



- ✓ SBOA's Annual Financial Report (AFR) (Gateway)
- ✓ Form 100-R (Gateway)
- ✓ Monthly / Annual Uploads (Gateway)
- ✓ Cancellation of Warrants
- ✓ Internal Controls
- ✓ Enhanced Regulatory Reporting AFR



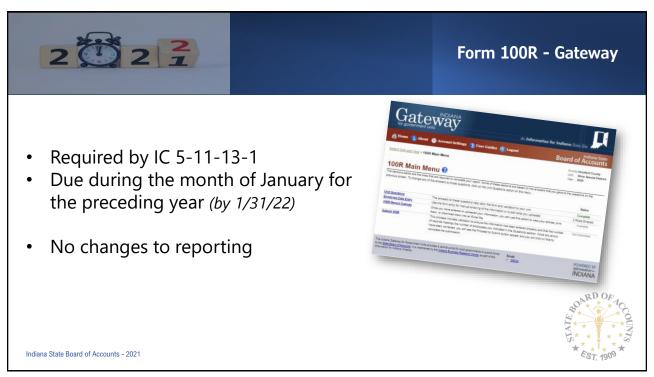


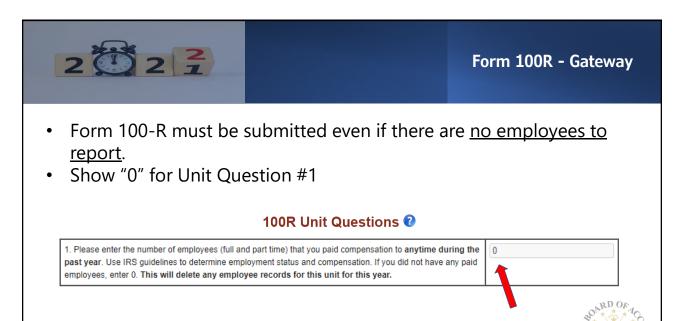
Annual Financial Report - Gateway

- Required by IC 5-11-1-4
- Due 60 days after end of year (3/1/22)
- New aspects to reporting for 2021
 - Susan will cover those later



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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



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Monthly Uploads - Gateway

Bank Reconcilement

- Reconcilement for each bank account you have
- Includes copy of
 - > statement
 - optical images
 - > 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.



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Monthly Uploads - Gateway

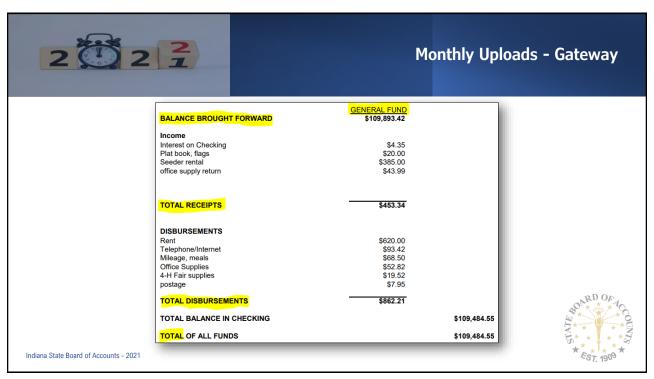
Funds Report

- 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

 Beg Balance
 Receipts
 Disbursements
 End Cash Balance

 General Fund
 \$109,893.42
 \$ 453.34
 \$ 862.21
 \$ 109,484.55









Required to be uploaded by March 1, 2022

- Same timeline as the SBOA AFR
- Includes:
 - ✓ Year End Investment Statements
 - ✓ Detail of receipt activity
 - ✓ Detail of disbursement activity
 - √ Salary schedule
 - ✓ Vendor history report





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Annual Uploads - Gateway

Investment Statement

- Like checking account statements, only for any investments you might have
 - ✓ Savings
 - ✓ CDs
- Upload December 2021 statements for all investment accounts





Detail of Receipt Activity

- Does <u>not</u> 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



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Annual Uploads - Gateway

Detail of Disbursement Activity

- Does <u>not</u> 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





Salary Schedule

- 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 2021



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Annual Uploads - Gateway

Vendor History Report

- Does <u>not</u> 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





Vendor History Report

- Does <u>not</u> 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
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Cancellation of Warrants

Indiana Code 5-11-10.5: Cancellation of Warrants

Old Outstanding Checks

 All checks outstanding and unpaid for a period 2 years as of December 31 of each year shall be declared cancelled.

Example - At December 31, 2021;

- Check #1234 was written on February 27, 2019 and has not cleared the bank and is on the outstanding check list. At 12/31/21, it would be considered "void".
- Check #9876 was written on November 2, 2020 and has not cleared the bank and is on the outstanding check list. At 12/31/21, this check would not be considered "cancelled" and should remain on the outstanding check list.

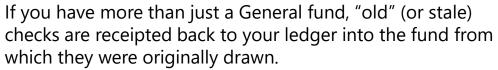




Cancellation of Warrants

Indiana Code 5-11-10.5: Cancellation of Warrants

- March 1 fiscal officer prepares list of all outstanding checks for 2 years or more
- File list of checks with the board
- Fiscal officer keeps a copy







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Internal Controls

Indiana Code 5-11-1-27(g)

- "After June 30, 2016, the legislative body of a political subdivision shall ensure that:
 - the internal control standards and procedures developed under subsection (e) are adopted by the political subdivision; and
 - 2) personnel receive training concerning the internal control standards and procedures adopted by the political subdivision."



Internal Controls

Indiana Code 5-11-1-27(c) defines "personnel":

"As used in this section, "personnel" means an officer or employee of a political subdivision whose official duties include receiving, processing, depositing, disbursing, or otherwise having access to funds that belong to the federal government, state government, a political subdivision, or another governmental entity."

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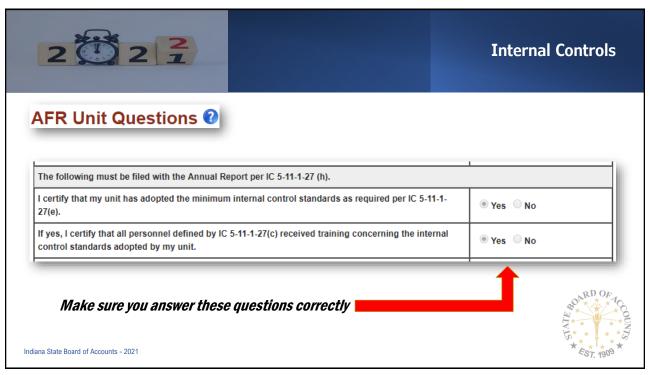


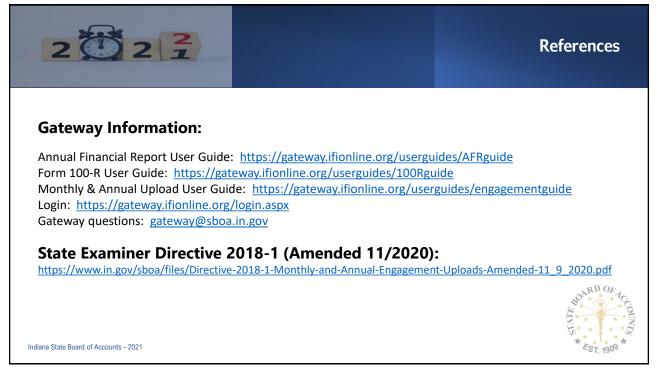
Internal Controls

Things to remember:

- ✓ Board should adopt minimum standards if they haven't already
- ✓ Training for any new employees in 2021
- ✓ Certify on the Annual Financial Report in Gateway correctly







CONTACT INFORMATION

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