



- Prescribed System of Accounting
- ✓ Fund Numbers Revision to the Chart of Accounts
- ✓ Fund Types





#### **Prescribed System of Accounting**

#### IC 5-11-1-2 System of accounting and reporting

Sec. 2. The state board of accounts shall formulate, prescribe, and install a system of accounting and reporting in conformity with this chapter, which must comply with the following:

- (1) Be uniform for every public office and every public account of the same class and contain written standards that an entity that is subject to audit must observe.
- (2) Exhibit true accounts and detailed statements of funds collected, received, obligated, and expended for or on account of the public for any and every purpose whatever, and by all public officers, employees, or other individuals.
- (3) Show the receipt, use, and disposition of all public property and the income, if any, derived from the property.
- (4) Show all sources of public income and the amounts due and received from each source.
- (5) Show all receipts, vouchers, contracts, obligations, and other documents kept, or that may be required to be kept, to prove the validity of every transaction.

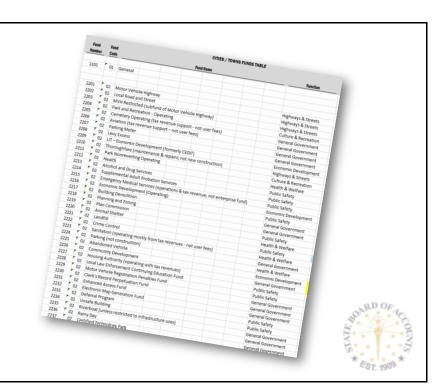
The state board of accounts shall formulate or approve all statements and reports necessary

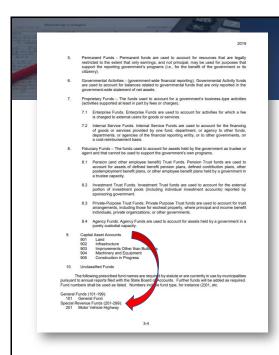


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# Fund Names & Numbers





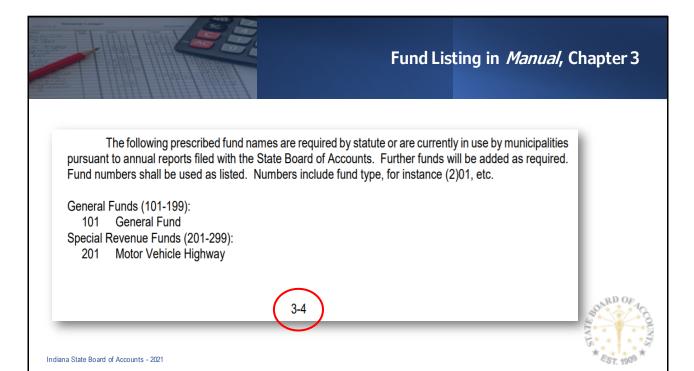
- www.in.gov/sboa
- Political Subdivisions / Cities (or Towns) / Manuals
- Uniform Compliance Guidelines Manual for Cities and Towns
- Chapter 3 bottom page 3-4

https://www.in.gov/sboa/files/CHAPTER%203%20FINAL.pdf



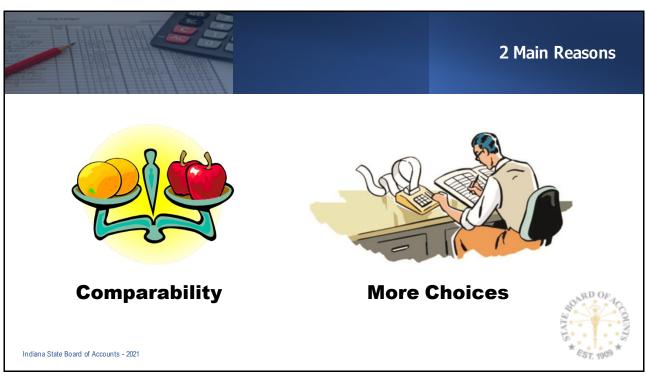
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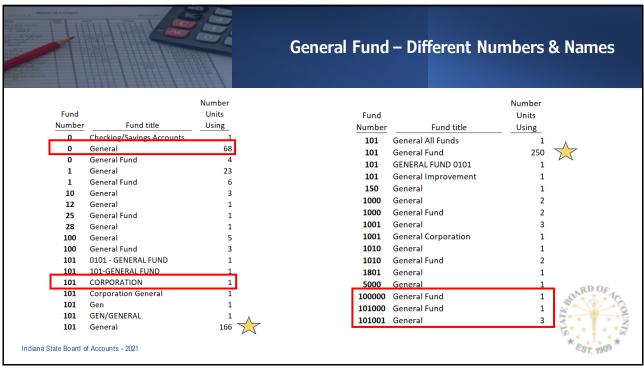
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202
                          Local Road and Street
                   203
                          MVH Restricted (subfund of Motor Vehicle Highway)
                   204
                          Park and Recreation - Operating
                   205
                          Cemetery Operating (operating mostly with tax revenue support - not user fees)
                   206
                          Aviation (operation mostly with tax revenue support – not user fees)
                   207
                          Parking Meter
                   208
                          Levy Excess
                   209
                          LIT - Economic Development (formerly CEDIT)
                   210
                          Thoroughfare (where used for maintenance and repairs instead of new construction)
                   211
                          Park Nonreverting Operating
                   212
                          Health
                          Alcohol and Drug Services
                   213
                   214
                          Mental Health
                   215
                          Supplemental Adult Probation Services
                          Emergency Medical Services (where used for operations and funded by tax revenues instead of
                   216
                          for purchase of equipment or qualifying as enterprise fund.)
                   217
                          Donation (if used for other than capital items)
                   218
                          Economic Development (Operating)
                   219
                          Building Demolition
                          Planning and Zoning
                   220
                   221
                          Plan Commission
                   222
                          Animal Shelter
                   223
                          Landfill
                   224
                          Crime Control
                   225
                          Sanitation (operating mostly from tax revenues - not user fees)
                                                                                                                                  SOARD OF
                   226
                          Parking (not construction)
                   227
                          Transportation (operating mostly from tax revenues)
                   228
                          Abandoned Vehicle
                   229
                          Civil Defense
                          Fodoral Crants
                                          Operating (not capital projects or debt service)
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258
                            Municipal Vehicle Excise Tax Fund
                            Municipal Wheel Tax Fund
                     259
                     260
                            Rainy Day Restricted - Wheel and Surtax
                     261
                            Rainy Day Restricted - Local Road and Street
                            Rainy Day Restricted - Major Moves
                     262
                     264-269
                                Reserved For Future Statutory Funds
                     270-299
                                Other Funds Not Listed
                  Debt Service Funds (301-399):
                     301
                            Bond and Interest Redemption
                     302
                            Fire and Police Equipment Debt Payment
                     303
                           Loan and Interest Payment
                            Capital Improvement Bond (Sinking)
                     304
                     305
                            Fire Equipment Bond (Sinking)
                     306
                            Corporation Bond (Sinking)
                           Bond, General (Sinking)
                     307
                     308
                           Sewer Bond (Sinking)
                     309
                            Bridge Bond (Sinking)
                     310
                            Urban Renewal Bond (Sinking)
                            Redevelopment Bond (Sinking)
                     311
                     312
                            Park Bond (Sinking)
                            Transportation Bond (Sinking)
                     313
                     314
                            Thoroughfare Bond (Sinking)
                     315
                            Airport Bond (Sinking)
                     316
                            Industrial Loan (Repayment)
                           Flood Control Bond (Sinking)
                     317
                     318
                            Lease Rental Payment
                     319
                            Fire Equipment Debt
                            Police Equipment Debt
                                                                                                  EST, 1909
Indiana State Board of Accounts - 2021
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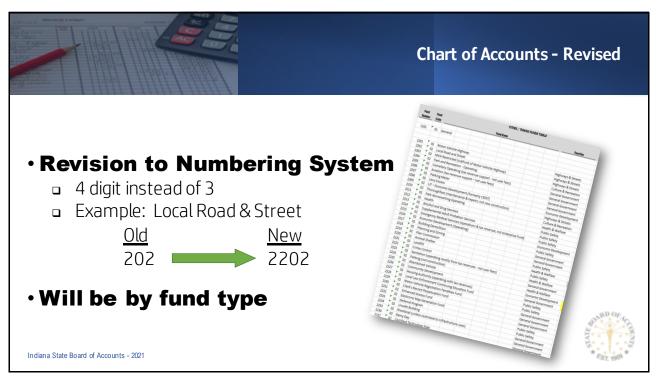
## **Prescribed Fund Names / Numbers**

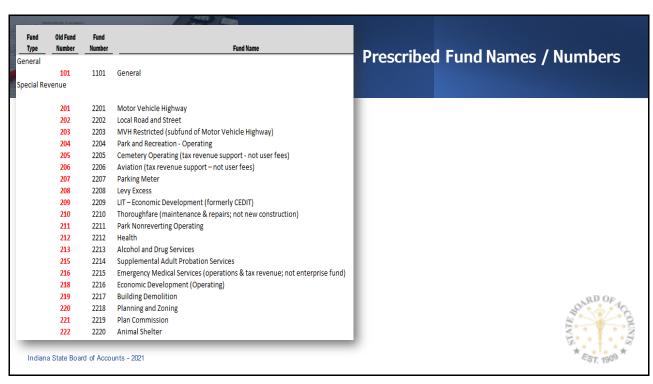
- Discussion on funds will refer to prescribed name and number.
- When reporting on the Annual Financial Report, the prescribed fund name and number will be expected.
- Revised chart of accounts effective 1/1/22.

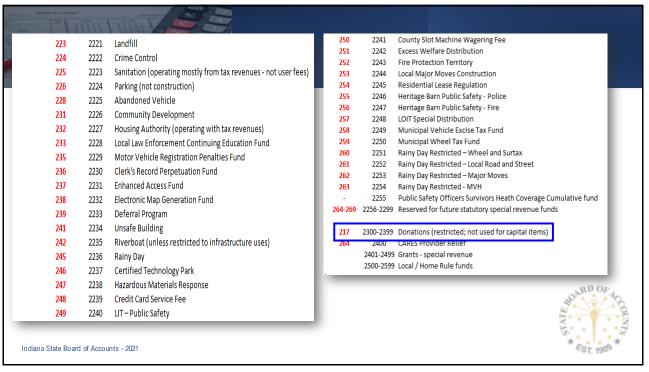


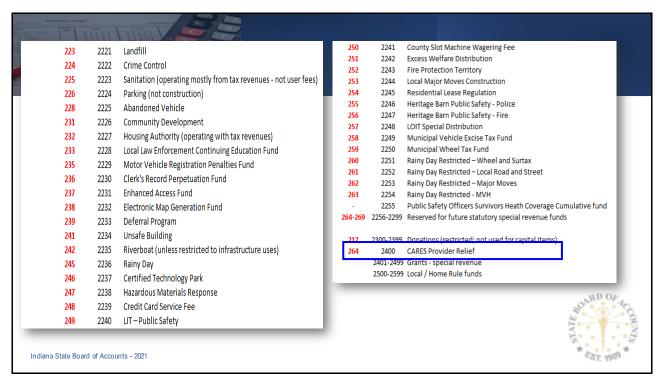
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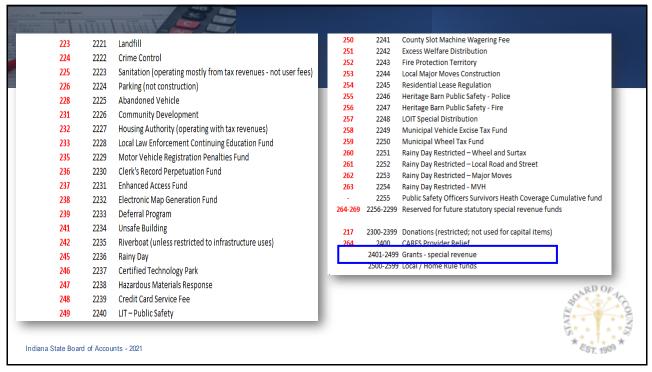
13

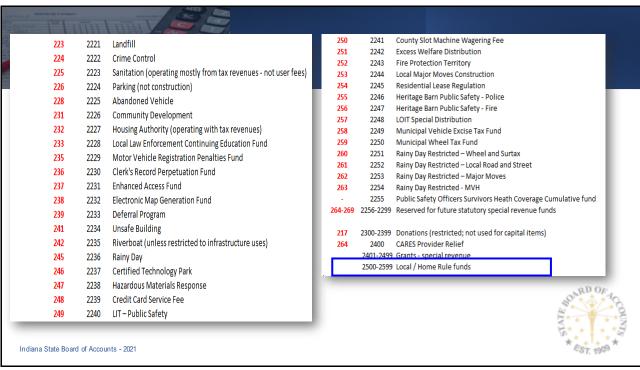


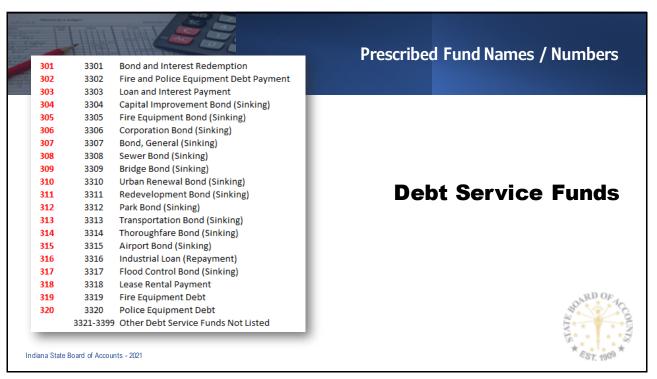


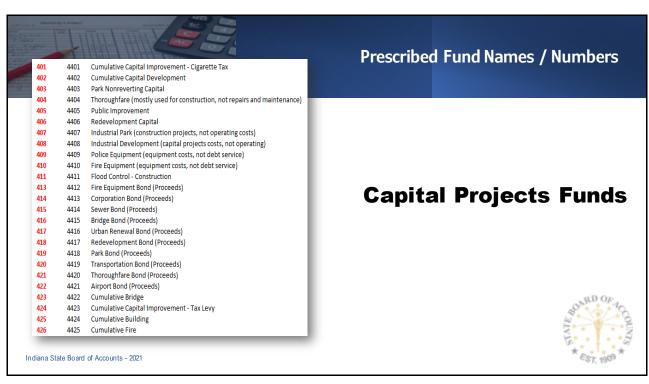


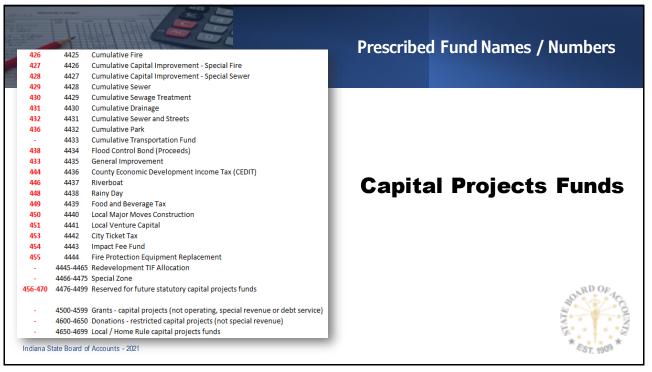


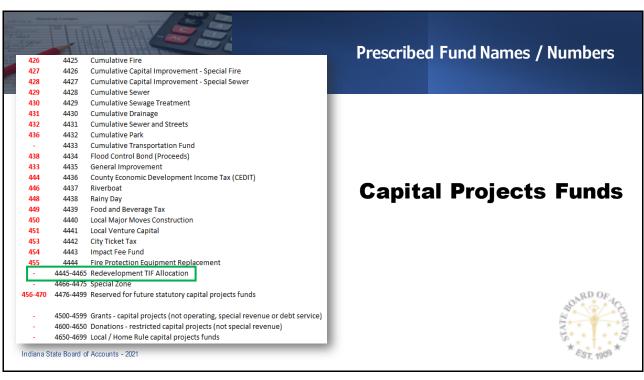


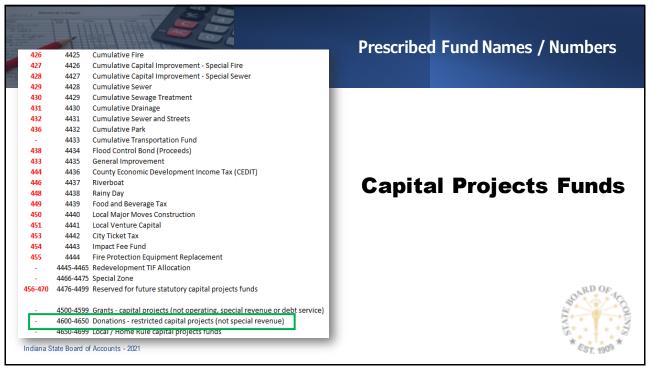


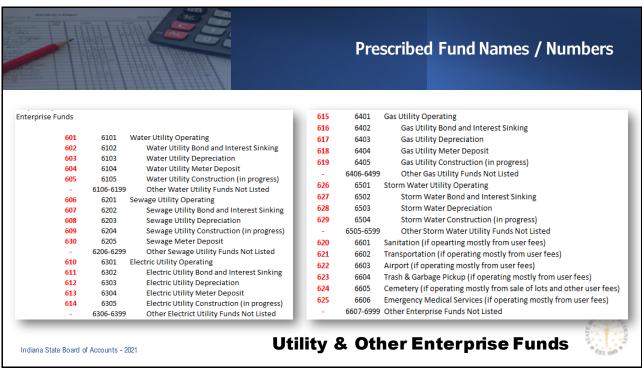


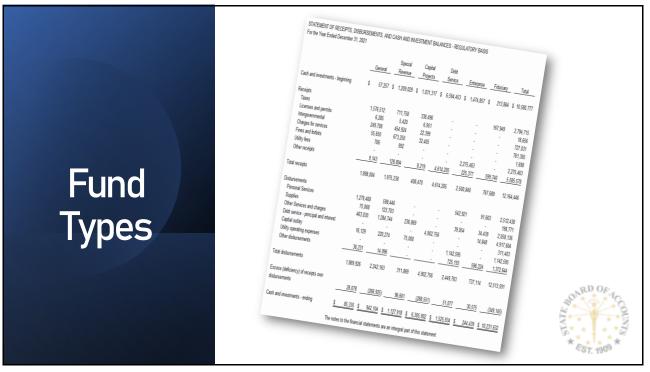


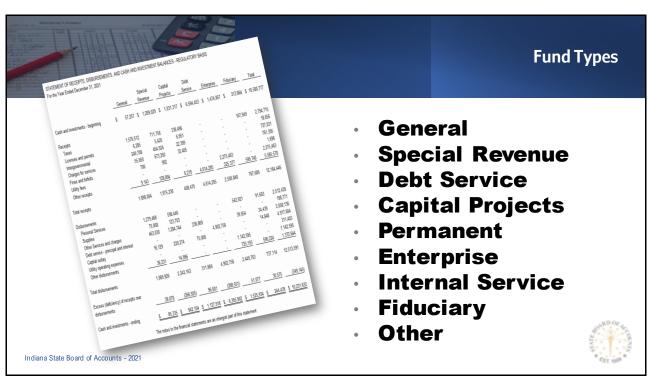














✓ Why are fund types important?

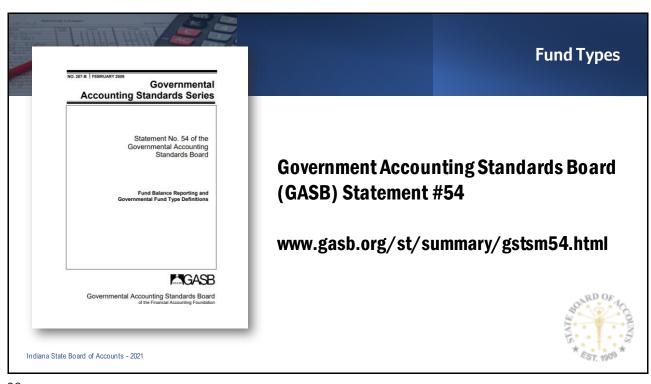
Starting with financial statements for calendaryear 2021, your financial activity will be presented by fund type – each fund type will have its own statement showing financial activity.

✓ What are the different fund types and what do they mean?

Glad you asked - let's take a look

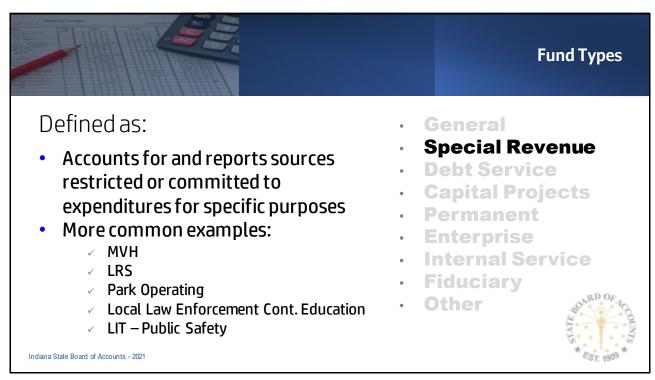






#### **Fund Types** Defined as: **General Special Revenue** Accounts for and reports tax & **Debt Service** other receipts not allocated to **Capital Projects** another fund **Permanent** Chief Operating fund of the **Enterprise** municipality **Internal Service** General operating disbursements **Fiduciary** paid from General **Other** Indiana State Board of Accounts - 2021









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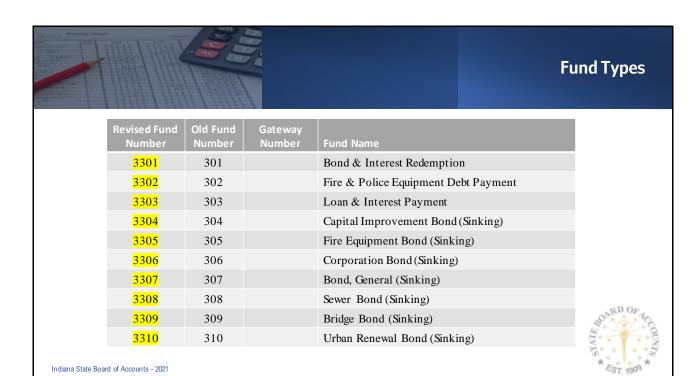
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# **Fund Types** Defined as: General

- Accounts for and reports sources restricted, committed, or assigned for principal & interest
- Should be used to report resources if legally mandated
- Includes resources accumulated for both current & long-term principal and interest payments

- **Special Revenue**
- **Debt Service**
- **Capital Projects**
- Permanent
- **Enterprise**
- **Internal Service**
- **Fiduciary**
- Other



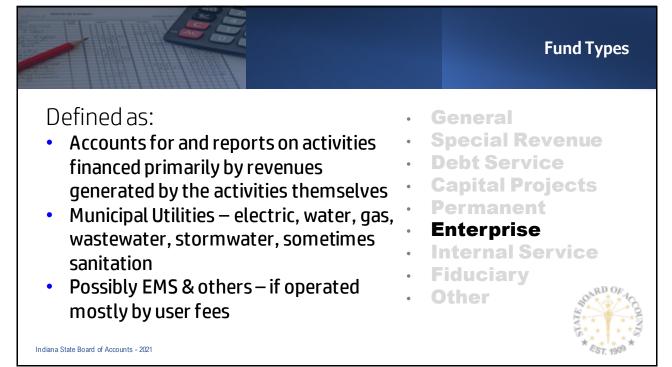


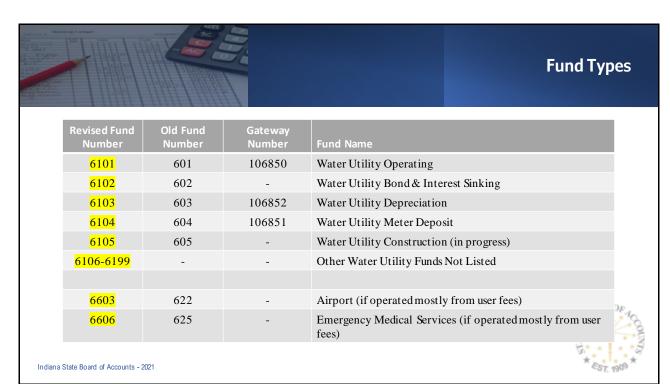
#### **Fund Types** Defined as: General **Special Revenue** Accounts for and reports resources **Debt Service** restricted, committed, or assigned for **Capital Projects** capital outlay Includes acquisition & construction of Permanent **Enterprise** capital facilities and capital assets. **Internal Service** Excludes capital-related activities financed • **Fiduciary** by proprietary funds Other Cum Cap Improvement, Cum Cap Development are common Indiana State Board of Accounts - 2021



#### **Fund Types** Defined as: **General Special Revenue** Accounts for and reports resources **Debt Service** restricted to only earnings (not principal) **Capital Projects** used to support the city/town's programs **Permanent** "... benefit of the government or its **Enterprise** citizenry." **Internal Service** Does not include private-purpose trusts **Fiduciary** Fund #501 – Endowment Other









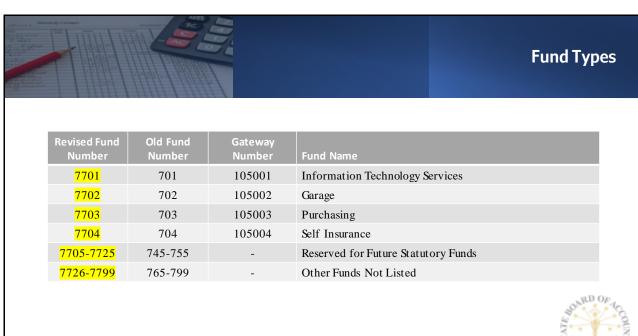
#### **Fund Types**

## Defined as:

- Accounts for and reports for the financing of goods or services provided by one fund, department, or agency to the other funds, departments, or agencies
- Cost reimbursement basis
- Examples: Self-Insurance; IT services;
   Central stores

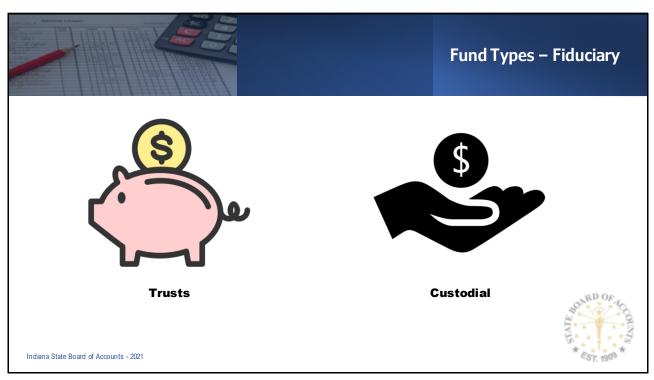
- General
- Special Revenue
- Debt Service
- · Capital Projects
- Permanent
- Enterprise
- Internal Service
- Fiduciary
- Other





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## **Fund Types**

#### Trusts - defined as:

- Report all assets held in a trustee or agency capacity for others and therefore can't be used to support the city/town:
- Most common:
  - ✓ Police Pension
  - Fire Pension

- General
- · Special Revenue
- Debt Service
- Capital Projects
- Permanent
- Enterprise
- Internal Service
- Fiduciary
- Other



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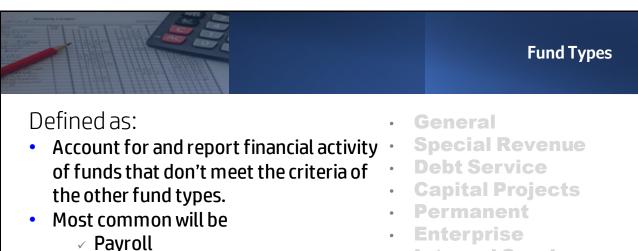
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#### **Fund Types**

# Custodial - defined as:

- Report fiduciary activities held by a city/town not required to be reported in pension trusts.
- General
- Special Revenue
- Debt Service
- Capital Projects
- Permanent
- Enterprise
- Internal Service
- Fiduciary
- Other





of employee payroll deductions

and employer payroll taxes

Payroll Clearing fund(s)

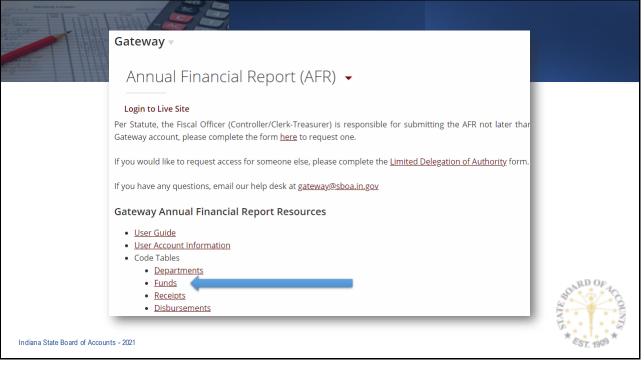
Used to accumulate withholding

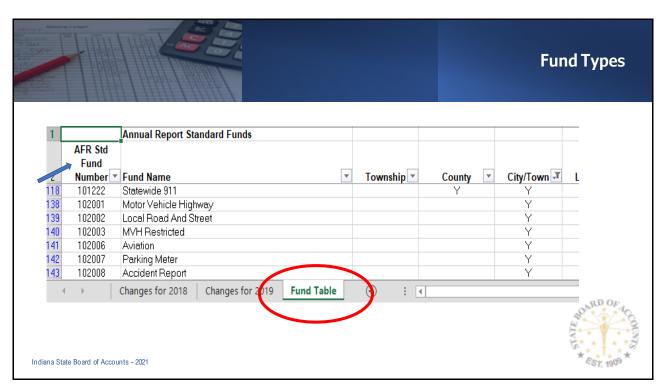
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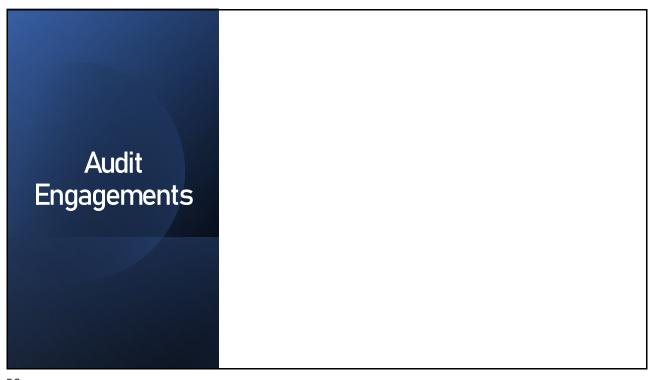
- Internal Service
- Fiduciary
- Other



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#### On Site Audits



#### Memorandum from State Examiner Paul Joyce dated April 7, 2021

- We appreciate the dedication and hard workyou demonstrated during a very difficult 2020 as well as your flexibility and patience as we learned how to audit remotely.
- As of April 12, we began a hybrid in-person/remote approach when auditing to bring an optimal audit experience for both the auditee and auditor.
- We will plan to be on-site 2 days a week while auditing. We recognize that the pandemic is not over, that you must work within the dictates of your local health department, and that this will change as circumstances change. Our auditors will work with you at the time of your entrance conference to determine how to appropriately implement the hybrid schedule and how that we are to conduct ourselves while on-site.
- · Flexibility will be the key in making this work. If you have any concerns, please contact us.



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#### **SBOA Contracted Audits**



- Due to the massive amount of federal funds distributed due to the CARES and ARP Acts, we expect most units will have a federal audit requirement in 2020.
- In order to make sure that your audits are completed on a timely basis, SBOA will be contracting with CPA firms to do some city and town audits. This is a one-time contract for the current engagement; it does not mean that your audit will be done by a CPA firm in the future. The majority of city and town audits will still be completed by our staff.
- State Examiner has authority to contract with CPA firms to perform audits under the direction of the State Examiner.

Indiana Code Ch. 5-11-1 contains several provisions regarding the engagement of a private examiner. First, the State Examiner may allow the engagement of a private examiner to the extent the State Examiner determines necessary to satisfy the requirements of hid Code Art. 5-11. Ind. Gode § 5-11-1-7(b). Second, a private examiner is subject to the direction of the State Examiner authorizes the engagement of a private examiner to perform an examination under ind. Code Art. 5-11, the examination and report must comply with the uniform compliance guidelines established by the State Board of Account under Ind. Code § 5-11-1-24(a). Ind. Code § 5-11-1-24(a).

The audit fees paid by cities and towns will not increase as a result.



#### SBOA Contracted Audit Fees per IC 5-11-4-3

- AUDIT PLANNING
- Taxing Unit Rate (City & Towns): \$175/day(\$23.33/hour)
- Full Cost Rate (Utilities & Federal Audits): \$712.50/day(\$95/hour)
  - \*The full cost rate is the amount we would need to bill to each unit of government to be fully funded
  - · \*CPA firm rates are higher than the SBOAfull-cost rate
- Technology & Processing Fee: Varies depending on engagement
- SBOA is subsidizing the cost of the contracted audits.



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## SBOA Contracted Audits – What to Expect

- AUDIT PLANNING
- Email from SBOA Director of Procured Audits Jennifer Marshall
- Communication with the audit firm
  - Engagement Letter
    - The audit firm will send this to you please sign and return as requested.
  - · List of items needed
    - The audit firm will have access to information you entered into Gateway.
  - Link to firm's upload portal



#### SBOA Contracted Audits - What to Expect

It will be important for your unit to be responsive to audit requests and return items by the date provided in order to ensure that your audit will be completed timely and in accordance with contract terms and bond reporting requirements as applicable. If you anticipate that your unit will not be able to electronically provide the requested documents, please contact SBOA Director Jennifer Marshall by responding to her initial email or email <a href="mailto:procuredaudits@sboa.in.gov">procuredaudits@sboa.in.gov</a> with an explanation as to the reason(s) why you are unable to do so.

Upon completion of the audit the firm will be arranging for an exit conference. The report will be reviewed and approved by SBOA prior to being finalized and posted on our website as a public report. Upon issuance of the report, audit fees will be billed to you by the State Board of Accounts. Consistent with statute, the daily rates will be the same as if SBOA performed the aud it.

State Examiner Joyce requests your full cooperation with representatives of the contracted audit firm just as you have always given our field examiners.

Please feel free to contact Jennifer Marshall or a member of the procured audits team at <u>procuredaudits@sboa.in.gov</u> or Todd Caldwell and Susan Gordon, at <u>cities.towns@sboa.in.gov</u> with any questions you may have at any time now and throughout the audit.

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#### ARP - Internal Controls



Management must establish internal controls over the ARP money to ensure that its operational, reporting, and compliance objectives are achieved.

Internal Controls include written Procedures covering the Control Environment, Risk Assessment, Control Activities, Communication & Information, and Monitoring. Make sure to keep evidence that procedures were performed.

Documentation is important! Maintain supporting documentation for every dollar disbursed and make sure it is tied to a use listed in Section 603(c) and the local plan with adequate explanation.

All expenditure records (accounts payable vouchers, minutes, correspondence, written agreements, etc.) must be maintained in a separate file for future audits of ARP funds.



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#### **ARP – The Importance of Internal Controls**



# A detailed accounting is required by the US Department of Treasury

Section 603"(d) REPORTING.—Any metropolitan city, non entitlement unit of local government, or county receiving funds provided under a payment made under this section shall provide to the Secretary periodic reports providing a detailed accounting of the uses of such funds by such metropolitan city, non entitlement unit of local government, or county and including such other information as the Secretary may require for the administration of this section.



# Contact Info



**Todd Caldwell** Director of Audit Services Director of Audit Services

Susan Gordon, CPA





cities.towns@sboa.in.gov 317-232-2513