Gateway 100R and Annual Financial Report (AFR)

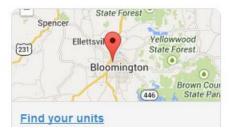
2016 Overview and Update

Indiana Gateway for Government Units

- Gateway Public Website
 - <u>https://gateway.ifionline.org/</u>



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.





Public employee compensation



When is your budget hearing?

Indiana Gateway for Government Units

Gateway Login Screen

– <u>https://gateway.ifionline.org/login.aspx</u>

🖀 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.

Author	ized Personnel Login
User Name:	
Password:	
*After 5 failed att	empts, account will be locked
*Passwords are	case sensitive
	Log In
	Forgot your password?

This site works best in Firefox and Chrome. Internet Explorer is not a supported browser.

Announcements

Contract Uploads: Coming Soon

Local Government Contract Uploads pursuant to SEA 327-2016 will be collected via a new Gateway application coming very soon. DLGF will issue a memo with more details and instructions on fulfilling this requirement. Please stay tuned!

Gateway Reporting Access Authorized User Policy

The local official login portion of Gateway is accessible only by officials directly responsible for entering and submitting reports to the State. Usernames are *specific to the person who receives authorization*. Read full policy »

Indiana Gateway for Government Units

Gateway Home Screen

- Applications are available for multiple agencies.

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**.

Deadline

Details

15 days after final action on the contract or purchase

60 dave after

Jan 31

Select Application

Deadline		State Board of Accounts (SBOA)
Mar 31	(「	100R
Details		Annual Financial Report
Details		Conflict of Interest Disclosure
Details		
Sep 30		
	Mar 31 Details Details Details	Mar 31 Details Details Details

• <u>Per IC 5-11-13</u>

- 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.

• <u>Per IC 5-11-13-1.1</u>

- Must indicate whether the unit has implemented a nepotism policy (IC 36-1-20.2) and a contracting policy (IC 36-1-21). Do <u>NOT</u> send copies of these policies or the 100R to SBOA.
- Nepotism and Contracting Policies rollover from last year. If you filed a nepotism and contracting policy last year, you will not have to upload it again this year.
 Should review to verify it is correct. Must upload new policy if you had changes.

	Full-Time	Part-Time
3. Are health benefits provided to employees?	🖲 Yes 🔘 No	🔘 Yes 🔘 No
4. Are pension/retirement benefits provided to employees?	🖲 Yes 🔘 No	© Yes ◉ No
5. Are any other benefits provided to employees?	🖲 Yes 🔘 No	© Yes ◉ No

Has your unit implemented the following?	
6. A nepotism policy per IC 36-1-20.2	◉Yes ◎No
7. A contracting policy per IC 36-1-21	◉Yes ◎No

100R Main Menu የ

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

		310103
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.	0 Rows Entered
Nepotism Policy Upload	It was indicated that the unit has a nepotism policy. Use this application to upload the PDF version of that policy.	Not Uploaded
Contracting Policy Upload	It was indicated that the unit has a contracting policy. Use this application to upload the PDF version of that policy.	Not Uploaded
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

Nepotism Policy Upload

Use this page to upload the nepotism PDF file.



Upload history

year	Upload date		
2014	10/31/2014 8:54:26 AM	<u>View File</u>	×

Who to Report

 Report ALL people employed by the unit for the previous year. This includes part time, temporary, and seasonal employees. If a W2 is issued, that person should be listed on the Gateway 100R. IRS Publication 15 has guidelines for determining if someone is an employee or a contractor. Elected officials including board members should be included.

• What to Report

 Report the total compensation paid to the employee during the previous year. Use IRS Publication 15 as a guideline as to what to include as compensation. For specific questions, check the user guide and consult your tax professional.

100R Employee Data Entry

Save All Work Return to 100R Main Menu

Add Row

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

Delete	Last Name	First Name	Middle Initial	Department Name	Business Address	Business City	State	Business Zip Code	Job Title	Total Compensation
×	Required	Required			Required	Required	Requii	Required	Required	Required
×	Required	Required			Required	Required	Requii	Required	Required	Required
×	Required	Required			Required	Required	Requii	Required	Required	Required

• Ability to auto fill address fields.

100R Employee Data Entry

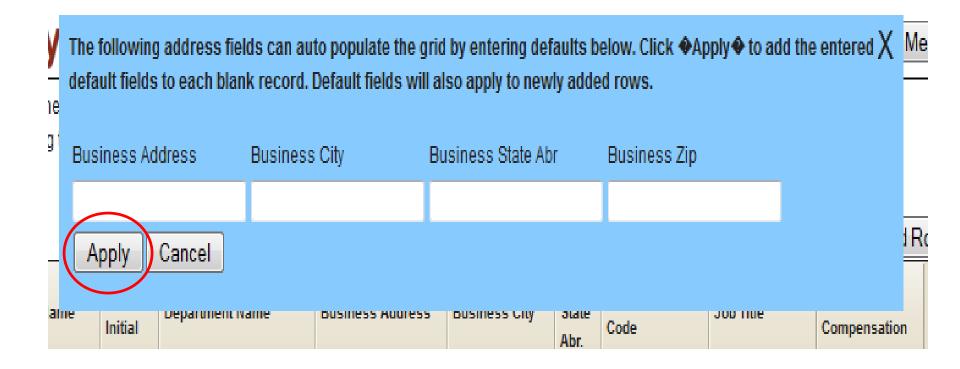
Save All Work

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.

SetL	Default Address	3								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
×	Required	Required			Required	Required	Requi	Required	Required	Required

• Ability to auto fill address fields.



• Ability to auto fill address fields.

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.

ne E	Business Address	Business City	Bus.	Duciness 7in		
		business city	State Abr.	Business Zip Code	Job Title	Total Compensation
1	1 Main Street	Anywhere	IN	48227	Required	Required
1	1 Main Street	Anywhere	IN	46227	Required	Required
1	1 Main Street	Anywhere	IN	46227	Required	Required
		1 Main Street 1 Main Street 1 Main Street	1 Main Street Anywhere	1 Main Street Anywhere IN	1 Main Street Anywhere IN 46227	1 Main Street Anywhere IN 48227 Required

• <u>Helpful Hints</u>

- 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.

• <u>Helpful Hints</u>

- Avoid using double quotes in a cell.
- Do not enter a dollar sign or commas in the Total Compensation cell.
- Click the Save All Work Button to save changes.
- You may sort rows within the grid by clicking on the column heading.
- For best results, use the most recent version of Chrome or Firefox. Internet Explorer is no longer supported.

Submit 100R and Attestation Statement

- Don't forget to submit. Your form is not filed until you submit it.
- An Attestation Statement is part of the submission process.

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	Use the form entry for manual entering of the information or to edit what you uploaded.	3 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

Submit 100R and Attestation Statement

Submit 100R

Please review the following summary before certifying that the 100R data is complete.

100R Data Summary

Employee Counts	
Count Stated in Unit Questions	3
Count From Entered Records	3
Compensation Summary	
Maximum Salary	\$1,000.00
Minimum Salary	\$500.00
Total Salary	\$2,000.00



<u>Submit 100R and Attestation Statement</u>

CERTIFICATION: This is to certify that the data contained in this report is accurate and agrees with the employment records, to the best of my knowledge and belief.



Submit 100R and Attestation Statement

The 100R Report has been submitted

The online portion of the 100R Report for Sboa Township Unit was submitted to the State Board of Accounts on 9/17/2014 3:41:00 PM.The 100R Report is not considered submitted until the attestation form is completed, signed and mailed.

Return to the 100R Main Menu

! Attestation Statement

To complete your 100R Report submission you must also download the attestation form using the link below, complete and sign this form and have it postmarked within 5 days of submitting your report via Gateway.



Attestation Statement

- Certifies that the data is accurate to the best of your knowledge and belief.
- Must be signed by the official.
- Must be <u>mailed</u> within 5 days of submitting on Gateway.
- If you re-submit your 100R on Gateway, you <u>must</u> print, sign and mail a new attestation form.

State Board of Accounts Compensation of Public Employees (100R) Attestation Form

To complete your Compensation of Public Employees (100R) submission via Gateway you must sign and mail this Attestation Form to the address below below within 5 days of submitting your report via Gateway:

> Indiana State Board of Accounts Attn: 100R Attestation Forms 302 West Washington St, Rm E418 Indianapolis, IN 46204

The 2013 100R for Boone Township, Harrison County

was submitted via the State

Gateway on 9/19/2013 6:00:00 PM by lbaker@sboa.in.gov.

as the Executive or Fiscal Officer hereby certify that data contained in the 100R report submitted

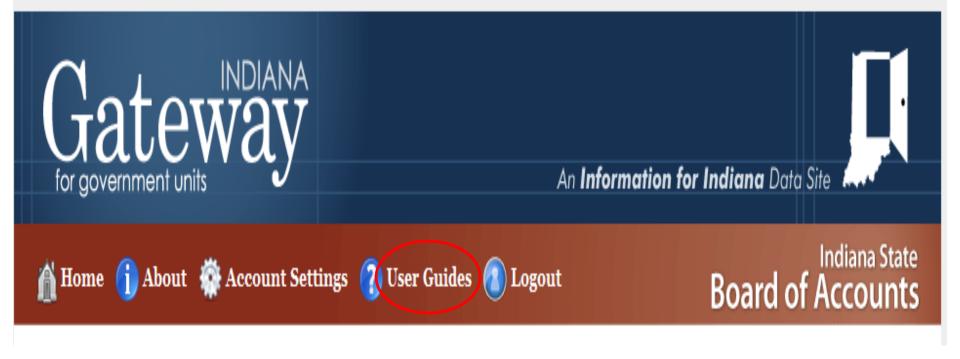
l, _____

via Gateway on

9/19/2013 6:00:00 PM is accurate and agrees with the employment records,

to the best of my knowledge and belief.

- How can I get help?
 - User Guide



How can I get help?

- SBOA Web site at www.in.gov/sboa

.

.

About Us
Political Subdivisions
Citizens
SBOA Staff
Private Examiner Audits

-

TOWNSHIPS

Indiana Code References

As of July 1, 2015, the Indiana Code references listed on our website are not the cu all links to Indiana Codes on that page are to the 2014 archived version. Please <u>clic</u> We will get all these links updated as soon as possible. Thank you in advance for you

Contact Information

W. Tyler Michael (317) 232-2512

Ryan Preston 🕅 (317) 232-2512

Overview -

Uniform Compliance Guidelines -

State Examiner Directives •

Manuals -

Bulletins -

Indiana Codes 🔻

Gateway 🗸

Annual Financial Report (AFR) -

100R -

. . . .

How can I get help?

 Email the SBOA Help Desk at: <u>gateway@sboa.in.gov</u>

 Email IBRC Technical Support at: <u>ibrctech@iupui.edu</u>

Questions?

- <u>Per IC 5-11-1-4</u>
 - 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, 2017.

New for 2016- Internal Control Certification

 IC 5-11-1-27 (h) requires the fiscal officer to certify that minimum Internal Control procedures have been adopted and personnel have received training on these procedures.

New for 2016- Internal Control Certification

- To fulfill this requirement, two questions will be added to the Unit Questions at the beginning of the AFR.
- By answering these questions you are certifying whether you are in compliance with this requirement or not. Please make sure to answer these questions accurately.

New for 2016- Internal Control Certification

The questions are:

- "Has your unit adopted the minimum internal control standards and procedures as required per IC 5-11-1-27(e)?"
- "If yes, has personnel received training concerning the internal control standards and procedures adopted by your unit?"

New for 2016- Public Official Surety Bonds

- This was new on the AFR last year, but there have been a few changes to this section for 2016.
- Last year you were only required to enter and upload bond information for the trustee and assessors.

New for 2016- Public Official Surety Bonds

—This year you will enter and upload bond information for any other individuals that are required to be bonded per IC 5-4-1-5.1(e).

 It requires copies of bonds from local fiscal officers be uploaded to Gateway and <u>includes</u> <u>contractors, and other employees whose</u> <u>duties include receiving, processing,</u> <u>depositing, disbursing or otherwise having</u> <u>access to government funds</u>.

New for 2016- Public Official Surety Bonds

- IC 4-5-1-5.1(f) requires you to enter the position/title, name, and dollar amount of the bond.
- You will choose one of these four types of bonds: Individual, Blanket Bond – Position, Blanket Bond – Name and Crime Insurance Policy.
- You should have at least one bond for the trustee to report.

- New for 2016- Optional Contract Upload
 - This option will be removed from the AFR as it is being replaced by a new Gateway application soon that is the responsibility of DLGF per SEA 327-2016.
 - DLGF will issue a memo with more details and instructions on fulfilling this requirement.
 Please contact their helpdesk with questions at gateway@dlgf.in.gov.

• <u>Helpful Hints</u>

- Tab or click in a cell to go to the next cell in a row or on the screen.
- On a grid, 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 or leaving the screen.
- Enter something in all cells marked "Required" or the row or screen will not be saved.
- Make sure to scroll to the right to see all cells.

• <u>Helpful Hints</u>

- Avoid using double quotes in a cell.
- Do not enter a dollar sign or commas when entering amounts.
- Click the Save All Work Button to save changes.
- You may sort rows within some grids by clicking on the column heading.
- Do <u>not</u> send SBOA a copy of the AFR or the proof of publication.
- For best results and to view output reports, you must use the most recent version of Chrome or Firefox. Internet Explorer is no longer supported.

Submit AFR and Attestation Statement

- Don't forget to submit. Your form is not filed until you submit it.
- An Attestation Statement is part of the submission process.

System Functions		Status
Annual Report Outputs	Reports may be viewed as PDFs or Excel spreadsheets.	Available
Review Submission	Review any submission errors or warnings.	Available
Submit Annual Report	Review and submit the annual report to SBOA	Not Submitted

Submit AFR and Attestation Statement

Submit Annual Report

Your report entries have been reviewed to make sure that it meets minimum standards for submission not be considered a final approval of this submission.

Submission Errors

No errors were found that would prevent submission.

Submission Warnings

There are no warnings for this submission.



Submit AFR and Attestation Statement

Submit Annual Report

CERTIFICATION: This is to certify that the data contained in this report is accurate and agrees with the financial records, to the best of my knowledge and belief. I understand that if an audit is required due to the level of Federal funding expended by this entity, the data entered here will be used to generate a financial statement in accordance with the regulatory basis of accounting. I understand that this financial statement will be audited by the State Board of Accounts unless I choose to provide financial statements in accordance with another acceptable basis of accounting.



Submit AFR and Attestation Statement

Submit Annual Report

The Annual Report has been submitted

The online portion of the Annual Report for Sboa Township Unit was submitted to the State Board of Accounts on 9/18/2014 1:30:00 PM. The Annual Report is not considered submitted until the attestation form is completed, signed and mailed.

! Attestation Statement

To complete your Annual Financial Report submission you must also download the attestation form using the link below, complete and sign this form and have it postmarked within 5 days of submitting your report via Gateway.

Return to the AFR Main Menu



<u>Attestation Statement</u>

- Certifies that the data is accurate to the best of your knowledge and belief.
- Must be signed by the official.
- Must be <u>mailed</u> within 5 days of submitting on Gateway.
- If you re-submit your AFR on Gateway, you <u>must</u> print, sign and mail a new attestation form.
- Must use the most recent version of Chrome or Firefox to view statement.

State Board of Accounts Annual Financial Report Attestation Form

To complete your Annual Financial Report submission via Gateway you must
sign and mail this Attestation Form to the address below within 5 days of submitting your report
via Gateway:

Indiana State Board of Accounts Attn: AFR Attestation Forms 302 West Washington St, Rm E418 Indianapolis, IN 46204

was submitted via the State

Gateway on 9/20/2013 4:46:00 PM by lbaker@sboa.in.gov.

I, ______,

as the Fiscal Officer, hereby certify that data contained in the Annual Financial Report submitted via Gateway on

9/20/2013 4:46:00 PM is accurate and agrees with the financial records,

to the best of my knowledge and belief.

Signed:

Printed Name: _____

Title: _____

Date: _____

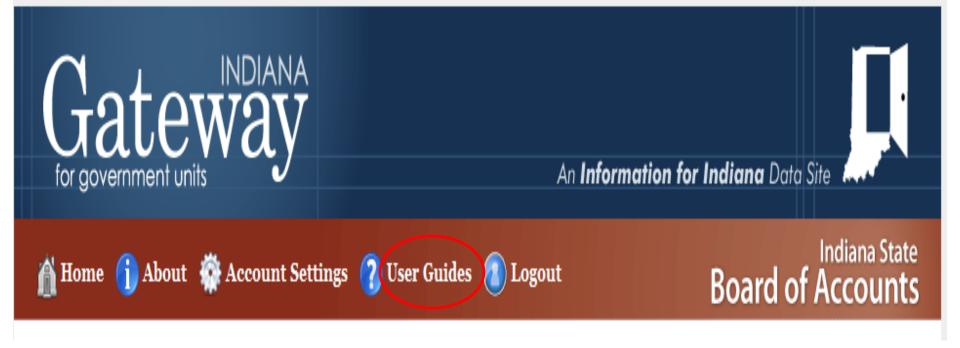
Contact Information:

Name: _____

Telephone: _____

Email: _____

- How can I get help?
 - User Guide



How can I get help?

SBOA Web site at <u>www.in.gov/sboa</u>

.

►

About Us
Political Subdivisions

Citizens

SBOA Staff

Private Examiner Audits

. . .

TOWNSHIPS

Indiana Code References

As of July 1, 2015, the Indiana Code references listed on our website are not the cu all links to Indiana Codes on that page are to the 2014 archived version. Please <u>clic</u> We will get all these links updated as soon as possible. Thank you in advance for you

Contact Information

W. Tyler Michael (317) 232-2512

Ryan Preston 🕅 (317) 232-2512

Overview -

Uniform Compliance Guidelines -

State Examiner Directives •

Manuals -

Bulletins -

Indiana Codes 👻

Gateway 👻

Annual Financial Report (AFR) -

100R -

How can I get help?

 Email the SBOA Help Desk at: gateway@sboa.in.gov

 Email IBRC Technical Support at: <u>ibrctech@iupui.edu</u>

Questions?