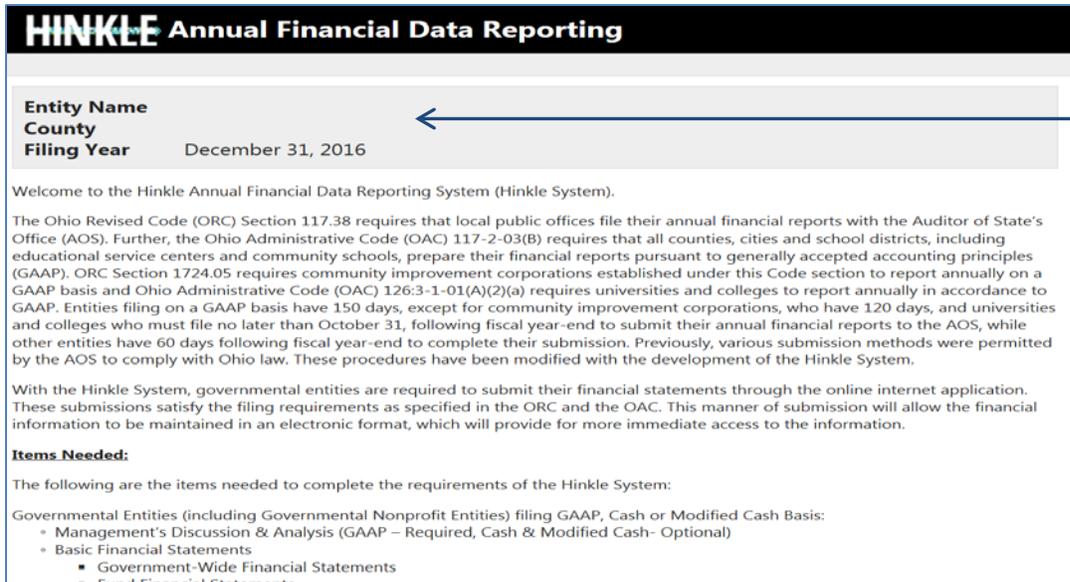




Hinkle Annual Financial Data Reporting System Quick Guide for Other Entity Types

The Hinkle Annual Financial Data Reporting System (Hinkle System) is an Internet based application that allows unaudited financial statements to be transmitted to the Auditor of State (AOS) to satisfy the filing requirements prescribed by the Ohio Revised Code (ORC) and/or the Ohio Administrative Code (OAC).

To access the Hinkle Annual Financial Data Reporting System, click on the entity-specific link provided via email or through the entity’s eServices account [here](#). To log in, you will need the customer number (available on billing invoices and/or Hinkle System email correspondence) and the customer email address (generally the fiscal officer’s email). Once you have logged in, click the “HINKLE SYSTEM” link at the top of the screen. The following webpage (see Figure 1) will open upon clicking the link.



These fields will be populated when the Hinkle System is accessed.

Figure 1

After reading the instructions, click the **Begin Filing** button. The button appears as follows at the bottom of the webpage (see Figure 2).

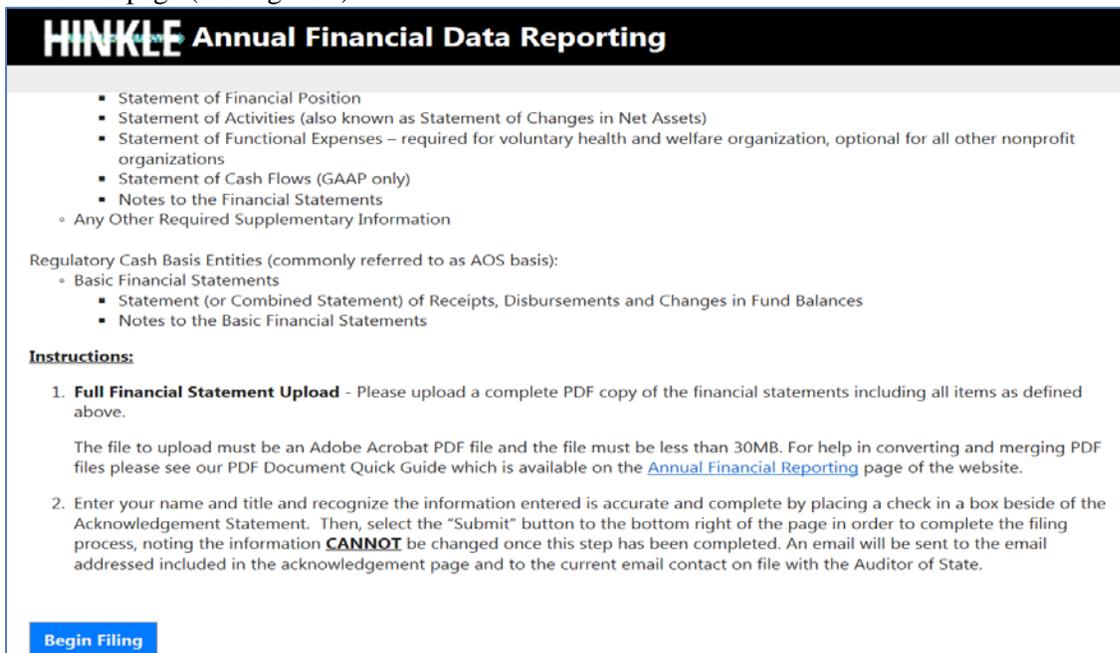


Figure 2



Hinkle Annual Financial Data Reporting System Quick Guide for Other Entity Types

After clicking the **Begin Filing** button (see Figure 2), the following webpage will open (see Figure 3). Select the filing type of your annual financial report. The options are Regulatory Cash, OCBOA Cash, OCBOA Modified Cash, or GAAP. Please ensure you select the filing type which corresponds to the accounting basis of the financial statements that will be uploaded (See Figure 9). After the filing type has been selected, click the **Begin Filing** button.

HINKLE Annual Financial Data Reporting

1 **Begin Filing**
Select a Filing Type

2 **Upload Document**
Upload Financial Statements With Notes

3 **Acknowledge**
Submit Filing To AOS

Select Filing Type

The Ohio Administrative Code (OAC) 117-2-03(B) requires that all counties, cities and school districts, including educational service centers and community schools, prepare their financial reports pursuant to generally accepted accounting principles (GAAP). ORC Section 1724.05 requires community improvement corporations established under this Code section to report annually on a GAAP basis and Ohio Administrative Code (OAC) 126:3-1-01(A)(2)(a) requires universities and colleges to report annually in accordance to GAAP.

GAAP - Financial statement prepared in accordance with generally accepted accounting principles.
OCBOA Cash - Financial statements prepared on the cash basis as look-alike GAAP statements; relevant Governmental Accounting Standards Board (GASB) Statements have been applied to the extent the statements are applicable to the cash basis of accounting.
OCBOA Modified Cash - Financial statements prepared on a modified cash basis as look-alike GAAP statements; relevant GASB Statements have been applied to the extent the statements are applicable to the modified cash basis of accounting. The most common modification applied to cash basis is the recording of long term investment activity. Other common modifications include recording of capital assets, net of accumulated depreciation and long-term debt arising from cash transactions.
Regulatory Cash - Financial statements prepared which comply with the basis of accounting prescribed by the Auditor of State, commonly referred to as the AOS basis of accounting.

Filing Type

Regulatory Cash
 OCBOA Cash
 OCBOA Modified Cash
 GAAP

Begin Filing

Figure 3

If the Regulatory Cash, OCBOA Cash, or OCBOA Modified Cash is selected (see Figure 3) and your entity is required to file financial statements in accordance with generally accepted accounting principles (GAAP), a warning message will appear (see Figure 4). The **Begin Filing** button will need to be clicked again in order to proceed with the current selection.

HINKLE Annual Financial Data Reporting

Select Filing Type

The Ohio Administrative Code (OAC) 117-2-03(B) requires that all counties, cities and school districts, including educational service centers and community schools, prepare their financial reports pursuant to generally accepted accounting principles (GAAP). ORC Section 1724.05 requires community improvement corporations established under this Code section to report annually on a GAAP basis and Ohio Administrative Code (OAC) 126:3-1-01(A)(2)(a) requires universities and colleges to report annually in accordance to GAAP.

GAAP - Financial statement prepared in accordance with generally accepted accounting principles.
OCBOA Cash - Financial statements prepared on the cash basis as look-alike GAAP statements; relevant Governmental Accounting Standards Board (GASB) Statements have been applied to the extent the statements are applicable to the cash basis of accounting.
OCBOA Modified Cash - Financial statements prepared on a modified cash basis as look-alike GAAP statements; relevant GASB Statements have been applied to the extent the statements are applicable to the modified cash basis of accounting. The most common modification applied to cash basis is the recording of long term investment activity. Other common modifications include recording of capital assets, net of accumulated depreciation and long-term debt arising from cash transactions.
Regulatory Cash - Financial statements prepared which comply with the basis of accounting prescribed by the Auditor of State, commonly referred to as the AOS basis of accounting.

Filing Type

Regulatory Cash
 OCBOA Cash
 OCBOA Modified Cash
 GAAP

Warning: The basis of accounting chosen is not consistent with generally accepted accounting principles as required by OAC. This could subject your entity to a noncompliance citation and a monetary penalty assessed by the Auditor of State's Office.

Begin Filing

Figure 4



Hinkle Annual Financial Data Reporting System Quick Guide for Other Entity Types

If after you have begun, you determine you have selected the wrong filing type, you can reset the filing type (Figure 5).

HINKLE Annual Financial Data Reporting

- Statement of Financial Position
- Statement of Activities (also known as Statement of Changes in Net Assets)
- Statement of Functional Expenses – required for voluntary health and welfare organization, optional for all other nonprofit organizations
- Statement of Cash Flows (GAAP only)
- Notes to the Financial Statements
- Any Other Required Supplementary Information

Regulatory Cash Basis Entities (commonly referred to as AOS basis):

- Basic Financial Statements
 - Statement (or Combined Statement) of Receipts, Disbursements and Changes in Fund Balances
 - Notes to the Basic Financial Statements

Instructions:

- 1. Full Financial Statement Upload** - Please upload a complete PDF copy of the financial statements including all items as defined above.

The file to upload must be an Adobe Acrobat PDF file and the file must be less than 30MB. For help in converting and merging PDF files please see our PDF Document Quick Guide which is available on the [Annual Financial Reporting](#) page of the website.
- 2.** 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. An email will be sent to the email addressed included in the acknowledgement page and to the current email contact on file with the Auditor of State.

[Begin Filing](#) [Reset Filing Type](#)

After you have begun filing, the Reset Filing Type Button will appear on the first page of the Hinkle System

Figure 5

After you select the **Reset Filing Type** button, a warning screen will appear (Figure 6). Resetting your filing type will delete any files you have uploaded. Select only if you originally incorrectly selected the filing type for your entity. The **Reset** button will need to be selected to complete the reset. You will then be able to go back to the Select Filing Type page (Figure 3) and select the correct filing type.

HINKLE Annual Financial Data Reporting

WARNING!!

Selecting this option will reset your filing and delete any data you have already entered.

Selecting this option will also delete any **previously approved due date extensions**.

If you originally incorrectly selected the filing type for your entity, select the RESET button below to restart your filing. If you have reached this page in error and do not wish to reset your filing, please select the CANCEL button to return to the previous page.

[Cancel](#) [Reset](#)

Click the **Reset** button to complete the filing type reset.

Figure 6



Hinkle Annual Financial Data Reporting System Quick Guide for Other Entity Types

Entities will be required to upload a PDF document of their full unaudited financial statements. The required components of the PDF will vary by entity type and basis of accounting. Please refer to the descriptions below when compiling the PDF File.

PDF FILE REQUIRED COMPONENTS

- ◆ **Governmental Entities (including Governmental Nonprofit Entities) filing GAAP, Cash or Modified Cash Basis:**
 - Management's Discussion & Analysis (GAAP – Required, Cash & Modified Cash-Optional, however include if prepared)
 - Basic Financial Statements
 - Government-Wide Financial Statements
 - Fund Financial Statements
 - Notes to the Basic Financial Statements
 - Any Other Required Supplementary Information
- ◆ **Nongovernmental Nonprofit Entities filing GAAP, Cash or Modified Cash Basis:**
 - Basic Financial Statements
 - Statement of Financial Position
 - Statement of Activities (also known as Statement of Changes in Net Assets)
 - Statement of Functional Expenses – required for voluntary health and welfare organization, optional for all other nonprofit organizations
 - Statement of Cash Flows (GAAP only)
 - Notes to the Financial Statements
 - Any Other Required Supplementary Information
- ◆ **Regulatory Cash Basis 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



Hinkle Annual Financial Data Reporting System Quick Guide for Other Entity Types

After clicking the **Begin Filing** (see Figure 3) button, the full financial statement upload page will open. (see Figure 7). The page provides information and access to upload your financial statements including notes to the financial statements.

HINKLE Annual Financial Data Reporting

County | GAAP

1 Begin Filing
Select a Filing Type

2 Upload Document
Upload Financial Statements With Notes

3 Acknowledge
Submit Filing To AOS

Financial Statement Upload

Upload a PDF of the annual financial reporting package. The components of the full reporting package vary by basis of accounting as follows:

- Regulatory Cash Basis 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
- Governmental Entities (including Governmental Nonprofit Entities) filing GAAP, OCBOA Cash or OCBOA Modified Cash Basis:**
 - Management's Discussion & Analysis (GAAP - Required, Cash & Modified Cash-Optional; however, include if prepared)
 - Basic Financial Statements
 - Government-Wide Financial Statements
 - Fund Financial Statements
 - Notes to the Basic Financial Statements
 - Other Required Supplementary Information
- Governmental Nonprofit Entities filing GAAP, Cash or Modified Cash Basis:**
 - Basic Financial Statements
 - Statement of Financial Position
 - Statement of Activities (also known as Statement of Changes in Net Assets)
 - Statement of Functional Expenses - required for voluntary health and welfare organization, optional for all other nonprofit organizations
 - Statement of Cash Flows (GAAP only)
 - Notes to the Financial Statements
 - Other Required Supplementary Information

Upload Requirements

Before you upload a document, please consider the following:

- File must be an Adobe Acrobat PDF file.
- File must be less than 30MB

Upload Tips

If you do not have Adobe Acrobat to create a PDF, please see the following document to guide you in doing [so here](#).

Request an Extension
Due Date: 11/27/2017

Upload

< Previous

Browse...

The entity name and selected basis of accounting will appear here

The status bar will indicate your filing phase. You must complete all phases and submit to complete your filing requirement

Requests for extensions of due dates are required to be requested through the Hinkle System. Please reference the separate [Quick guide regarding extensions](#).

The due date is presented in the right hand corner based upon the basis of accounting selected and any applicable approved extension.

The Upload Tips provide a direct link to [How to Create/Merge a PDF Document](#) quick guide that may aid you in converting and/or merging your files to a PDF format.

Figure 7

Click the Browse button (see Figure 7), a Choose File to Upload window will open (See Figure 8). Navigate to the directory with the PDF file you will upload into the system.

HINKLE Annual Financial Data Reporting

Choose File to Upload

Desktop

Organize

File name: []

All Files (*.*)

Open Cancel

Upload

< Previous

Browse...

Request an Extension
Due Date: 04/30/2018

Upload Requirements

Before you upload a document, please consider the following:

- File must be an Adobe Acrobat PDF file.
- File must be less than 30MB

If you do not have Adobe Acrobat to create a PDF, please see the following document to guide you in doing [so here](#).

Clicking the Browse button will open a Choose File to Upload Window

Figure 8



Hinkle Annual Financial Data Reporting System Quick Guide for Other Entity Types

Once you have selected the file, the directory and file will appear in the upload field. (See Figure 9). If the file selection is correct, click the green **Upload** button (See Figure 9) to upload the file into the Hinkle System.

HINKLE Annual Financial Data Reporting

County | Regulatory [Request an Extension](#)

Full Financial Statement Upload

Please upload a PDF of the annual financial reporting package. The components of the full reporting package vary by basis of accounting as follows:

- Regulatory Cash Basis 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
- Governmental Entities (including Governmental Nonprofit Entities) filing GAAP, OCBOA Cash or OCBOA Modified Cash Basis:**
 - Management's Discussion & Analysis (GAAP – Required, Cash & Modified Cash-Optional; however, include if prepared)
 - Basic Financial Statements
 - Government-Wide Financial Statements
 - Fund Financial Statements
 - Notes to the Basic Financial Statements
 - Any Other Required Supplementary Information
- Nongovernmental Nonprofit Entities filing GAAP, Cash or Modified Cash Basis:**
 - Basic Financial Statements
 - Statement of Financial Position
 - Statement of Activities (also known as Statement of Changes in Net Assets)
 - Statement of Functional Expenses – required for voluntary health and welfare organization, optional for all other nonprofit organizations
 - Statement of Cash Flows (GAAP only)
 - Notes to the Financial Statements
 - Any Other Required Supplementary Information

C:\Users\dfinn\Desktop\2016 FINANCIAL STATEMENT_20170906085034.pdf [Browse...](#)

Upload [< Previous](#)

Upload Requirements
Due Date: 04/30/2018
Before you upload a document, please consider the following:

- File must be an Adobe Acrobat PDF file.
- File must be less than 30MB

Upload Tips
If you do not have Adobe Acrobat to create a PDF, please see the following document to guide you in doing so [here](#).

The selected file will appear in this field

Once the correct file is selected, press the green **Upload** button

Figure 9

The following message will appear if your file has been successfully uploaded (See Figure 10). Please view your uploaded file to verify the correct file was used. Once you have viewed your file, click **Next** button (See Figure 10).

HINKLE Annual Financial Data Reporting

County | Regulatory [Request an Extension](#)

Due Date: 04/30/2018

1 [Begin Filing](#) Select a Filing Type

2 [Upload Document](#) Upload Financial Statements With Notes

3 [Acknowledge](#) Submit Filing To AOS

YOUR FILE HAS BEEN UPLOADED SUCCESSFULLY. VIEW UPLOADED FILE HERE

NOTICE: YOU MUST PROCEED TO THE FINAL STEP BY CLICKING THE NEXT> BUTTON AT THE BOTTOM OF THIS WEBPAGE TO COMPLETE YOUR HINKLE SYSTEM FILING.

Full Financial Statement Upload

Please upload a PDF of the annual financial reporting package. The components of the full reporting package vary by basis of accounting as follows:

- Regulatory Cash Basis 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
- Governmental Entities (including Governmental Nonprofit Entities) filing GAAP, OCBOA Cash or OCBOA Modified Cash Basis:**
 - Management's Discussion & Analysis (GAAP – Required, Cash & Modified Cash-Optional; however, include if prepared)
 - Basic Financial Statements
 - Government-Wide Financial Statements
 - Fund Financial Statements
 - Notes to the Basic Financial Statements
 - Any Other Required Supplementary Information
- Nongovernmental Nonprofit Entities filing GAAP, Cash or Modified Cash Basis:**
 - Basic Financial Statements
 - Statement of Financial Position
 - Statement of Activities (also known as Statement of Changes in Net Assets)
 - Statement of Functional Expenses – required for voluntary health and welfare organization, optional for all other nonprofit organizations
 - Statement of Cash Flows (GAAP only)
 - Notes to the Financial Statements
 - Any Other Required Supplementary Information

[Browse...](#)

Upload [< Previous](#) [Next >](#)

Upload Requirements
Before you upload a document, please consider the following:

- File must be an Adobe Acrobat PDF file.
- File must be less than 30MB

Upload Tips
If you do not have Adobe Acrobat to create a PDF, please see the following document to guide you in doing so [here](#).

Click here to view and verify the correct file has been uploaded

Figure 10



Hinkle Annual Financial Data Reporting System Quick Guide for Other Entity Types

The following Acknowledgement and Submission web page will open (see Figure 11). Enter the name, title and email of the individual completing the submission process. Click the box to acknowledge the information entered is complete and accurate for the reporting year and basis of accounting selected. Then click the **Submit** button

Enter name, title and email address

Click the box to acknowledge the information entered is complete and accurate for the reporting year and basis of accounting selected. You also acknowledge the financial statements and notes uploaded are the final unaudited financial statements and notes to be audited.

Figure 11

Once you have clicked the Submit button, a pop up box will appear to confirm you want to transmit your Hinkle System filing to the Auditor of State (See Figure 12). This message also reminds you the filed information will be publically available on the Auditor of State's website after submission. Click the Cancel button to go back for further review of your filing. Click the OK button to complete the submission.

Figure 12

Once you click the Submit button, the filing link will be locked. If re-filing is necessary, please contact the Auditor of State's Office using the [audit inquiry application](#). Please note, the filing date and accounting basis of any re-filed annual financial report will become the basis for determining compliance with the filing requirements.



Hinkle Annual Financial Data Reporting System Quick Guide for Other Entity Types

The following message (see Figure 13) will appear if the reporting requirements were submitted timely, as specified by Ohio law, and under a required basis of accounting, if applicable.

HINKLE Annual Financial Data Reporting

Completed

Thank you for completing the requirements for filing _____'s annual financial report within the parameters of the Ohio Revised Code Section 117.38 and the Ohio Administrative Code 117-2-03(B).

A confirmation email has been sent to the email address entered on the acknowledgement page and the primary contact on file with our office (if different from the email entered on the acknowledgement page).

Figure 13

If financial statements were submitted to the Auditor of State as required but **not** in accordance with the timing requirements, including any approved extension, the following message will appear (see Figure 14) after clicking the **Submit** button (see Figure 11).

HINKLE Annual Financial Data Reporting

Completed

Thank you for completing the requirements for filing _____'s annual financial report.

A confirmation email has been sent to the email address entered on the acknowledgement page and the primary contact on file with our office (if different from the email entered on the acknowledgement page).

The Ohio Revised Code (ORC) Section 117.38 requires that local public offices file their annual financial reports with the Auditor of State's Office (AOS). ORC Section 117.38 also requires entities filing GAAP to submit their financial reports to the AOS within 150 days of their fiscal year-end. Entities subject to ORC Section 1724.05 are required to submit their annual reports to the AOS within 120 days of their fiscal year-end. Universities and Colleges subject to OAC 126:3-1-01(A)(2)(a) must file their financial statement no later than October thirty-first (31st) of each year. All other entities have 60 days following the end of their fiscal year to submit their financial reports to the AOS.

Your entity did not file within the parameters described above and may be subject to the penalties prescribed in ORC Section 117.38, if applicable.

If your entity is subject to ORC Section 117.38, it is still necessary for you to publish notice in a newspaper circulated in your political subdivision or taxing district that the financial report has been completed and is available for public inspection at your office.

Figure 14

Entities subject to filing requirements under 1724.05 are required to report in accordance with generally accepted accounting principles (GAAP). Ohio Administrative Code 126:3-1-01(A)(2)(a) requires universities and colleges to prepare their financial statements in accordance with GAAP. Additionally, effective for annual financial report filings for periods ending December 31, 2016 and after, Ohio Administrative Code §117-2-03(B) requires government insurance pools to report in accordance to GAAP. If GAAP financial statements were **not** submitted to the Auditor of State as required, irrespective of the date submitted, the following message will appear (see Figure 15) after clicking the **Submit** button (see Figure 11).

HINKLE Annual Financial Data Reporting

Completed

Thank you for completing the requirements for filing _____'s annual financial report.

A confirmation email has been sent to the email address entered on the acknowledgement page and the primary contact on file with our office (if different from the email entered on the acknowledgement page).

The Ohio Revised Code (ORC) Section 117.38 requires that local public offices file their annual financial reports with the Auditor of State's Office (AOS). ORC Section 117.38 also requires entities filing GAAP to submit their financial reports to the AOS within 150 days of their fiscal year-end. Entities subject to ORC Section 1724.05 are required to submit their annual reports to the AOS within 120 days of their fiscal year-end. Universities and Colleges subject to OAC 126:3-1-01(A)(2)(a) must file their financial statement no later than October thirty-first (31st) of each year. All other entities have 60 days following the end of their fiscal year to submit their financial reports to the AOS.

Your entity did not file within the parameters described above and may be subject to the penalties prescribed in ORC Section 117.38, if applicable.

If your entity is subject to ORC Section 117.38, it is still necessary for you to publish notice in a newspaper circulated in your political subdivision or taxing district that the financial report has been completed and is available for public inspection at your office.

Figure 15



Hinkle Annual Financial Data Reporting System Quick Guide for Other Entity Types

In addition to the completed message (Figure 13, 14 or 15), an email (Figure 16) will be sent to the email address entered on the acknowledgement page (Figure 11), and the primary contact on file with our office (if different from the email entered on the acknowledgement page).

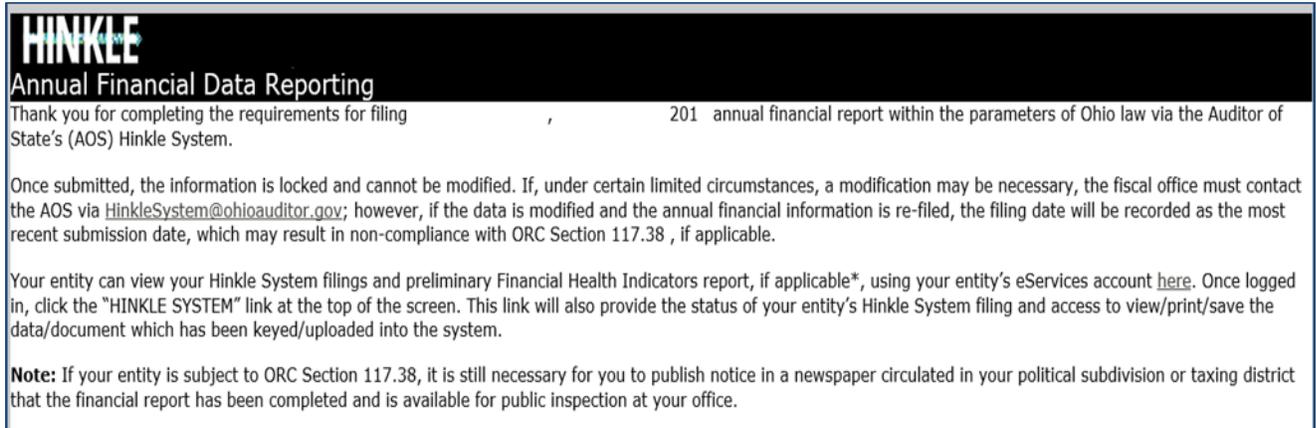


Figure 16

Your entity can view your Hinkle System filings, using your entity's eServices account [here](#). Click on the eServices Website button (See Figure 17).

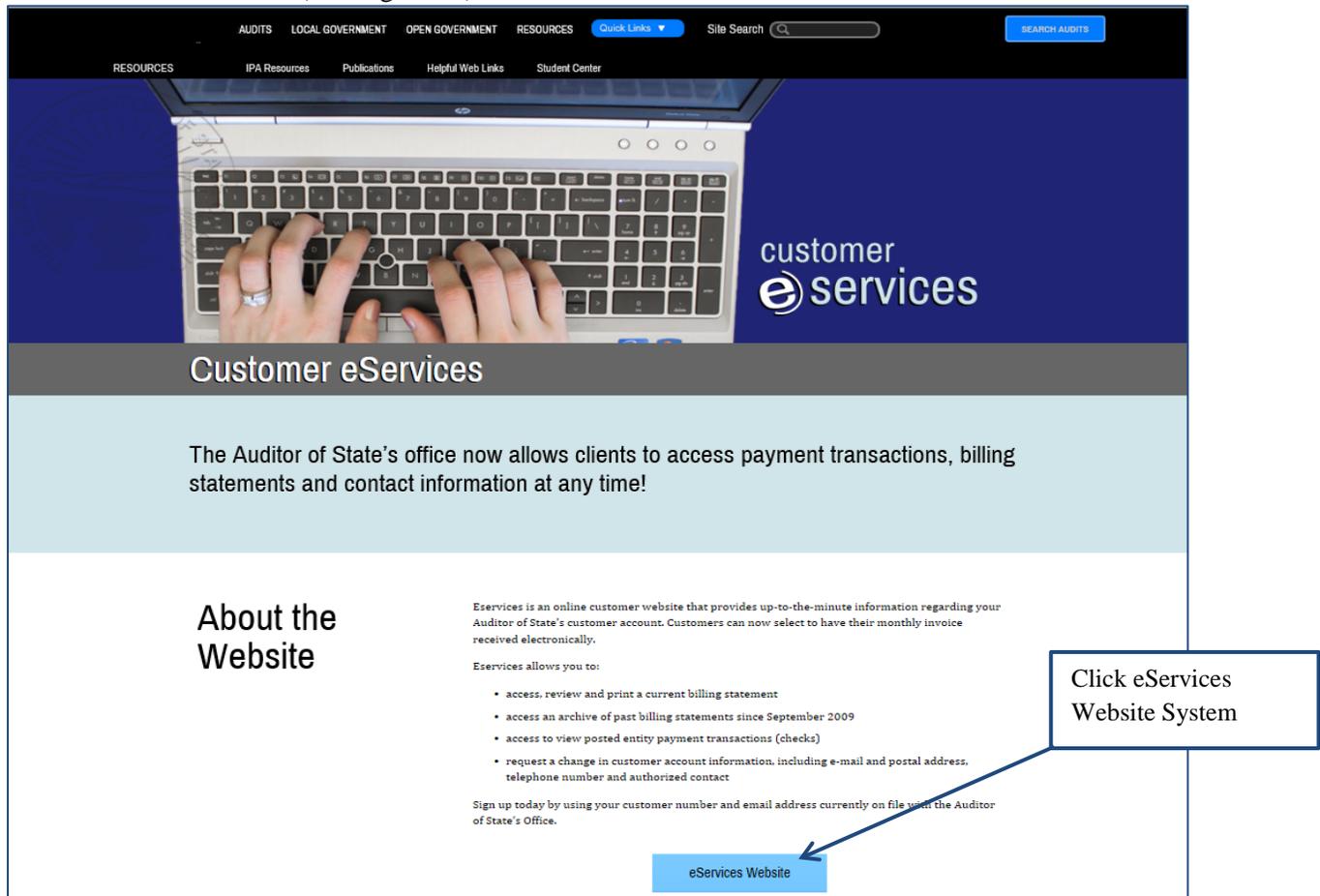


Figure 17



Hinkle Annual Financial Data Reporting System Quick Guide for Other Entity Types

The Customer Log-in window will appear (See Figure 18). 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.

Figure 18

Once you have logged in, click the "Hinkle System" link at the top of the page (See Figure 19).

Figure 19



Hinkle Annual Financial Data Reporting System Quick Guide for Other Entity Types

To access your filing links, click “Web Link” under Filing Link column for the appropriate year-end. (See Figure 20) This will take you into the Hinkle System to file. (Refer to Figure 1) To view your submitted filings, click the appropriate year end date under the Year End column. (See Figure 20).

Hinkle System

The **Hinkle System** is an internet-based application that allows certain financial statement, debt, and demographic data to be entered and/or uploaded and transmitted to the Auditor of State (AOS) to satisfy the filing requirements prescribed by the Ohio Revised Code and the Ohio Administrative Code. Your entity’s fiscal officer or other assigned contact will be emailed an entity-specific Hinkle System filing link shortly after your entity’s fiscal year end. Your entity’s specific Hinkle System filing link can also be accessible below by clicking on “Web Link” in the Filing Link column for the appropriate filing year-end. Once your entity’s annual filing is complete, it cannot be modified without contacting the AOS.

To view your entity’s annual Hinkle System filing, please click on the applicable filing year under the “Year End” column. The data entered into the Hinkle System, if applicable for your entity, and a link to view the uploaded PDF document, required to include your entity’s final statements and notes to the financial statements, will be available as soon as your submission is completed.

For additional guidance, please refer to the [AOS website](#) and [AOS Bulletin 2015-007](#) or email HinkleSystem@ohioauditor.gov.

* - Not applicable to UAN clients unless opted-out of UAN filing on entity’s behalf.

Year End	Status	Filing Link *	Filing Type	Due Date	Filed Date
6/30/2018	Submitted	Web Link	GAAP	11/27/2018	11/27/2018 3:09:29 PM
6/30/2017	Submitted	Web Link	GAAP	11/27/2017	11/17/2017 11:12:25 AM
6/30/2016	Submitted	Web Link	GAAP	11/28/2016	11/21/2016 2:58:26 PM
6/30/2015	Submitted	Web Link	GAAP	11/30/2015	11/24/2015 11:31:04 AM
6/30/2014	Submitted	Web Link	GAAP	12/5/2014	12/4/2014 2:08:25 PM
6/30/2013	Submitted	Web Link	GAAP	11/27/2013	8/17/2016 8:36:45 AM

Click here to access submitted filings

Click here to access filings links. Once a filing has been submitted, the filing link will be locked.

Figure 20

Once you click on the desired year end in the Year End column, the Hinkle Annual Financial Data Viewer for the selected filing opens. (See Figure 21). The Viewer provides filing details including access to the PDF file uploaded. To access the PDF file click on the “View All Details” link.

HINKLE Annual Financial Data Reporting

Financial Data Viewer

Filing details for:

Entity ID: _____ Entity Type: _____

Filing Type: GAAP Filing Period: _____

Audit Opinion: _____ Noncompliant: _____

[View All Details](#)

Click here to access additional filing details including the Uploaded PDF File

This entity type is only required to submit a PDF of their full financial statements; therefore, the Viewer is not applicable.

Figure 21



Hinkle Annual Financial Data Reporting System Quick Guide for Other Entity Types

Once you click on “View All Details,” the following window opens (See Figure 22). This window provides details of the filing history for this year end, including the Name, Title and email address of the filer. The document uploaded into the Hinkle System is available for viewing, printing or saving from this screen. This screen will also provide a history of access to the filing link for the selected period, extension requests and any notes added by the Hinkle System Managers.

Status	Updated By	Date
In Progress	User	8/20/2018

Figure 22

Please Note: The pdf file uploaded into the system will also be publically available on the Auditor of State’s website a day after submission. A link to the pdf uploaded financial statements and notes is available as part of the Unaudited Annual Report Filing Status spreadsheet. This spreadsheet provides a summary of the Due Dates, Filed Dates and links to the PDF filed for each entity type with a requirement to file annual financial statements and notes with the Auditor of State. The Unaudited Annual Report Filing Status is available at this [link](#).

If additional questions arise that are not addressed within the [Frequently Asked Questions](#) or this Quick Guide, please contact the Auditor of State’s Office using the [audit inquiry application](#) for assistance.