



Dr. Robert A Lee, Trustee

9/27/2016

Community Service Providers for  
Center Township of Howard County

Greetings,

First and foremost, this letter is to advise you in writing (per the attached document) of the requirement for all non-governmental entities, including not-for-profit organizations, to report via the Gateway system, all receipts of government funds on the E-1 state form. While reporting has been a requirement for almost three decades, since 2015 reporting has been submitted through the Gateway system. From a recent meeting with the State Board of Accounts, I surmise that there are many agencies which are unaware of the reporting requirements, whether through changes in leadership, or simply not being informed. I am attaching a page from the latest bulletin from the SBoA which includes the reporting requirement. While the attached bulletin should help you with reporting, help is also available from the State Board of Accounts for any issues you have.

The second purpose for this letter is to offer any assistance I or the township may give you in this requirement, including use of township electronic resources (under supervision) to accomplish the requirement should you not have access to a computer. There is also a "guide" available online at [http://www.in.gov/sboa/files/Entity\\_Annual\\_Report\\_\(E1\)\\_fast\\_guide.pdf](http://www.in.gov/sboa/files/Entity_Annual_Report_(E1)_fast_guide.pdf)

In order to use the Gateway system you will need to obtain a user id if your organization does not already have one. When accessing Gateway you will need to use either Chrome or Firefox as your browser. Using one of those browsers, go online to <https://gateway.ifionline.org/login.aspx> If you do not have a user id or password, in the bottom of the login box, there is a link "Request Authorization to Access Gateway". Clicking on that link will take you to a sign-up page. You should choose "other" from the drop-down box in Question 1. Complete the remainder of the form, and submit it. After you receive your login information, you will need to change your password. Reminder: record your user id and password securely for future reference, or for whomever may need to make reports in the future.

So as not to cause anxiety, I am enclosing a copy of the E-1 report required. And to ease your mind, the audit threshold is \$200,000, so the chances of a very busy State Board of Accounts asking to audit your books is very unlikely.

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If you have not already submitted a report from 2015, may I suggest that you do so even now. Again, if you need assistance, please ask, either myself or the SBoA.

I wish I could answer questions about contracts for 2017. I can tell you this – the township board just adopted the proposed 2017 budget. The process moves now to a review by the county commissioners, and then by the Department of Local Government Finance. Chances are most likely that the budget adopted by our board will be given final approval. So, following the adoption by the Board on September 22, Dr. Lee has been fully committed to the work of preparing partner and service contracts for 2017.

Again, if I can be of assistance to you as one of our partners in serving this community, please do not hesitate to call upon me.

Your servant,



Frank S. Gribble, III  
Chief Deputy, Center Township