

# The Indiana State Board of Accounts

SBOA Called Meeting for Newly Elected and Newly Appointed  
City and Town Fiscal officers  
August, 2020

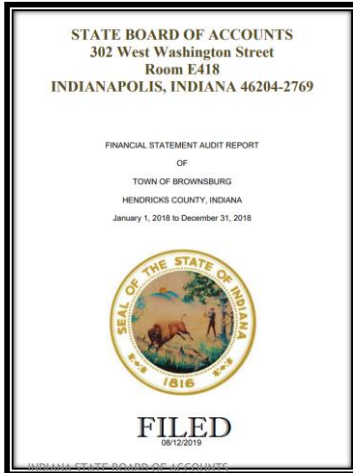
INDIANA STATE BOARD OF ACCOUNTS



Introduction  
to the  
Indiana State Board  
of Accounts



## State Board Of Accounts Indiana Code 5-11



- Audit the records and accounts of all state and local governmental units
- Prepare reports indicating the financial condition of these units and comments on any noncompliance with laws or uniform compliance guidelines
- Prescribe uniform system of accounting



## State Board Of Accounts - Mission

***We are dedicated to providing the citizens of the State of Indiana with complete confidence in the integrity and financial accountability of state and local government.***



## State Board Of Accounts - An Overview

Board

Financial and Compliance Auditors

Federal Audit Specialists

Special Investigations

Directors of Audit Services



## State Board Of Accounts - An Overview

Engagement Types

Report comments

- ▶ Noncompliance with statute
- ▶ Noncompliance with uniform compliance guidelines

*(published in manuals and bulletins: [www.in.gov/sboa](http://www.in.gov/sboa))*



Wallpaperflare.com



# State Board Of Accounts - An Overview

Financial and Compliance Audit Reports

Official Response

Repeat Comments

Special Investigations

Attorney General

Prosecutor



INDIANA STATE BOARD OF ACCOUNTS



# Filed Audit Reports



[www.in.gov/sboa](http://www.in.gov/sboa)

INDIANA STATE BOARD OF ACCOUNTS



www.in.gov/sboa

The screenshot shows the Indiana State Board of Accounts website. At the top, there is a navigation bar with the IN.gov logo and links for 'Indiana State Board of Accounts', 'Search Audit Reports', 'Political Subdivisions', 'Citizens', 'Contact Us', and 'Career Opportunities'. Below the navigation bar is a sidebar menu for 'SBOA' with categories like 'About Us', 'Political Subdivisions', and 'Private Examiner Audits'. The main content area features a large banner for 'Audit Reports' with a 'Search Reports' button. Below the banner are three featured sections: 'Report Government Fraud' with a 'Click Here' link and a 'STOP FRAUD' hand icon; 'Career Opportunities' with a 'Learn More' link and a 'Success Opportunity' sign; and 'Questions? Ask SBOA a Question' with a 'View Articles' link and a question mark icon.

INDIANA STATE BOARD OF ACCOUNTS



Reports and Information to File with SBOA



# Gateway Applications

## 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](#).

### Select Application

Department of Local Government Finance (DLGF)		State Board of Accounts (SBOA)	
	Deadline		Deadline
Abstract	<a href="#">Details</a>	100R	Jan 31
Assessor Reports	Mar 31	Annual Financial Report	<a href="#">Details</a>
Budgets	<a href="#">Details</a>	Monthly and Annual Engagement Uploads	<a href="#">Details</a>
Data Entry for CNAV and Form 22	<a href="#">Details</a>	Conflict of Interest Disclosure	15 days after final action on the contract or purchase
Debt Management	<a href="#">Details</a>	E-1 Entity Annual Report	60 days after entity's fiscal year ends
Economic Development Reporting	Sep 30	ECA Risk Report	Aug 29
File Transmission	<a href="#">Details</a>		
Other Post-Employment Benefits	Mar 1		
SB 131 Reporting for SWMDs	Mar 1		
TIF Management	Apr 15		



# SBOA Gateway Applications

State Board of Accounts (SBOA)	Deadline
100R	Jan 31
Annual Financial Report	<a href="#">Details</a>
Monthly and Annual Engagement Uploads	<a href="#">Details</a>
Conflict of Interest Disclosure	15 days after final action on the contract or purchase
E-1 Entity Annual Report	60 days after entity's fiscal year ends
ECA Risk Report	Aug 29



# User Guides

## State Board of Accounts (SBOA)

100R

- [User guide](#)
- [File upload specifications](#)

Annual Financial Report

- [User guide](#)

E-1 Entity Annual Report

- [User guide](#)

ECA Risk Report

- [User guide](#)

Monthly and Annual Engagement Uploads

- [User guide](#)

Each SBOA Application has a detailed User Guide with Instructions and Frequently Asked Questions.

Click on



# Annual Financial Report

Required by IC 5-11-1-4

Due 60 days after year end  
\* *March 1, 2021* \*

Updated for Enhanced Regulatory

Internal Control Considerations





## Annual Financial Report

Gather information / post/reconcile records to complete information for

- ✓ Financial Data By Fund
- ✓ Capital Assets
- ✓ Grants
- ✓ Long-term Debt
- ✓ Leases
- ✓ Financial Assistance to Non-Governmental Entities
- ✓ Pensions
- ✓ Inter-fund Transfers
- ✓ Risk Assessment Questions



## Certified Report of Names, Duties, & Compensation (100R)

- Required by IC 5-11-13-1
- Due during the month of January for the preceding year  
\* **January 31, 2021** \*
- No Changes to the Reporting
- Internal Control Considerations







## Monthly Uploads in Gateway

Required Monthly Uploads, *January through December:*

- Bank Reconciliation
- Board Minutes
- Funds Ledger



## Annual Uploads in Gateway

### Bank Statement

- December 2020 statement for each bank account
- Does not require images of checks
- No reconciliation here – it will be with the monthly uploads

### Annual

Year End Bank Statement  
 Year End Outstanding Checklist  
 Year End Investment Statements  
 Detail of receipt activity  
 Detail of disbursement activity  
 Current Year Salary Ordinance  
 Annual Vendor History Report



## Annual Uploads in Gateway

### Outstanding Checklist

- Detailed list
- Checks written but not cleared bank
- Total should agree to reconciliation
- Include
  - check date
  - check number
  - check amount

#### Annual

Year End Bank Statement  
 Year End Outstanding Checklist  
 Year End Investment Statements  
 Detail of receipt activity  
 Detail of disbursement activity  
 Current Year Salary Ordinance  
 Annual Vendor History Report



## Annual Uploads in Gateway

### Investment Statements

- Similar to checking account statement
- December 2020 account statement
- For all investment accounts

#### Annual

Year End Bank Statement  
 Year End Outstanding Checklist  
 Year End Investment Statements  
 Detail of receipt activity  
 Detail of disbursement activity  
 Current Year Salary Ordinance  
 Annual Vendor History Report



## Annual Uploads in Gateway

### Detail of Receipt Activity

- Does not apply if hand-posted records
- Listing of all receipts issued & posted
- Include receipt numbers

#### Annual

Year End Bank Statement  
 Year End Outstanding Checklist  
 Year End Investment Statements  
 Detail of receipt activity  
 Detail of disbursement activity  
 Current Year Salary Ordinance  
 Annual Vendor History Report



## Annual Uploads in Gateway

### Detail of Disbursement Activity

- Does not apply if hand-posted records
- Listing of all non-payroll disbursements issued & posted
- Include check numbers & vendor names

#### Annual

Year End Bank Statement  
 Year End Outstanding Checklist  
 Year End Investment Statements  
 Detail of receipt activity  
 Detail of disbursement activity  
 Current Year Salary Ordinance  
 Annual Vendor History Report



## Annual Uploads in Gateway

### Current Year Salary Ordinance

- Scan & upload 2020 salary ordinance(s) in effect at end of year

#### Annual

Year End Bank Statement  
 Year End Outstanding Checklist  
 Year End Investment Statements  
 Detail of receipt activity  
 Detail of disbursement activity  
 Current Year Salary Ordinance  
 Annual Vendor History Report



## Annual Uploads in Gateway

### Vendor History Report

- Does not apply if hand-posted records
- Detailed listing of all vendors to whom checks were issued during the year
- Should show a total by vendor

#### Annual

Year End Bank Statement  
 Year End Outstanding Checklist  
 Year End Investment Statements  
 Detail of receipt activity  
 Detail of disbursement activity  
 Current Year Salary Ordinance  
 Annual Vendor History Report



## Reporting Losses, Variances, and Thefts

### IC 5-11-1-27(j)

“All erroneous or irregular material variances, losses, shortages, or thefts of political subdivision funds or property shall be reported immediately to the state board of accounts.”

### State Examiner 2015-6

“Political subdivisions must recognize that variances, losses, shortages, and thefts may occur. If an incident occurs, it is imperative that the political subdivision have a policy in place that outlines the steps to be taken. Such a policy must include a materiality threshold at which point the political subdivision reports incidents to the State Board of Accounts.”



## Reporting of Misappropriation

- IC 5-11-1-27(l)
- Misappropriation of public funds (loss or theft by public official) is to immediately be reported in writing to:
  - ✓ SBOA
  - ✓ County Prosecuting Attorney
- No materiality threshold for misappropriation of public funds



## Other Information to File with SBOA

Upload in Gateway

Official Bond

Conflict of Interest Statements under IC 35-44.1-1-4

Send to [cities.towns@sboa.in.gov](mailto:cities.towns@sboa.in.gov)

Interlocal Agreements

Change in Fiscal Officer

Change in Contact Information for Fiscal Officer

Audit Requirements for Debt Issuance



## Contact Information

**Todd Caldwell, CFE      Susan Gordon, CPA**

Directors of Audit Services

**[cities.towns@sboa.in.gov](mailto:cities.towns@sboa.in.gov)**

**317-232-2513**

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