

THE STATE AGENCY BULLETIN

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ITEMS TO REMEMBER

November

- Holiday – General Election Day November 5th
- Holiday – Veteran’s Day November 11th
- Holiday – Thanksgiving Day November 28th
- Holiday – Lincoln’s Birthday November 29th
- Review State Comptroller ACFR Survey for Deliverables this month.
- Complete accounting information and approvals in PeopleSoft for TOS approved AR/ROC.
- Review requirements for FFATA Reporting; File FFATA reports as applicable.
- Cleanup GL, AP and AR entries prior to month-end.

December

- Holiday – Washington’s Birthday December 24th
- Holiday – Christmas Day December 25th
- Review State Comptroller ACFR Survey for Deliverables this month
- Complete accounting information and approvals in PeopleSoft for TOS approved AR/ROC
- Review requirements for FFATA Reporting; File FFATA reports as applicable.
- Cleanup GL, AP and AR entries prior to month-end.

January

- Holiday – New Year’s Day January 1st
- Holiday – Martin Luther King, Jr. Day January 20th
- Review State Comptroller ACFR Survey for Deliverables this month.
- Complete accounting information and approvals in PeopleSoft for TOS approved AR/ROC.
- Review requirements for FFATA Reporting; File FFATA reports as applicable.
- Cleanup GL, AP and AR entries prior to month-end.

SBOA RESOURCE LIBRARY

The State Board of Accounts (SBOA) is pleased to present an online resource library for our clients and the citizens of Indiana. We have received many requests in the past to provide the information available on our website in a searchable format. The following information can now be searched in the resource library.

- SBOA Uniform Compliance Guidelines
- State Examiner Directives
- Best Practice Documents
- Indiana Code Section Summaries
- Frequently Asked Questions
- Other Miscellaneous Materials

[SBOA Resource Library Home Page](#)

We recommend you review the short tutorial video linked below. This video addresses how to navigate the resource library and what information is included in the library. This video was originally made for local government units, but it is still a good reference tool that shows how to navigate and search the library.

[SBOA Resource Library Tutorial](#)

If you have any questions about how to use this library or would like additional information on a topic you were unable to find, you can contact Stateagencyadvisory@sboa.IN.gov.

FRAUD RISK MANAGEMENT

The Committee on Sponsoring Organizations of the Treadway Commission (COSO) partnered with the Association of Certified Fraud Examiners (ACFE) to create the Fraud Risk Management Guide. The report is designed to aid organizations in effectively establishing a comprehensive fraud risk management program. It specifically identifies how they can:

- Establish fraud risk governance policies
- Perform fraud risk assessments
- Design and deploy fraud prevention and detection control activities
- Conduct fraud investigations
- Monitor and evaluate the effectiveness of the fraud risk management program

You can view an executive summary of the guide on the ACFE's [website](#).

SBOA will be providing fraud training to Internal Control Officers in December. If you are interested in the presentation slides, these will be posted on our [website](#) in the "Presentations and Training Materials" section.

GRANTS RECEIVABLE – QUARTERLY RECONCILIATIONS

A grants receivable is automatically created when federal expenses are posted in the projects module of the State's PeopleSoft accounting system. Periodic reconciliations are required to detect errors in grants receivable balances. After the final fourth quarter reconciliation of grants receivable, each agency is required to certify to the State Comptroller's Office that their grants receivable balances at June 30 are correct. The State Comptroller's Office provides details to each agency as of June 30, requesting the agency to confirm that each line item should remain as a receivable.

In addition to reconciling the grants receivable balances quarterly, agencies should correct reconciling items in a timely manner.