

Instructions for Reporting Daily Balances

These instructions are for those who are required to pledge and deliver 100% collateral and as such are required to report their net public funds to the Indiana Board for Depositories on a daily basis.

General Instructions

The Indiana Board for Depositories has set up a web form which allows you to report your public funds online. Your login is in the same location you have used in the past to provide quarterly reports. You select the Daily Reporting button; enter the effective date of the report, and the net amount of uninsured public funds held. You then click the link to submit the information and you are done. This can only be done once per effective date.

Location

The new web form can be found via the Indiana Board for Depositories web page, by clicking on the “Go to Online Reporting” Link on the page below.

<http://www.in.gov/tos/deposit/2373.htm>

Login

You may login using the same username and password as you use for your quarterly reporting. This is assigned by the Indiana Board for depositories. If you do not know your username or password, contact the Indiana Board for Depositories at 317-232-5257.

Type your username and password into their respective fields and click on the “Login” link at the bottom right of the page.

Selecting the correct reporting section

There are two reporting sections. The current quarterly report, and the new daily report. If you are attempting to report your quarterly number, as all depositories are required to do, click on “Quarterly Report Filing”. If you are attempting to submit your daily report of public funds held, click on, “Daily Report of Public Funds.”

Report of public funds held

There are two fields on this online form. The first is the effective date. This should be the date for which you are reporting the public funds held, this is not the date you reported the funds.

Example, if you are reporting on July 1, 2011 the funds held June 30, 2011, you would enter 6/30/2011.

The second is the Net Public funds. This is calculated by subtracting the federally insured Indiana public funds from the total Indiana public funds on deposit. Enter the amount of net public funds.

In addition to the two fields there is a certification that submitting the form online holds the same legal weight as if you submitted it on paper.

Click “Continue>>” on the bottom center of the screen. Be careful to **not click the “Home”** button in the lower right hand corner.

When you receive a confirmation message on the screen, you have submitted the report.

Problems

If you have any problems, contact the Indiana Board for Depositories at 317-232-5257