


# Gateway: AFR Reporting

2023 Fall Auditors Conference

1



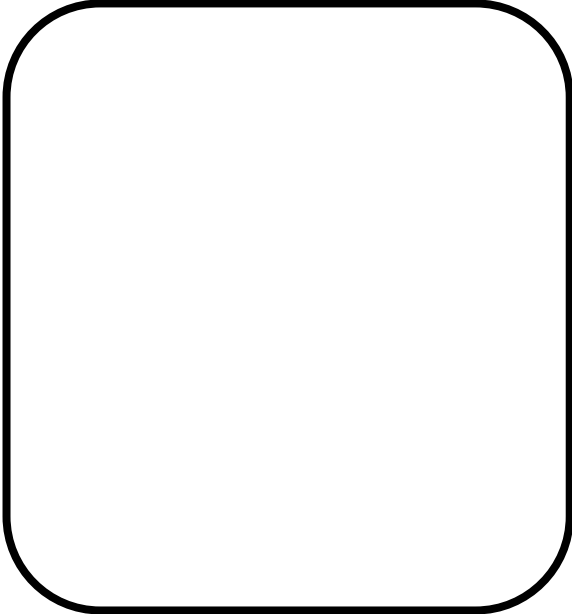
**Reminders:**

- ✓ Annual Financial Report is statutorily required per IC 5-11-1-4
- ✓ Annual Financial Report is due 60 Days after the end of the calendar year which is:

**Thursday, February 29, 2024**

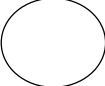
Indiana State Board of Accounts

2



# Tax Abatements

Indiana State Board of Accounts




3

## Tax Abatements

- ✓ An agreement between one or more governments and an individual or entity in which (a) one or more governments promise to forgo tax revenues to which they are otherwise entitled and (b) the individual or entity promises to take a specific action after the agreement has been entered into that contributes to economic development or otherwise benefits the governments or the citizens of those governments.
- ✓ Disclose a description of tax abatement agreements; dollar amounts by which the tax revenue will be reduced; receivable amounts; and policies pertaining to significant tax abatement agreements.

Indiana State Board of Accounts



4

## Tax Abatements

- ✓ Direct – abatements authorized by the County
  - More specific information required in note
  - Aggregate by major tax abatement program
  - Starts with year abatement begins and continues until abatement terminates
  
- ✓ Indirect – abatements authorized by a city or town that reduces the County’s tax revenue
  - Less information required in the note
  - Aggregate by city or town that approved the abatement
  - Starts with year abatement begins and continues until abatement terminates

Indiana State Board of Accounts

5

## Tax Abatements

**Direct Agreements**

Agreements entered into by the reporting governments

Add Row

Delete	Abatement Name	Purpose of the Abatement Program	The specific tax being abated	Amount of tax revenues reduced as a result of Tax Abatements	Amount receivable, if any, as a result of the Tax Abatements
X	ABC Corp	Economic Development	Property	\$550,000.00	\$0.00
X	XYZ Inc.	Revelopment	Property	\$782,000.00	\$0.00
X		Required	Required	Required	Required
X	Required	Required	Required	Required	Required
X	Required	Required	Required	Required	Required
X	Required	Required	Required	Required	Required

**Indirect Agreements**

Agreements entered into by other governments and reduce the reporting government's tax revenues.

Add Row

Delete	Government Name	Name of Abatement	The specific tax being abated	Amount of tax revenues reduced as a result of Tax Abatements	Amount receivable, if any, as a result of the Tax Abatements
X	Ocean City	Waves redevelopment abatement	Property	\$123,000.00	\$0.00
X		Required	Required	Required	Required
X	Required	Required	Required	Required	Required
✓	Required	Required	Required	Required	Required

Indiana State Board of Accounts

6

### Tax Abatements

<u>Agreements entered into by the reporting government</u>			
Name and/or purpose of the tax abatement program	The specific tax being abated	revenues reduced as a result of Tax Abatements	Amount receivable, if any, as a result of the Tax Abatements
Economic Revitalization Area	Real Property Tax	\$ 2,254	\$
Economic Revitalization Area	Personal Property Tax	\$ 553.00	\$
<u>Agreements entered into by other governments and reduce the reporting government's tax revenues</u>			
Name of government entering into the tax abatement agreement	The specific tax being abated	revenues reduced as a result of Tax Abatements	Amount receivable, if any, as a result of the Tax Abatements
Hamilton County	Real Property Tax	\$ 10,429.00	\$
All Cities and Towns in Hamilton County	Real Property Tax	\$ 1,234.00	\$

Indiana State Board of Accounts

7

### Tax Abatements

Note Disclosure – County Approved

- ✓ Purpose of Abatement – Economic Development, Housing Construction
- ✓ Specific tax being abated – Real Property taxes, personal property taxes
- ✓ Amount tax revenues were reduced in the year due to the tax abatement
- ✓ Amount of receivable, if any that entity receiving the abatement is to pay

Indiana State Board of Accounts

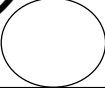
8

**Tax Abatements**

Note Disclosure – City or Town Approved

- ✓ City or Town that approved the Abatement
- ✓ Type of tax that is abated – real or personal property
- ✓ Tax revenue reduced as a result of the abatements in the report year.
- ✓ Any receivables from the entity receiving the abatement

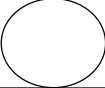
Indiana State Board of Accounts



9

**Leases and  
Long Term Debt**

Indiana State Board of Accounts



10

## Leases

- ✓ GASB 87 is on leases and eliminates the distinction between capital and operating leases.
- ✓ Report all leases that are longer than a year
- ✓ If you will own the asset as a result of the lease, the asset should be capitalized. If the lease allows you to operate asset but doesn't transfer ownership, do not capitalize
- ✓ In both cases, the note will disclose the purpose of the lease, lease term and amounts due within one year.
- ✓ This will also have a debt to maturity schedule

Indiana State Board of Accounts

11

## Long Term Debt

- ✓ This is represented as a supplementary schedules.
- ✓ Beginning and ending balances are included
- ✓ Additions and reductions during the audit period
- ✓ Schedule of principal and interest payments due in 1 year

Indiana State Board of Accounts

12

### Supplemental Schedule

SCHEDULE OF LEASES AND DEBT  
December 31, 2022

Lessor	Purpose	Annual Lease Payment	Lease Beginning Date	Lease Ending Date
Governmental activities:				
Applied Imaging	Copier Lease	\$ 1,055	11/1/2022	10/31/2027
Advanced Imaging Solutions	Copier Lease	2,748	7/12/2021	7/12/2026
Advanced Imaging Solutions	Copier Lease	97,788	3/14/2019	3/14/2024
AT & T Capital Services	E-911 Services	191,525	9/18/2017	6/1/2028
U.S. Bancorp Government Leasing and Finance Inc	911 Equipment Lease	235,036	12/15/2020	12/15/2030
US Bank	IT Equipment	<u>71,586</u>	5/5/2022	5/5/2026
Total of annual lease payments		<u>\$ 599,738</u>		

Description of Debt	Purpose	Ending Principal Balance	Principal and Interest Due Within One Year
Governmental activities:			
General obligation bonds	2017 Facility Improvement Bond	\$ 7,625,000	\$ 227,469
Notes and loans payable	Complex Energy Project	<u>225,100</u>	<u>114,616</u>
Totals		<u>\$ 7,850,100</u>	<u>\$ 342,085</u>

Indiana State Board of Accounts

13

## OPEB

---

Indiana State Board of Accounts

14

## Other Post Employment Benefits

- ✓ Benefits that are paid in the periods after employment
  - Death Benefits
  - Life Insurance
  - Disability
  - Long-term Care
- ✓ Payments may be issued to insurance companies on behalf of retirees or directly to retirees for specific purposes, such as Healthcare.
- ✓ Does not include termination benefits or COBRA

Indiana State Board of Accounts

15

## Other Post Employment Benefits

### OPEB

Answer these questions for the full year just ended.

\*Name of the OPEB Plan

\*Type of OPEB Plan

\*Select the benefits provided under this OPEB plan:

Medical  Dental  Vision  Hearing  Death Benefits  Life Insurance  Disability  Long-term Care  Other

Indiana State Board of Accounts

16



## Other Post Employment Benefits

**Plan Administrator (if any)**

\*Company Name

\*Street Address

\*City

\*State

\*Zip (e.g. 99999)

\*Contact Person

\*Phone (e.g. 999-999-9999)

\*e-mail (e.g. example@example.com)

\*Employer Sponsoring the Plan

Indiana State Board of Accounts

17

## Other Post Employment Benefits

**Current Number of Plan Members**

\*Inactive employees or beneficiaries currently receiving benefit payments

\*Inactive employees entitled to but not yet receiving benefits

\*Active employees currently receiving benefits or are entitled to not yet receiving benefits

**Actuarial Information**

\*Has there been an actuarial valuation done for this plan within two and a half years from your most recent year end?  Yes  No

**Contribution Rates (as a percentage of covered payroll and not the percentage of premium paid by employer and employee)**

\*Employer (e.g. 99.99)

\*Plan Members (e.g. 99.99)

\*Annual Covered Payroll (e.g. 9999.99)

\*Cost Method for Funding Purposes

Indiana State Board of Accounts

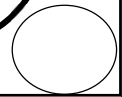
18

## Other Post Employment Benefits - Note

### ***Other Postemployment Benefits***

The Unitttype provides to eligible retirees and their spouses the following benefits; (include benefits offered). These benefits pose a liability to the Unitttype for this year and in future years. Information regarding the benefits can be obtained by contacting the Unitttype.

Indiana State Board of Accounts

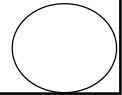


19

## **Submission Errors & Changes**

---

Indiana State Board of Accounts



20

## Submission Errors

### Submission Errors

The items below must be corrected in order to submit the annual report.  
Click on the excel icon in the upper right corner of the table below to download an excel file.

Submission Error
<p><b>Fund Has No Balances or Activity</b> At least one fund has no entries for beginning investment balance, beginning cash balance, receipts or disbursements. These funds can be identified by generating the "Cash and Investment Fund Statement, Zero Balance Funds" report on the outputs menu. Please enter appropriate numbers for these funds in the Beginning Balances, Receipts or Disbursements. If the fund did not have any Beginning Balances or activity for the year please delete it.</p>
<p><b>Capital Assets Section Not Filled Out</b> You responded that your unit had Capital Asset Records. However, you didn't complete the Capital Assets section. Please fill out the Capital Assets section. If you don't have Capital Asset Records, change the answer to the Capital Assets question to No.</p>
<p><b>Enterprise Does Not Have Any Funds</b> There are no funds associated to at least one enterprise. Please associate at least one fund to each Enterprise or delete the Enterprise.</p>
<p><b>Debt Entries Not Completed</b> There are debt entries that were rolled over from last year that are not complete. Either complete these entries or delete them.</p>
<p><b>Lease Entries Not Completed</b> There are lease entries that were rolled over from last year that are not complete. Either complete these entries or delete them.</p>

Indiana State Board of Accounts

21

## Submission Errors

Submission Error
<p><b>Fund Has No Balances or Activity</b> can be identified by generating the "Cash and Investment Fund Statement, Zero Balance Funds" report on the outputs menu. Please enter appropriate numbers for these funds in the Beginning Balances, Receipts or Disbursements. If the fund did not have any Beginning Balances or activity for the year please delete it.</p>
<p><b>Capital Assets Section Not Filled Out</b> You responded that your unit had Capital Asset Records. However, you didn't complete the Capital Assets section. Please fill out the Capital Assets section. If you don't have Capital Asset Records, change the answer to the Capital Assets question to No.</p>
<p><b>Enterprise Does Not Have Any Funds</b> There are no funds associated to at least one enterprise. Please associate at least one fund to each Enterprise or delete the Enterprise.</p>
<p><b>Debt Entries Not Completed</b> There are debt entries that were rolled over from last year that are not complete. Either complete these entries or delete them.</p>
<p><b>Lease Entries Not Completed</b> There are lease entries that were rolled over from last year that are not complete. Either complete these entries or delete them.</p>
<p><b>Financial Assistance to Non Governmental Entities Records Not Completed</b> There are records that were rolled over from last year that are not complete. Either complete these records or delete them.</p>
<p><b>Surety Bond Section Not Complete</b> bottom of the form.</p>
<p><b>OPEB Information Not Completed</b> You responded that your unit had other post-employment benefits (OPEB) but you did not enter a plan. Please enter one or more plans, or change the answer in the unit questions to no.</p>
<p><b>Tax Abatement Entries Not Completed</b> There are tax abatement entries that are not complete. Either complete these entries or delete them.</p>

Indiana State Board of Accounts

22

## Changes

System Functions		Status
Upload Files	Uploading is an option for those government units with vendors and who choose to populate a portion of their report by uploading files.	Not Uploaded
<u>Annual Report Outputs</u>	Reports may be viewed as PDFs or Excel spreadsheets.	Available
<u>Financial Statement/SEFA</u>	Download Financial Statements and SEFA in Excel.	Available
<u>Review Submission</u>	Review any submission errors or warnings. Document AFR 2nd party review.	Not Reviewed
<u>Un-Submit Annual Report</u>	Un-submit the annual report to SBOA.	

Submitted by  
rhotherr@sboafe.in.gov  
on 10/16/2023 3:56:00  
PM

Indiana State Board of Accounts

23

## Changes

**The Annual Report has been submitted.**

The online portion of the Annual Report for Sboa County Unit was submitted to the State Board of Accounts on 10/16/2023 3:56:00 PM.

[Return to the AFR Main Menu](#)

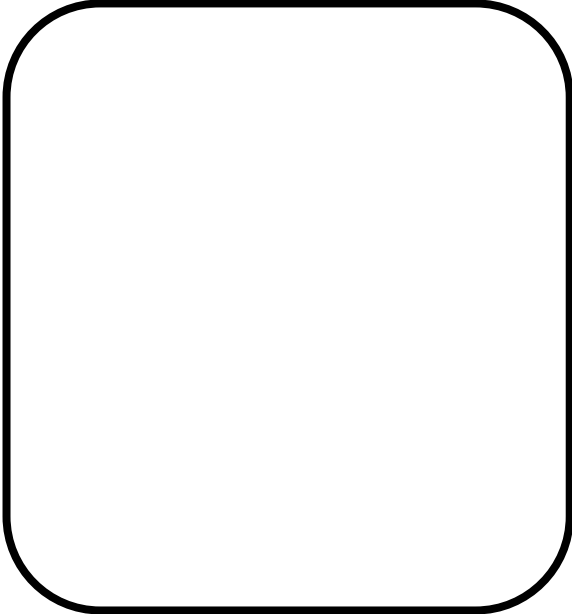
By pressing the unsubmit button below, you will be marking this report as not being submitted. If the unit does not resubmit this annual report by the deadline, it will not be in compliance with SBOA reporting requirements.

gateway.ifionline.org says

Are you sure you want to unsubmit this form?

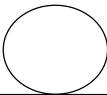
Indiana State Board of Accounts

24



## AFR / Upload Updates

Indiana State Board of Accounts

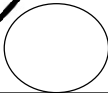


25

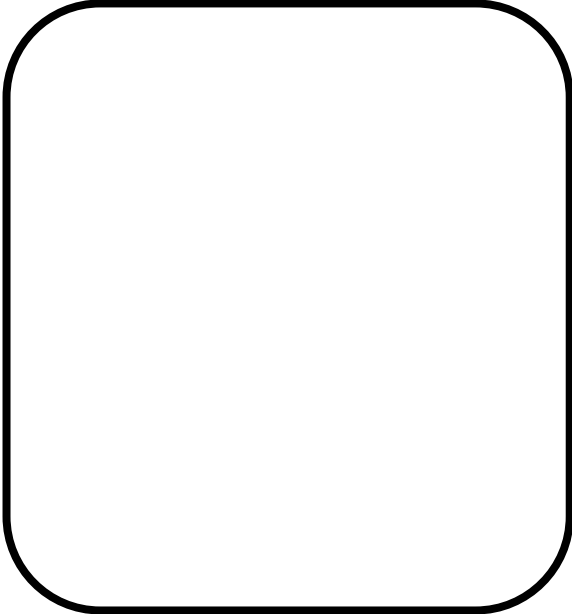
### AFR / Upload Updates

- ✓ AFR
  - Debt Schedules and Capital Assets are now required to have information entered
  - Schedule of Officials will now roll over from the previous year
- ✓ Annual Upload
  - Personnel Policy will now be uploaded

Indiana State Board of Accounts



26



**Contact us**

---

Gov't Technical Assistance &  
Compliance Directors:

Lori Rogers  
Ricci Hofherr  
Staci Byrns

Phone: (317)232-2512  
Email: [Counties@sboa.in.gov](mailto:Counties@sboa.in.gov)

Indiana State Board of Accounts

