



Visit Gateway at <https://gateway.ifionline.org/login.aspx>

Gateway User Guide

Form 4 Ordinance / Resolution for Appropriations and Tax Rates



Table of Contents

How do I get to the application screen in Gateway?	3
Form 4 Overview	3
Accessing Form 4	4
Ensuring that Form 4 is Generated Correctly	5
Entering Data on Form 4.....	5
Marking the Form “Ready to Submit”.....	11
Viewing and Printing the Form.....	12
Scanning and Uploading your Form 4.....	13
Submitting the Form 4	16



How do I get to the application screen in Gateway?

As an authorized user of the Indiana Gateway for Government Units (“Gateway”), users will have a username and password that will allow access to the program. The username is the email address on file with the Department of Local Government Finance (“Department”). The Department will assign an initial password, which should then be changed by the owner to something unique and confidential. Users are responsible for all information entered into Gateway under the authorized user’s username and password. Users without a Gateway account may contact Support@dlgf.in.gov to register.

Web Address (URL): <https://gateway.ifionline.org/login.aspx>

To access Gateway, open [Firefox](#) or [Google Chrome](#) and type <https://gateway.ifionline.org/login.aspx> into the browser, and then hit “Enter” on a standard keyboard. Gateway works best using Firefox or Google Chrome. Internet Explorer is not a supported browser.

Form 4 Overview

Form 4 is the official Ordinance the fiscal body signs to formally adopt the budget. It is a signature sheet that lists the net budget, tax rate, and tax levy figures from the adopted column of Form 4B for all funds. Be aware that the budget figure that will appear is your net budget. This means your appropriations minus any property tax caps entered for each fund. This form will also include any home-ruled funds for your unit. For the home-ruled funds, once the Form 4 has been adopted, that is all that is required for those specific funds. The Department will not conduct a formal review of home-ruled funds. The Signed Ordinance that is generated through this process must be uploaded to the Department. This is the legal document that we need to begin our budget review process.



The Department will consider the amounts listed on the signed, hard-copy Form 4 to be the official adoption of the fiscal body.



Accessing Form 4

First, navigate to the Budget Form Menu by selecting your unit and then clicking “View Forms, Enter and Edit Budgets.”







Select Unit > Unit Main Menu

Selected Year: 2020 | Selected Unit: Gateway1 County - 9983 Dlgf City 1, Gateway1 Co.

Unit Main Menu - 9983 Dlgf City 1, Gateway1

Select from the options below to customize your unit's funds, departments, and/or publicati

Department of Local Government Finance Tasks

-  **Pre-Budget Worksheet** - Submitted on 6/4/2019 10:30:13 AM
Provide information and estimates in advance.
-  **Customize Funds, Departments, Debts, Rev. Codes**
View and edit lists of funds, depts., debts by fund and rev. codes.
-  **View Forms, Enter and Edit Budgets**
View, edit and submit Forms to DLGF.
-  **Submit Signed Form 4 and Other Documents**
View, upload and submit budget-related documents to DLGF.
-  **Property Tax Cap Info**
View Property Tax Cap Data Currently Entered on all Forms
-  **Optional Flat File Upload**
Fund List, Department List, Fund-Dept Relationship, Form 1, Form 2

From the Budget Form Menu, click on the link on the left side of the Form 4 box that says, “Click to edit form.” This will load the form.

Current Year Financial Worksheet: Additional Calculations for Form 4B	
Debt Worksheet	
Form 1: Budget Estimate	
Form 2: Estimate of Miscellaneous Revenues	
Form 3: Notice to Taxpayers	
Form 4: Ordinance / Resolution of Appropriations and Tax Rates	
 Click to edit form	 Not Ready to Submit.
Form 4A: Budget Report	
Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate	




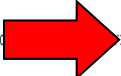
Ensuring that Form 4 is Generated Correctly

The table on Form 4 will populate itself with all funds that have been added. The figures on Form 4 are automatically pulled from the Form 4B (adopted column) for the Department reviewed funds, while the adopted budget amounts can be pulled from Form 1 or manually entered for all home-ruled funds. Therefore, before entering the Form 4 amounts, it is very important that Forms 1 and 4B adopted columns have been entered in Gateway.

Entering Data on Form 4

The first field on this form is the “Ordinance / Resolution Number.” This is an optional field on Form 4. If an ordinance/resolution number is available to enter, simply click in the box to manually input the number. Please be sure to click Save at the bottom of the form once complete.

ORDINANCE / RESOLUTION FOR APPROPRIATIONS AND TAX RATES 

Ordinance / Res 

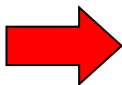
To complete the information in the paragraph at the top of the page, please select the “Enter Information into Paragraph Above” button on the left-hand side.

This Form is Invalid until all form values have been entered.

Be it ordained / resolved by the [\[No Adopting Unit Entered\]](#) that for the expenses of [D\lgf_City_1](#) for the year ending December 31, 2020 the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of [D\lgf_City_1](#), the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance/resolution shall be in full force and effect from and after its passage and approval by the [\[No Adopting Body Entered\]](#).

Name of Adopting / Fiscal Body	Type of Adopting / Fiscal Body	Date of Adoption




Enter Information into Paragraph Above

Once you click “Enter Information into Paragraph Above” the below page will appear.

Input Paragraph Information

Date of Adoption


Name of Adopting / Fiscal Body
 

Select Type of Adopting / Fiscal Body

The first field is the “Date of Adoption.”

Date of Adoption

Name of Adopting / Fiscal Body



Select Type of Adopting / Fiscal Body

Please click on the field beneath Date of Adoption. If the date of adoption is not in the current month, use the arrows to the left and right of the month to navigate to the correct month. Once the desired month is selected, click on the date the adoption meeting will be held.

Date of Adoption

August, 2019

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Today: June 14, 2019

Date of Adoption

September, 2019

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Today: June 14, 2019

Upon selection of the adoption date, it will appear in the Date of Adoption box. The next step is completing the “Name of Adopting / Fiscal Body” field. See the following example for Blue Creek Township.

The screenshot shows a form titled "Input Paragraph Information". It contains three main input fields: "Date of Adoption" with the value "9/25/2019", "Name of Adopting / Fiscal Body" which is currently empty, and "Select Type of Adopting / Fiscal Body" which is a dropdown menu. A red arrow points to the empty text box for the name of the adopting body. At the bottom of the form are "Cancel" and "Update Record" buttons.

After entering the name of the adopting/fiscal body, select the type of adopting / fiscal body.

This screenshot shows the same form as the previous one, but now the "Name of Adopting / Fiscal Body" field contains the text "Blue Creek Township". A red arrow points to the "Select Type of Adopting / Fiscal Body" dropdown menu, which is currently set to an empty selection. The "Update Record" button is visible at the bottom.

Once complete, click “Update Record” to save the information entered into Form 4.

The final screenshot shows the form with "Township Board" selected in the "Select Type of Adopting / Fiscal Body" dropdown menu. A red arrow points to the "Update Record" button at the bottom right of the form, indicating the final step to save the data.

The next section breaks down the proposed adopted budget, tax levy, and tax rate by the fund. As illustrated below, this section displays these values for standard Department reviewed funds in the first table and also lists any added home-ruled funds in a second table. If funds need to be added or deleted, please visit the [Adding, Deleting, and Connecting Funds and Departments user guide](#).

DLGF-Reviewed Funds

**Values pull from lines 1, 16, 17, and the property tax cap credits of the adopted column of Form 4B.
Adopted Budget = Line 1 - property tax cap credits for each fund.**

Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0101	GENERAL	\$0	\$0	0.0000
0180	DEBT SERVICE	\$0	\$0	0.0000
0181	DEBT PAYMENT	\$0	\$0	0.0000
0801	HEALTH	\$0	\$0	0.0000
1220	LIBRARY CAPITAL PROJECTS	\$0	\$0	0.0000
1310	PARK NONREVERTING - CAPITAL	\$0	\$0	0.0000
1390	CUMULATIVE PARK & RECREATION	\$0	\$0	0.0000
2391	CUMULATIVE CAPITAL DEVELOPMENT	\$0	\$0	0.0000
		Total: \$0	Total: \$0	Total: 0.0000

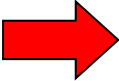
The Department Reviewed Funds section will automatically pull in the amounts from the adopted column of Form 4B. The Adopted Budget pulls from the calculation of Line 1 minus the Property Tax Cap Credits. The Adopted Tax Levy pulls from Line 16. Last, the Adopted Tax Rate pulls from Line 17.

Any field not entered in the adopted column of Form 4B will become a zero amount after being saved. If an amount is blank or incorrect, please update the amount in the adopted column in Form 4B.

If the unit has any home-ruled funds, they will display beneath the Department reviewed fund table. These amounts can be pulled from Form 1’s adopted column for any and all home-ruled funds by clicking on the “Copy Home-Ruled Budgets from Form 1.

Home-Ruled Funds (Not Reviewed by DLGF)

Fund ID	Fund Code	Fund Name	Adopted Budget	Action
1029	9506	Demo Home Ruled Fund	\$0	Edit
			Total: \$0	



[Copy Home-Ruled Budgets from Form 1](#)

Home-ruled fund amounts can also be entered or edited manually by selecting the “Edit” button to the right of the fund. Please be sure to click “Update” to save any change to an amount. Then click “Save”.

Home-Ruled Funds (Not Reviewed by DLGF)

Fund ID	Fund Code	Fund Name	Adopted Budget	Action
1029	9506	Demo Home Ruled Fund	\$25000	Update Cancel
			Total: \$0	

Copy Home-Ruled Budgets from Form1

Please double-check that all adopted amounts listed are correct.



The Department will consider the amounts listed on the signed, hard-copy Form 4 to be the official adoption of the fiscal body.



Members that will vote to approve the budget must now be added by entering their names one at a time.

DLGF-Reviewed Funds

Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0061	RAINY DAY	\$4,100	\$0	0.0000
0101	GENERAL	\$23,165	\$0	0.0000
0840	TOWNSHIP ASSISTANCE	\$9,135	\$1,245	0.0023
1111	FIRE	\$50,000	\$5,000	0.5000

Home-Ruled Funds (Not Reviewed by DLGF)

Fund ID	Fund Code	Fund Name	Adopted Budget	Action
1023	9500	the home rule fund	\$1,000	Edit

Copy Home-Ruled Budgets from Form1

This Form is Invalid until at least one name for signature been entered.

Name	Signature
<input type="text"/>	

Please enter a member’s name and then click the “+ADD” button to save an entry.

Name	Signature
+ ADD <input type="text" value="John Smith"/>	

Now simply repeat the process until all members are entered.


Edit	Delete	Name		Signature
		John Smith	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	_____
		Julie Andrews	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	_____
		Christopher Plummer	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	_____
+ ADD		<input type="text"/>		

After all, members have been entered, the attest field may be completed. This field must be used for counties, cities, and towns.

If the attest field applies to your unit type, you may complete it by entering the name and title of the person attesting, and then click “Save” on the bottom right-hand side of the page.


Name	Title	Signature
<input type="text" value="Bob Barker"/>	<input type="text" value="Trustee"/>	_____

MAYOR ACTION (For City use only)			
Name	Approve <input type="checkbox"/> Veto <input type="checkbox"/>	Signature	Date
<input type="text"/>		_____	<input type="text"/>



The last field, “Mayor Action,” will only apply to cities and binding units whose budgets are adopted by a city. To complete this field, type in the mayor’s name and select the adoption date. To save the information entered, please click “Save.”

MAYOR ACTION (For City use only)			
Name	Approve <input type="checkbox"/> Veto <input type="checkbox"/>	Signature	Date
<input type="text" value="James John Walker"/>		_____	<input type="text" value="9/25/2019"/>



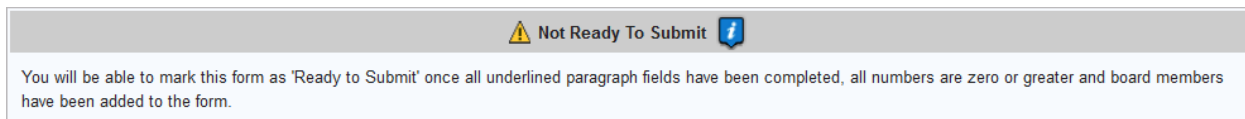
This concludes the inputting of the data for Form 4.



Marking the Form “Ready to Submit”

At the bottom of Form 4, there is a Ready to Submit status box. Before the form is entirely complete, there will be a grey box titled Not Ready to Submit.

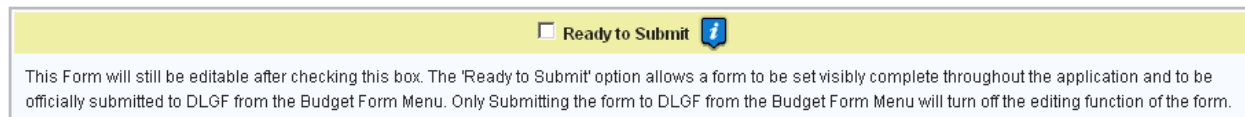
The budget forms have a feature built-in called validation. This does not allow the form to be marked as Ready to Submit or be submitted until the required fields are completed. Validation will help prevent some commonly found errors. Upon closer review, you will notice the box states: “You will be able to mark this form as 'Ready to Submit' once all underlined paragraph fields have been completed, all numbers entered are zero or greater and board members have been added to the form.”



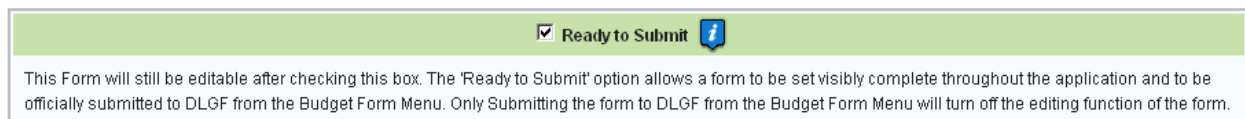
Once Form 4 is complete, the yellow Ready to Submit option will appear. This gives users the ability to mark the form as ready to submit by clicking on the check box. Do not check this box until all data in Form 4 is verified as correct. Users with editing and submission rights will both have the capability to mark the form as Ready to Submit.



The Department will consider the amounts listed on the signed, hard-copy Form 4 to be the official adoption of the fiscal body.



Once this box is checked, the box will turn green, and the form will now be marked as Ready to Submit. Form 4 can still be edited until it is submitted.

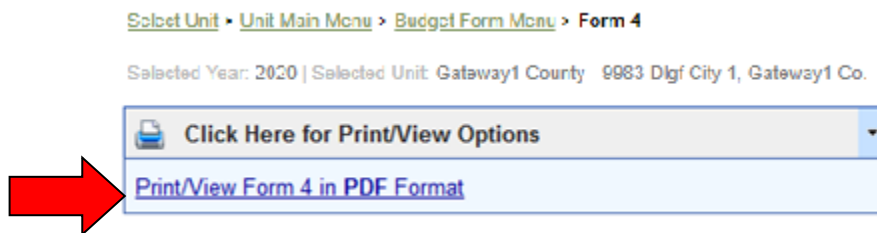




Viewing and Printing the Form

Printing Form 4 is an important part of the budget process as it allows the unit’s board/council members to sign and adopt its budget. Form 4 can only be printed after being marked as ready to submit. Once Form 4 has been marked as ready to submit, a drop-down menu appears on the top-left corner of the form that reads, “Click Here for Print/View Options.” If this area still reads, “Print options only available once Form 4 is marked 'Ready to Submit,’” try saving or leaving the Form 4 and accessing it again.

Click on the drop-down menu that states, “Click Here for Print/View Options.”



Then select, “Print/View Form 4 in PDF Format.”

Once the page appears in a new window, simply click on the printer icon on the top left-hand corner to print. The form may also be saved by selecting the save icon to the right in order to save the form as a PDF which can be emailed or posted to a website.



From here, you will need to take this Form 4 with you to your adoption meeting. After the official vote has taken place, all voting members must sign and mark their votes on this form. Attests need to be completed at this time also. Remember that if any of the Board/Council members are a volunteer firefighter, they may not vote on the budget, and their vote will not be counted. You must have a majority of the body present and voting Aye for the vote to be valid. If you do not, please seek advice from your legal counsel before proceeding.

Scanning and Uploading your Form 4

Please note a signed copy of your Form 4 must be scanned and uploaded into Gateway. The Department will not accept submissions through fax, email, or mail. First, scan the signed Form 4 and save it in a location easily accessible on your computer. If you do not have a scanner, you will need to locate someone with one. Local libraries and sometimes other officials such as county auditors may be able to help.

Once the documents have been scanned and saved, click on “Submit Proof of Publication and Signed Form 4” on the Unit Main Menu.







Select Unit > Unit Main Menu

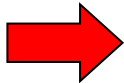
Selected Year: 2020 | Selected Unit: Gateway1 County - 9983 Dlgr City 1, Gateway1 Co.

Unit Main Menu - 9983 Dlgr City 1, Gateway1

Select from the options below to customize your unit's funds, departments, and/or publicati

Department of Local Government Finance Tasks

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Provide information and estimates in advance.
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View and edit lists of funds, depts., debts by fund and rev. codes.
-  **View Forms, Enter and Edit Budgets**
View, edit and submit Forms to DLGF.
-  **Submit Signed Form 4 and Other Documents**
View, upload and submit budget-related documents to DLGF.
-  **Property Tax Cap Info**
View Property Tax Cap Data Currently Entered on all Forms
-  **Optional Flat File Upload**
Fund List, Department List, Fund-Dept Relationship, Form 1, Form 2



You will now need to complete the fields below along with locating your file.

Submit File

Select file type: Signed Budget Ordinance/Resolution (Form 4) ▾ Enter description for 'Other':

Please note: The Proof of Publication often consists of the Advertiser's Claim/Affidavit and an attached newspaper clipping.

Enter a Description:

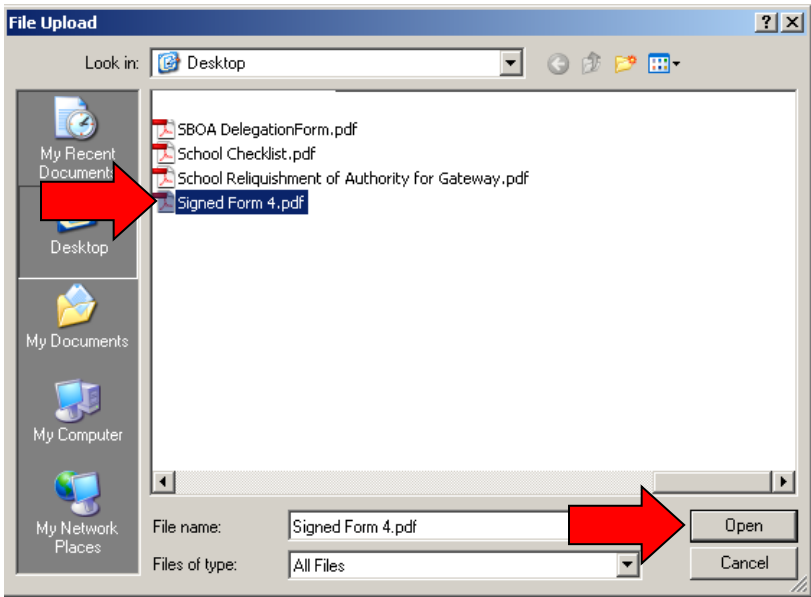
Select File to Upload:
 No file selected.

The first option, “Signed Budget Ordinance/Resolution (Form 4)” will already be selected. Now you will need to enter a description. This may be something such as “Signed Form 4”. By clicking on “Proof of Publication (Form 3), you will then be able to select, “ Signed Budget Ordinance/Resolution (Form 4).”

Submit File
Select file type: Signed Budget Ordinance/Resolution (Form 4) Enter description for 'Other':
Enter a Description: Signed Form 4
Select File to Upload: Choose File No file chosen
Submit Signed Form 4 and Other Documents

Please note: The Proof of Publication often consists of the Advertiser's Claim/Affidavit and an attached newspaper clipping.

To locate the file, click on “Choose File.” A pop-up box will appear. From here, select the appropriate location where you previously saved your Form 4, and then select the file. With the desired file highlighted, click “Open.”



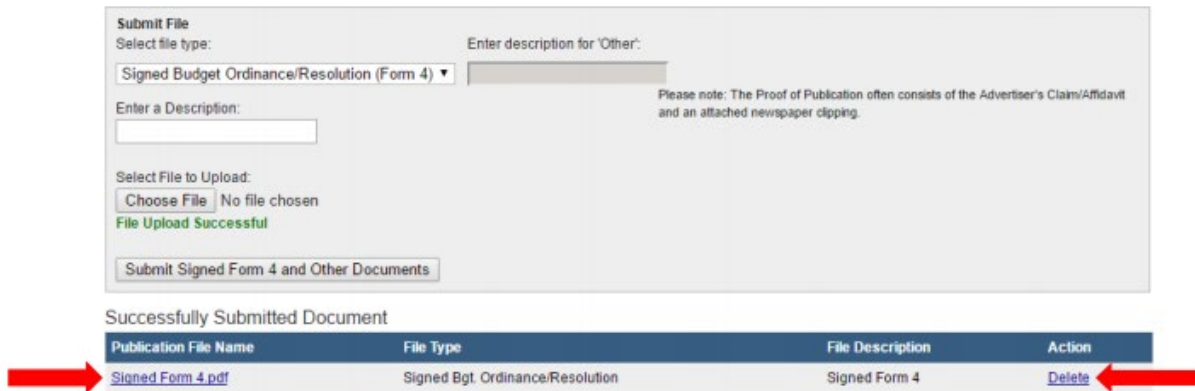
Notice the file path now appears to the right of the browse button.



Submit File
 Select file type: Signed Budget Ordinance/Resolution (Form 4) Enter description for 'Other':
 Enter a Description: Signed Form 4 Please note: The Proof of Publication often consists of the Advertiser's Claim/Affidavit and an attached newspaper clipping.
 Select File to Upload: Choose File Signed Form 4.pdf
 Submit Signed Form 4 and Other Documents

The last step in uploading the signed Form 4 is to click the “Upload File” button.

Once successfully uploaded, all uploaded files will appear below. To verify that the correct document was uploaded, click on the blue underlined file name, and this will open the uploaded file.



Submit File
 Select file type: Signed Budget Ordinance/Resolution (Form 4) Enter description for 'Other':
 Enter a Description:
 Select File to Upload: Choose File No file chosen
File Upload Successful
 Submit Signed Form 4 and Other Documents

Successfully Submitted Document

Publication File Name	File Type	File Description	Action
Signed Form 4.pdf	Signed Bgt. Ordinance/Resolution	Signed Form 4	Delete

To remove an uploaded file, simply click on the word “Delete” on the right-hand side of the specific file you wish to remove.



Submitting the Form 4

Note that after Form 4 has been marked as Ready to Submit, Form 4 under the Budget Form Menu now shows a green submit option.



After your budget has been adopted, you may click on the green “Click to submit completed form to Department” button to submit your Form 4.

A pop-up box will appear asking if you are sure you want to submit this form. If you are ready to submit, simply press “OK.”

If Form 4 is complete and will not need further changes, click on the green “Click to submit completed form to Department” button. A pop-up box will appear asking if you are sure you want to submit this form. If you are ready to submit, simply press “OK.”





As shown below, Form 4 on the Budget Form Menu now appears green and will now only appear in the “read only” form.

The screenshot shows a user interface with a green header bar for "Form 4: Ordinance / Resolution of Appropriations and Tax Rates" with a checkmark icon. Below this is a light green area containing a button with a magnifying glass icon and the text "Click to view form", and a checkmark icon followed by the text "This form has been submitted.". At the bottom is a yellow bar for "Form 4A: Budget Report" with a warning triangle icon.

The form may no longer be edited once it has been submitted. If a form has been submitted by mistake, please contact the Department at Support@dlgf.in.gov or at (317) 234-4480.

Congratulations! You have successfully submitted Form 4. Please see the other user guides for assistance with other forms. If you have any questions, please contact the Department at Support@dlgf.in.gov or at (317) 234-4480.