



# Miscellaneous Updates

## Website

- ❖ What is new on the *Recorders Page* (<https://www.in.gov/sboa/4857.htm>)?
  - New Bulletins for 2020



# Website Continued....

Responsibilities under IC 5-11-1-27

Pursuant to IC 5-11-1-27, all political subdivisions are required to report to us all erroneous or irregular material variances, losses, shortages, or thefts of local funds or property. For the purposes of this IC section, material is defined by the State Examiner in [State Examiner Directive 2014.6](#). Please use the following form to report this information to us. All fields are required.

Name\*

First Name  Last Name

Email\*

Confirm Email\*

Phone\*

Unit Name\*

Unit County:

Situation\*

Submit Form

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# Website Continued....

❖ What is new on the *Counties* Page (<https://www.in.gov/sboa/4847.htm>)?

## Best Practices

- Annual Financial Report
- Bank Account Reconcilements
- Credit Card Purchases
- Disbursing Activities
- Overdrawn Cash & Investment Balances
- Payroll Activities
- Receipting Activities
- Schedule of Expenditures of Federal Awards



### ANNUAL FINANCIAL REPORT (AFR)

A system of internal control that encompasses all financial risks. Because political subdivisions are in various, local and completely independent, financial, the internal control components should be placed and functioning as a part of the system.

Questions have been accumulated for all the internal control components. This document includes questions pertaining to various internal control areas regarding the preparation, review and submission of the Annual Financial Report (AFR). These questions are for use in preparing a proper system of internal control over the preparation, review and submission of the AFR. The AFR is to be prepared in accordance with the instructions and completed in a timely manner. It is not intended to replace or duplicate any existing system. There are no requirements and no penalties for non-compliance. The internal control system is a continuous process and should be updated as needed to address errors and deficiencies in internal controls in the preparation, review and submission of the AFR. It is to be prepared and submitted.

Who prepares the AFR and the internal control system. The financial statements with the AFR are submitted to Indiana in order to complete the financial statements for those years that are part of a legislative session. Users who report on a monthly, quarterly, semi-annual, or annual basis will complete all sections of the AFR, as well as the supporting financial statement information. The questions mentioned above the effect of internal control are used to complete the AFR.

**Control Environment**  
The questions in this section are divided by questions that pertain to the governing board and management.

Question	Yes/No
1. The governing board and management are responsible for the preparation, review and submission of the AFR.	
2. The governing board and management are responsible for the preparation, review and submission of the AFR.	

Question	Yes/No
3. The governing board and management are responsible for the preparation, review and submission of the AFR.	
4. The governing board and management are responsible for the preparation, review and submission of the AFR.	

Question	Yes/No
5. The governing board and management are responsible for the preparation, review and submission of the AFR.	
6. The governing board and management are responsible for the preparation, review and submission of the AFR.	

Question	Yes/No
7. The governing board and management are responsible for the preparation, review and submission of the AFR.	
8. The governing board and management are responsible for the preparation, review and submission of the AFR.	

Question	Yes/No
9. The governing board and management are responsible for the preparation, review and submission of the AFR.	
10. The governing board and management are responsible for the preparation, review and submission of the AFR.	

Question	Yes/No
11. The governing board and management are responsible for the preparation, review and submission of the AFR.	
12. The governing board and management are responsible for the preparation, review and submission of the AFR.	

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## Website Continued....

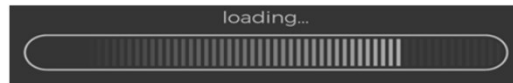
<https://www.in.gov/sboa/>

❖ **COVID -19 Executive Orders, Directives, Memos, and information**

- **Governor**
- **State Board of Accounts**
- **Department of Local Government Finance**
- **Public Access Counselor**

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## Work in Progress



### **1. Frequently Asked Questions**

<https://www.in.gov/sboa/5356.htm>

### **2. Topical Bulletins**

[Still to come](#)

### **3. YouTube Videos**

<https://www.youtube.com/channel/UC62Ozm0wY81GZHipK2UrjLA>

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# State Board of Accounts

- ❖ Working Remotely
- ❖ Phone Calls and emails
- ❖ Trainings



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## Resources

**Lori Rogers**  
Director of Audit Services

**Ricci Hofherr**  
Director of Audit Services



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# Questions?

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