

The process to request an extension for completing your entity's Hinkle Annual Financial Data Reporting System (Hinkle System) has been **UPDATED** to ensure extension requests meet the requirements per <u>Auditor</u> of <u>State Bulletin 2015-007</u>. This process update will allow you to track the status of your request for extension through your entity's Hinkle System filing link.

Unless your entity has been granted a <u>Small Government Electronic Filing Waiver</u>, these procedures **MUST** be followed to request a filing due date extension. Requests submitted by any other method will not be accepted.

Requesting a Hinkle System Filing Due Date Extension

- 1. Access your entity-specific Hinkle System filing link;
 - Via the link included in email communications to the entity's contact person on file with the Auditor of State (See Figure 1); (Note: Uniform Accounting Network (UAN) clients do not receive Hinkle System filing links via email communication unless the entity has opted out of UAN filing on its behalf; therefore, in order to request a Hinkle System filing extension, UAN clients must access their entity's Hinkle System link via their AOS eServices account. For UAN clients, the link should ONLY be used for your entity to request an extension of the Hinkle System filing due date.)

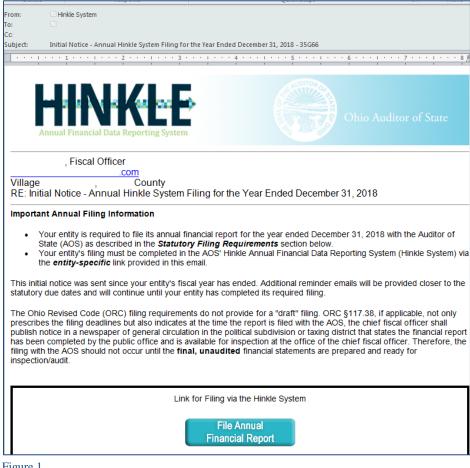


Figure 1



HINKLE Annual Financial Data Reporting Extension Request Quick Guide

o Via your entity's Auditor of State eServices account by clicking <u>here</u>. Click on the eServices Website button (See Figure 2).

	t information at any time!	
About the Website	Berrices is an online customer website that provides up-to-the-minute information regarding you durate detector also. Berrices Website Detective of part billing statements since September 2005. Detective of part billing statements since September 2005. Detective posted entity payment transaction (check). Detective posted entity payment transaction (check). Detective posted entity payment transaction. Detective posted billing statements in the detective statement. Detective poster Detective pos	Click eServices Website System

Figure 2

The Customer Log-in window will appear (See Figure 3). To access your entity's Hinkle System link, enter the your entity's AOS customer number (provided on AOS billing statements and on all Hinkle System email communications) and your email account information as the client contact on file with the AOS then click the Login button.

Customer Log-in Welcome to the Auditor of State's Customer eServices website. This interactive website allows clients to access their payments and billing If you have any suggestions on how to make the eServices website more helpful, please provide feedback on the Contact Us page once you have Iogged in to your account. Customer Number: Customer Email Address: Login	Enter Custome Number and Customer Ema Address





HINKLE Annual Financial Data Reporting

Extension Request Quick Guide

Once you have logged in, click the "Hinkle System" link at the top of the page (See Figure 4).

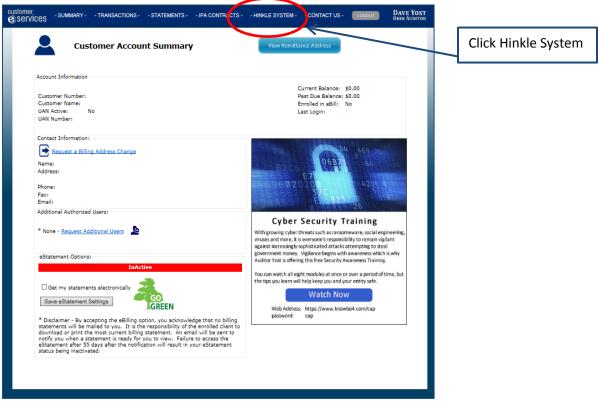


Figure 4

Click "Web Link" under Filing Link for the appropriate year-end (See Figure 5).

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		ise refer to the <u>AOS web</u> ents unless opted-out of			linkleSystem@ohioauditor.gov.	
Year En			Filing Type	Due Date	Filed Date	
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2014	Submitte	ed Web Link	GAAP	7/31/2015	7/30/2015 12:00:00 AM	
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Figure 5		Click the Web				
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HINKLE Annual Financial Data Reporting

Extension Request Quick Guide

On the Hinkle System instruction page, click the blue "Begin Filing" button at the bottom of the webpage (See Figure 6).

HINKEE Annual Financial Data Reporting	
3. After completing the data entry requirements for all the financial statements, enter the Long Term Obligations at Year End for the Governmental and Proprietary funds, as applicable to the entity type, by type of obligation. This information should be readily available within the footnotes to the financial statements. Once this information has been entered, select the "Save Changes" button at the bottom of the page and then the "Next" button to move to the next requirement.	
4. After completing Step 3, enter information under the "Other Information – Demographics" section. Once the fields have been completed, select the "Save Changes" button at the bottom of the page and then the "Next" button to move to the next requirement.	
 Full Financial Statement Upload - After completing Step 4, please upload a complete PDF copy of the financial statements. The components of the full reporting package vary by basis of accounting as follows: 	
 Governmental Entities filing GAAP, OCBOA Cash or OCBOA Modified Cash Basis: Management's Discussion & Analysis (GAAP – Required, Cash & Modified Cash-Optional) Basic Financial Statements Government-Wide Financial Statements Fund Financial Statements Notes to the Basic Financial Statements Any Other Required Supplementary Information (GAAP Only) Regulatory Cash Basis Entities (commonly referred to as AOS basis): Basic Financial Statements Statements Statements Notes to the Basic Entities (commonly referred to as AOS basis): Basic Financial Statements Statement(s) (or Combined Statement(s)) of Receipts, Disbursements and Changes in Fund Balances Notes to the Basic Financial Statements 	
The file to upload must be an Adobe Acrobat PDF file and the file must be less than 30MB. If you do not have Adobe Acrobat to create a PDF, the following websites have tools that may aid you in doing so:	
Small PDF PDF Forge Office Converter PDF Merge	
6. Enter your name and title and recognize the information entered is accurate and complete by placing a check in a box beside of the Acknowledgement Statement. Then, select the "Submit" button to the bottom right of the page in order to complete the filing	
process, noting the information CANNOT be changed once this step has been completed.	Click Begin Filing
Begin Filing	L

Figure 6



The webpage to select your entity's filing type will open (See Figure 7) Please select your entity's financial statement filing type (basis of accounting). Your entity's Hinkle System statutory filing due date will be established based on the filing type selected. Hinkle System due date extensions **must** be requested on or prior to the current due date. If the due date for your entity's Hinkle System filing has passed, you will be unable to request an extension.

Note: State universities or colleges must submit an extension no later than the preceding September 30 and the extension can be for no more than two months (December 31st in accordance with Ohio Administrative Code 126:3-1-01(A)(2)(a).

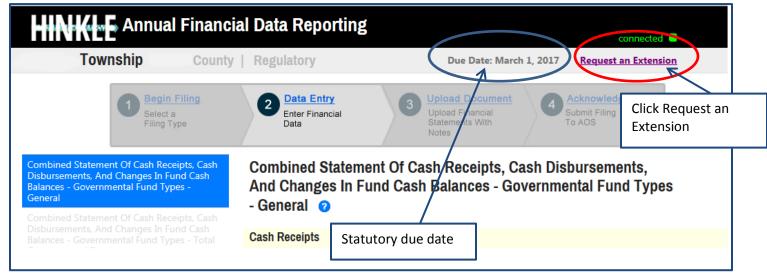
Uniform Accounting Network (UAN) clients generally report on the "Regulatory Cash" (AOS basis); however, may also report on the "Cash" or "Modified Cash" basis. UAN clients should not select "GAAP" as the filing type unless the client has opted out of UAN filing on its behalf.

If you have other questions regarding your basis of accounting, please consult Frequently Asked Questions or the Hinkle System Quick Guide for your entity type which are available <u>here</u>.

Begin Filing Select a Filing Type	2 Data Entry Enter Financial Data Statements Wit Notes	al Submit Filing
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ools, prepare their financial reports pursuant to ge	uires that all counties. cities and school districts. includin nerally accepted accounting principles (GAAP). ORC Sec sport annually on a GAAP basis and Ohio Administrative	tion 1724.05 requires community improvement
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Figure 7

4. Once the filing type is selected, the first page of the application will open and the statutory due date will appear in the upper right corner of the page. Click the "Request an Extension" link next to the statutory due date to open the webpage to request an extension





Annual Financial Data Reporting

Extension Request Quick Guide

Generally, the Auditor of State's Office will only consider filing extension requests up to a maximum of 60 days beyond the statutory due date under the extraordinary circumstances defined in AOS Bulletin 2015-007 and listed below. Requests for an extension beyond 60 days will only be considered in very limited extenuating circumstances.

The AOS will consider granting an extension to a public office, or other entity required to file, under extraordinary circumstances as defined below:

- The public office or other entity required to file is located in an area where a major flood or natural disaster has recently occurred;
- \blacktriangleright The records were destroyed through fire of casualty;
- The records were not updated due to the recent death or disability of the person responsible for preparing the annual financial report;
- A newly elected or appointed public official requests an extension due to poor maintenance of financial records by the predecessor official; or
- > Other extenuating circumstances as determined by the AOS.

Note: Waiting for updated note disclosure information from an outside party is not a permissible reason to request a filing extension. Your entity's notes are required to include the most current disclosure available at the time of the filing. Additionally, entities requiring financial information from component unit entities to incorporate into their financial statements should coordinate deadlines with the component unit entities to ensure the primary government meets its Hinkle System filing deadline.

The Extension Request window will open (See Figure 9). To complete the request you will need an Extension Request Document. The Extension Request Document is a letter, in a PDF format, on entity letterhead and signed by the chief fiscal officer and a representative of the governing board of the public office or other entity required to file. The letter must state the reason for the request and indicate the requested filing extension date."

HINKLE Annual Financial Data Reporting	
County 12/31/2016 Request Extension Due Date: 03/01/2017	
The Auditor of State (AOS) recognized that occasionally circumstances may arise that justify granting an extension of the annual financial report filing deadline. The AOS will NOT consider extension requests after the statutory or extended due date has passed; therefore, the extension request MUST be submitted via the Hinkle System PRIOR to the current statutory or extended due date. After that date, the extension request function below will be disabled.	
Generally, the AOS will consider granting an extension to a public office or other entity required to file only under extraordinary circumstances as defined in AOS Bulletin 2015-007.	
To request an extension, please enter all of the information below. Once your request is submitted, you will be notified via email (using the email address on file with AOS), as well as within the application itself, whether the extension date has been approved or denied. The AOS' response will generally be received within ten (10) working days. Please refer to pages 7-8 of <u>Auditor of State (AOS) Bulletin 2015-007</u> for the AOS' extension policy.	
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Extension Reason	Complete each of the
If Other, please explain	requested
Extension Request Browse Model to the Provide the P	information fields.
Submit Request	
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HINKEE Annual Financial Data Reporting

Extension Request Quick Guide

Extension Reason includes a drop down menu (See Figure 10). If "Other extenuating circumstances" is selected you will need to include a brief explanation in the **If Other, please explain** box.

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Click **Browse** to begin the upload of the **Extension Request Document**. The **Choose file to Upload** window will open. Navigate to the file you will be uploading, select the file by clicking in the file name on your computer and click **Open** to upload the document. (See Figure 11)

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HINKEE Annual Financial Data Reporting

Extension Request Quick Guide

After completing the requirements to request the extension, click the **Submit Request** button (See Figure 12)

HINKEE Annual Financial Data Reporting	
County 12/31/2016 Request Extension	Due Date: 03/01/2017
The Auditor of State (AOS) recognized that occasionally circumstances may arise that justify granting an extension report filing deadline. The AOS will NOT consider extension requests after the statutory or extended due date has extension request MUST be submitted via the Hinkle System PRIOR to the current statutory or extended due date extension request function below will be disabled.	passed; therefore, the
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To request an extension, please enter all of the information below. Once your request is submitted, you will be not email address on file with AOS), as well as within the application itself, whether the extension date has been approx response will generally be received within ten (10) working days. Please refer to pages 7-8 of <u>Auditor of State (AO</u>) the AOS' extension policy.	oved or denied. The AOS'
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Extension Reason Other extenuating circumstances	has been complete
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Submit Request	L
< Back to Home	

Figure 12

Once you click Submit Request, you will receive a confirmation message in the application (See Figure 13). You will also receive an email confirmation of your extension request.

	HINKEE Annual Financial Data Reporting
	County 12/31/2016 Request Extension Due Date: 03/01/2017
	The Auditor of State (AOS) recognized that occasionally circumstances may arise that justify granting an extension of the annual financial report filing deadline. The AOS will NOT consider extension requests after the statutory or extended due date has passed; therefore, the extension request MUST be submitted via the Hinkle System PRIOR to the current statutory or extended due date. After that date, the extension request function below will be disabled. Generally, the AOS will consider granting an extension to a public office or other entity required to file only under extraordinary circumstances as defined in <u>AOS Bulletin 2015-007</u> .
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appear to indicate your extension request has been received.	YOUR REQUESTION FOR AN EXTENSION HAS BEEN RECEIVED. A CONFIRMATION OF THE REQUEST WAS SENT TO THE EMAIL ADDRESS ON FILE WITH THE AOS. TO VIEW, CLICK THE "< BACK TO HOME" BUTTON BELOW TO RETURN TO THE HINKLE SYSTEM. THE EXTENSION REQUEST STATUS WILL BE REFLECTED IN THE UPPER RIGHT CORNER OF EACH SCREEN AFTER "BEGIN FILING" IS SELECTED FOR EXAMPLE: Extension: January 1, 2017 Pending



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Extension Request Quick Guide

Please close the webpage by clicking the red "X" in the upper right corner of the page or **Back to Home** button to return to the first page of the application (See Figure 14).

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Figure 14	application.				

You will receive an email confirmation of your extension request and will receive a separate email, generally within ten (10) working days, with the AOS' response, which will indicate if your entity's extension request has been approved or denied.

To view the status of your extension request, access your Hinkle System filing link (see Figure 1). The status of the extension request will be reflected in the upper right corner of each screen after the "Begin Filing" page. Figures 15, 16 and 17 provide examples of extension request status.

HINK	Annual Finan	cial Data Reportin	ıg	connected		
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Figure 15						i
HINK	Annual Financi			connected		
	Cour	nty GAAP	Due Date: May 30, 2017 E	ktension: July 31, 2017 Approved	K	
	Begin Filing Select a Filing Type	2 Data Entry Enter Financial Data	3 Upload Document Upload Financial Statements With Notes	Acknowledge Submit Filing To AOS		Extension Request
Statement Of Ne Activities	et Position - Governmental	Statement Of Net P	Position - Governmental	Activities		Status is Approved
Figure 16						



NOTE: Resetting your entity's Hinkle System filing will delete any data that has already been entered, **including any previously approved due date extensions**; therefore, please ensure the filing type selected in step 3 is the appropriate basis of accounting.