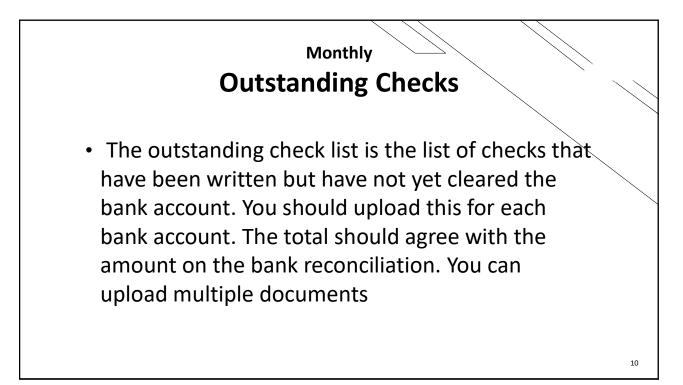
Monthly Bank Reconcilements

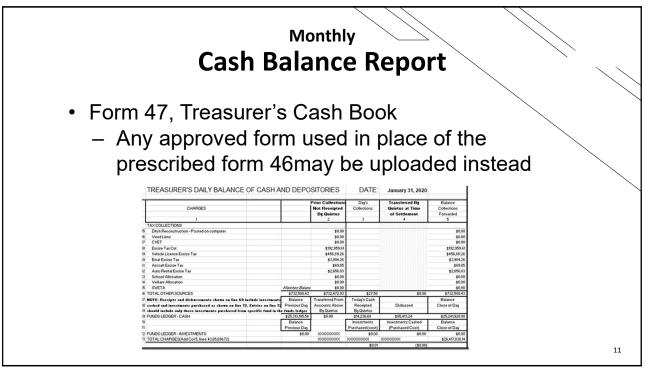
 A bank reconcilement is a document that shows how you balanced the bank statement balance to your ledger balance. It should show the bank balance, plus deposits in transit, minus outstanding checks, plus/minus other reconciling items, and equal your ledger balance. You should upload a bank reconcilement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

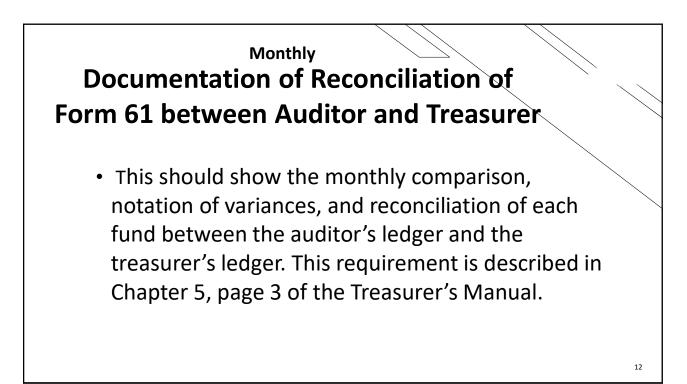


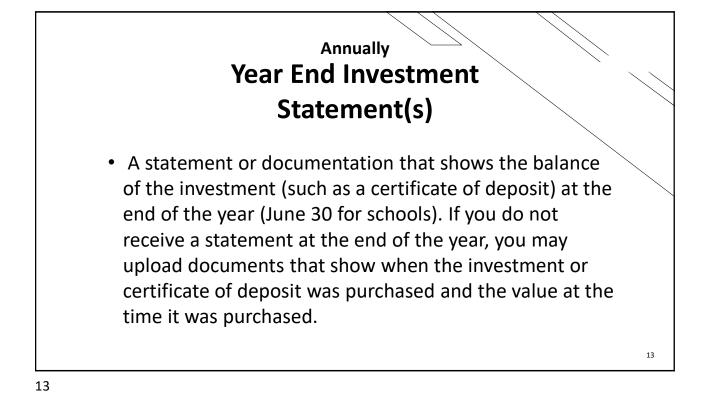
Monthly Bank Statements

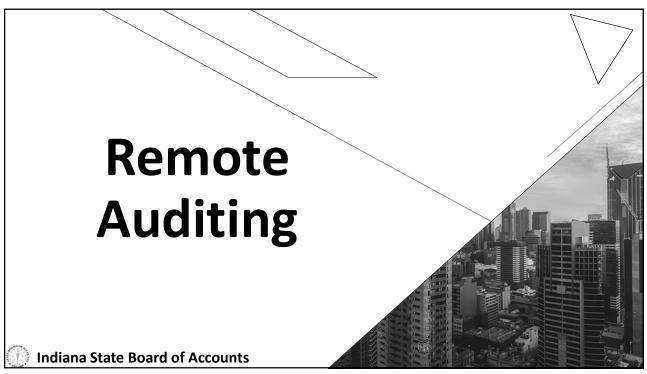
 A bank statement is the document you receive from your bank each month showing the beginning balance, each deposit, each check cleared, other activity, and ending balance. You should include all pages, included pages that show copies of cancelled checks. You should upload this for each bank account.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

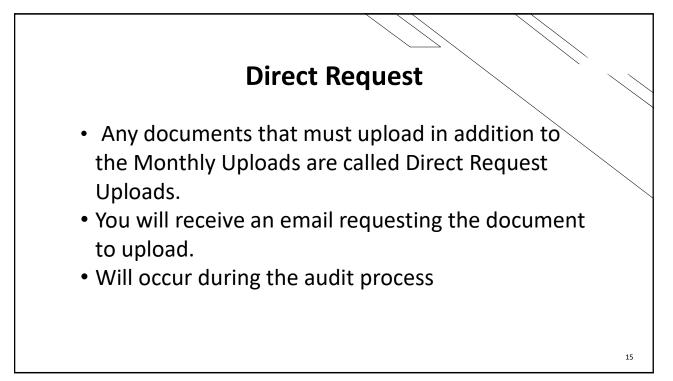












Direct Request	
The State Board of Accounts requests that you upload a file to Gateway for sboa county provided the requested information.	unit in SBOA County. Please email your audit team after you upload the file to inform them that you have
Requested File: December Funds Ledger Request Detail: Test for Auditor training - IGNORE	
Please login to the Gateway here https://gateway.ifionline.org/login.aspx .	
 Select Monthly and Annual Engagement Uploads. Select your unit name. Select the year. Select "Direct Request" from the Upload Group dropdown box. Select the file requested in the File Type dropdown box. Click the Browse button to find the file on your computer to upload. Click the Submit this Upload button to upload the file. 	
For more detailed instructions with screenshots, please see the user guide.	
We appreciate the opportunity to work with you as we continue to advance the tools are you provide the requested documentation when it's most convenient to you.	vailable to us to keep our audits progressing. We understand this is a time of uncertainty and only ask that
If you have any questions, email the help desk at gateway@sboa.in.gov .	
Thanks, SBoA Engagement Strategies	

