



Hinkle Annual Financial Data Reporting System Quick Guide for Libraries

The Hinkle Annual Financial Data Reporting System (Hinkle System) is an Internet based application that allows certain financial statement, debt, and demographic data to be entered and transmitted to the Auditor of State (AOS) to satisfy the filing requirements prescribed by the Ohio Revised Code (ORC) and the Ohio Administrative Code (OAC). Select financial data is inputted into the Hinkle System and a PDF of the complete unaudited financial statements, including notes to the financial statements, is required to be uploaded into the Hinkle System.

To access the Hinkle System, click on the entity-specific link provided via email to your entity. The following webpage (see Figure 1) will open.

HINKLE Annual Financial Data Reporting

Entity Name
County
Filing Year

Welcome to the Hinkle Annual Financial Data Reporting System (Hinkle System).

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). Further, 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. Entities filing on a GAAP basis have 150 days, except for community improvement corporations who have 120 days, following fiscal year-end to submit their annual financial reports to the AOS, while other entities have 60 days following fiscal year-end to complete their submission. Previously, various submission methods were permitted by the AOS to comply with Ohio law. These procedures have been modified with the development of the Hinkle System.

With the Hinkle System, governmental entities are required to submit their financial statements and related footnotes through the online web application. Select types of governmental entities (counties, cities, school districts, educational service centers, community schools, villages, townships, and libraries) are required to enter certain financial statement, debt, and demographic data.

In addition to keying the financial statement, debt and demographic data, entities will be required to upload a PDF document of the full financial statements, as described below.

These submissions satisfy the filing requirements as specified in the ORC and the OAC. This manner of submission will allow the financial information to be maintained in an electronic format, which will provide for more immediate access to the information.

Items Needed:

The following are the items needed to complete the requirements of the Hinkle System:

- Annual Financial Statements and Related Footnotes
- Estimated Number of Patrons
- Yearly Circulation
- Full Tax Rate per \$1,000 of Assessed Valuation for the Reporting Year (if applicable)
- Total Assessed Property Tax Valuation for the Reporting Year (if applicable)
- Unrestricted General Fund Carryover Cash Balance at Year End (a.k.a. Fund Balance at Year End for the General Fund as Reported on the Statement of Revenues, Expenditures and Changes in Fund Balance – Budget (Non-GAAP Basis) and Actual or General Fund Cash Balance at Year End)

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).

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A **?** symbol appears in various locations throughout the data entry requirements. This button offers assistance to general questions regarding a specific statement or specific account line item.

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.
5. **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
 - 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. 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.

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.

Begin Filing

Click here to Begin filing

Figure 2



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After clicking the **Begin Filing** button, the following webpage will open (see Figure 3). Select the filing type of your annual financial report. The options are Regulatory Cash, Cash (OCBOA Cash), Modified Cash, (OCBOA Modified Cash) or GAAP.

Figure 3

Please consider the following when selecting your filing type: OCBOA Cash and OCBOA Modified Cash basis of accounting are GAAP/GASB 34 look alike statements. The Regulatory cash basis of accounting is also commonly described as the Auditor of State’s (AOS) Accounting Basis (permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D), which is an accounting basis other than accounting principles generally accepted in the United States of America). **The majority of small governments report on the Regulatory cash basis of accounting. Additional guidance regarding basis of accounting is provided in the [Frequently Asked Questions](#).**

If after you have begun entering your data, you determine you have selected the wrong filing type, you can clear the information you have entered and reset the filing type (see Figure 4).

Figure 4



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After you select the **Reset Filing Type** button, a warning screen will appear (Figure 5). Resetting your filing type will delete any data you have entered. Resetting will also delete any previously approved due date extensions. 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.

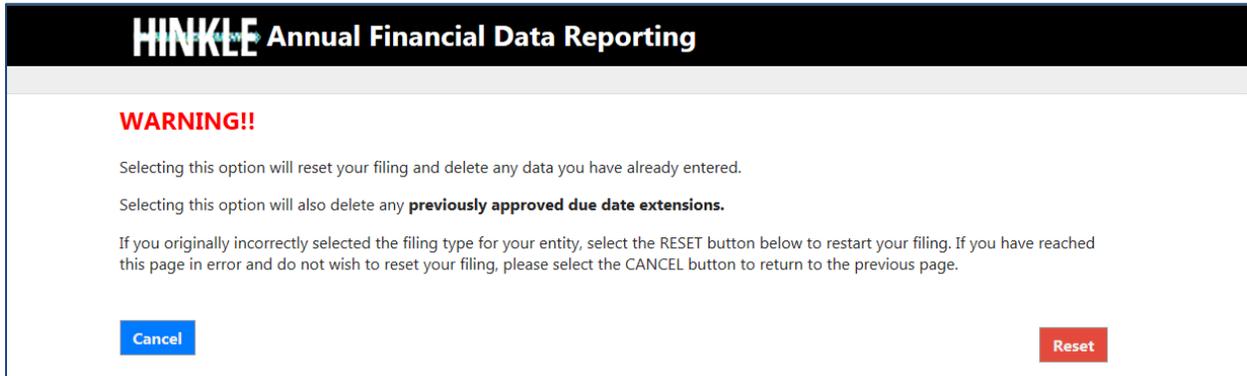


Figure 5

Note: The following pages depict the Regulatory cash basis filing type. The Cash and Modified Cash and GAAP basis statements differ, but the general process described throughout the remainder of this Guide is applicable.

After clicking the **Begin Filing** (see Figure 3) button, the following webpage will open (see Figure 6). Enter the amounts from the General Fund only from the Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances.

Figure 6

Note: The ? symbols identified above are located throughout the application to provide assistance with each financial statement, certain account line items, and other requirements. 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.



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Once the information has been entered for the General Fund from the Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances, click the **Save Changes** button. The button appears as follows at the bottom of the webpage (see Figure7).

County Regulatory		Due Date: 03/01/2017	Request an Extension
Total Special and Extraordinary Items	\$	0	
Net Change in Fund Cash Balances	\$	0	
Fund Cash Balances, Beginning of Year	\$	0	
Fund Cash Balances, End of Year			
Nonspendable	\$	0	
Restricted	\$	0	
Committed	\$	0	
Assigned	\$	0	
Unassigned	\$	0	
Fund Cash Balances, End of Year	\$	0	

[Save Changes](#) [next >](#)

Click here to save your work before exiting or moving to the next page.

Figure 7

Then click the **Next** button (see Figure 7). The following webpage will open (see Figure 8). Enter the amounts from the Total (Memorandum Only) column of the Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances. The total will include be all Governmental Funds only (General, Special Revenue, Debt Service, Capital Project and Permanent funds).

HINKLE Annual Financial Data Reporting

County | Regulatory Due Date: 03/01/2017 [Request an Extension](#)

1 **Begin Filing** Select a Filing Type

2 **Data Entry** Enter Financial Data

3 **Upload Document** Upload Financial Statements With Notes

4 **Acknowledge** Submit Filing To AOS

Combined Statement Of Cash Receipts, Cash Disbursements, And Changes In Fund Cash Balances - Governmental Funds - General

Combined Statement Of Cash Receipts, Cash Disbursements, And Changes In Fund Cash Balances - Governmental Funds - Total Governmental Funds

Long Term Obligations At Year End - Governmental

Other Information - Demographic

Combined Statement Of Cash Receipts, Cash Disbursements, And Changes In Fund Cash Balances - Governmental Funds - Total Governmental Funds

Cash Receipts

Property and Other Local Taxes	\$	0
Public Library	\$	0
Intergovernmental	\$	0
Patron Fines and Fees	\$	0
Services Provided to Other Entities	\$	0
Contributions, Gifts and Donations	\$	0
Earnings on Investments	\$	0
Miscellaneous	\$	0
Other Receipts	\$	0
Total Cash Receipts	\$	0

Figure 8

Note: Special Revenue, Debt Service, Capital Project and Permanent funds will not be entered separately in The Hinkle System. In addition, Enterprise, Internal Service, Agency, Investment Trust or Private Purpose Trust Funds that may be reported by a Library **will not** be entered in The Hinkle System.



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Once the information has been entered, click the **Save Changes** button which appears at the bottom of the webpage (see Figure 9).

HINKLE Annual Financial Data Reporting connected ■

County | Regulatory Due Date: 03/01/2018 [Request an Extension](#)

Total Special and Extraordinary Items	\$ 2
Net Change in Fund Cash Balances	\$ -24
Fund Cash Balances, Beginning of Year	\$ 100
Fund Cash Balances, End of Year	
Nonspendable	\$ 4
Restricted	\$ 8
Committed	\$ 3
Assigned	\$ 2
Unrestricted	\$ 59
Fund Cash Balances, End of Year	\$ 76

< previous
Save Changes
next >

Figure 9

Note: The prior financial statement/requirement may be accessed by clicking the **Previous** button (see Figure 9) whenever the button is present.

Click the **Next** button (see Figure 9) after saving your changes. The following webpage will open (see Figure 10). Enter the amounts of your long-term obligations existing at year-end for the governmental activities by type of debt issue.

HINKLE Annual Financial Data Reporting connected ■

County | Regulatory Due Date: 03/01/2018 [Request an Extension](#)

1 [Begin Filing](#)

Select a Filing Type

2 [Data Entry](#)

Enter Financial Data

3 [Upload Document](#)

Upload Financial Statements With Notes

4 [Acknowledge](#)

Submit Filing To AOS

Combined Statement Of Cash Receipts, Cash Disbursements, And Changes In Fund Cash Balances - Governmental Funds - General

Combined Statement Of Cash Receipts, Cash Disbursements, And Changes In Fund Cash Balances - Governmental Funds - Total Governmental Funds

Long Term Obligations At Year End - Governmental

Other Information - Demographic

Long Term Obligations At Year End - Governmental ?

General Obligation Bonds	\$ 0
Notes Payable	\$ 0
Loans Payable	\$ 0
Capital Leases	\$ 0
Miscellaneous Long Term Bonds	\$ 0

< previous
Save Changes
next >

Figure 10

Once the information has been entered, click the **Save Changes** button which appears at the bottom of the webpage (see Figure 10). If you have no debt, you can click on the **Next** button (see Figure 10).



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Click the **Next** button (see Figure 10). The following webpage will open (see Figure 11). Enter information related to the demographics of your entity. The demographics information is requested to provide perspective related to entity size. If you have questions regarding individual demographic questions, please consult the [Frequently Asked Questions](#).

Figure 11

Once the information has been entered, click the **Save Changes** button (see Figure 11). Then click the **Next** button (see Figure 11). The following web page will open (see Figure 12). A **single PDF file** of the final full unaudited financial reporting package, which is ready for audit, must be uploaded. The file must be a single Adobe Acrobat PDF file and the file must be less than 30MB. Uploading subsequent PDF files will override the previous file upload and only the last uploaded file will be transmitted to the AOS. The Upload Tips provide access to a [How to Create/Merge a PDF file](#) quick guide that may aid you in converting and/or merging your files to a PDF format.

Figure 12



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Using the Browse button, navigate to the directory with the file you will upload into the system (See Figure 12). Once you have selected the file, the directory and file will appear in the upload field. (See Figure 13). If the file selection is correct, click the green **Upload** button (See Figure 13) to upload the file into the Hinkle System.

HINKLE Annual Financial Data Reporting
Avon Lake Public Library Lorain County | Regulatory Due Date: 03/01/2018 [Request an Extension](#)

1 **Begin Filing** Select a Filing Type
2 **Data Entry** Enter Financial Data
3 **Upload Document** Upload Financial Statements With Notes
4 **Acknowledge** Submit Filing To AOS

PLEASE SELECT A FILE TO UPLOAD.

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 organizations
 - Statement of Cash Flows (GAAP only)
 - Notes to the Financial Statements
 - Any Other Required Supplementary Information

C:\Users\ldfinn\Desktop\library regulatory gov't.pdf

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](#).

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

The selected file will appear in this field

Use the Browse button to navigate to the file location

If you click on the upload button without a file selected you will receive "Please select a File to Upload" message

Figure 13

The following message will appear if your file has been successfully uploaded (See Figure 14), however, you must proceed to the next webpage to submit your Hinkle System filing. Once your file has been successfully uploaded, click the **Next** button (See Figure 14).

HINKLE Annual Financial Data Reporting
Avon Lake Public Library Lorain County | Regulatory Due Date: 03/01/2018 [Request an Extension](#)

1 **Begin Filing** Select a Filing Type
2 **Data Entry** Enter Financial Data
3 **Upload Document** Upload Financial Statements With Notes
4 **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

C:\Users\ldfinn\Desktop\library regulatory gov't.pdf

Before clicking the **Next** button to move to the acknowledgment page to complete your Hinkle System submission, please view your uploaded file to confirm the correct file was uploaded. To view your uploaded file, click here.

Figure 14



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The following web page will open (see Figure 15). Enter the name, title and the email address 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 15

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 16). 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. **NOTE: The data entered into the Hinkle System cannot be modified once the Submit button has been clicked. Please ensure the final data to be reported is entered prior to submitting.**

Figure 16



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The following message (see Figure 17) will appear if the reporting requirements were submitted timely, as specified in Ohio Revised Code Section 117.38.

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Completed

Thank you for completing the requirements for filing [redacted]'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 17

If the financial statements were submitted to the Auditor of State but **not** in accordance with the timing requirements specified in Ohio Revised Code Section 117.38, including any approved extension, the following message will appear (see Figure 18) after clicking the **OK** button (see Figure 16).

HINKLE Annual Financial Data Reporting

Completed

Thank you for completing the requirements for filing [redacted] Library'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 GAAP-mandated entities to submit their financial reports to the AOS within 150 days of their fiscal year-end. ORC Section 1724.05 requires community improvement corporations established under this Code section to report annually on a GAAP basis and submit their annual reports to the AOS within 120 day of their fiscal year-end. 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.

Figure 18

In addition to the completed message (Figure 17 or 18), an email will be sent to the email address entered on the acknowledgement page (Figure 15), and the primary contact on file with our office (if different from the email entered on the acknowledgement page) (Figure 19).

HINKLE Annual Financial Data Reporting

Thank you for completing the requirements for filing [redacted], 201 annual financial report within the parameters of Ohio law via the Auditor of State's (AOS) Hinkle System.

Once submitted, the information is locked and cannot be modified. If, under certain limited circumstances, a modification may be necessary, the fiscal office must contact the AOS via HinkleSystem@ohioauditor.gov; however, if the data is modified and the annual financial information is re-filed, the filing date will be recorded as the most recent submission date, which may result in non-compliance with ORC Section 117.38, if applicable.

Your entity can view your Hinkle System filings and preliminary Financial Health Indicators report, if applicable*, using your entity's eServices account [here](#). Once logged in, click the "HINKLE SYSTEM" link at the top of the screen. This link will also provide the status of your entity's Hinkle System filing and access to view/print/save the data/document which has been keyed/uploaded into the system.

Note: 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 19



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Your entity can view your Hinkle System filings, using your entity's eServices account [here](#). Click on the eServices Website button (See Figure 20).

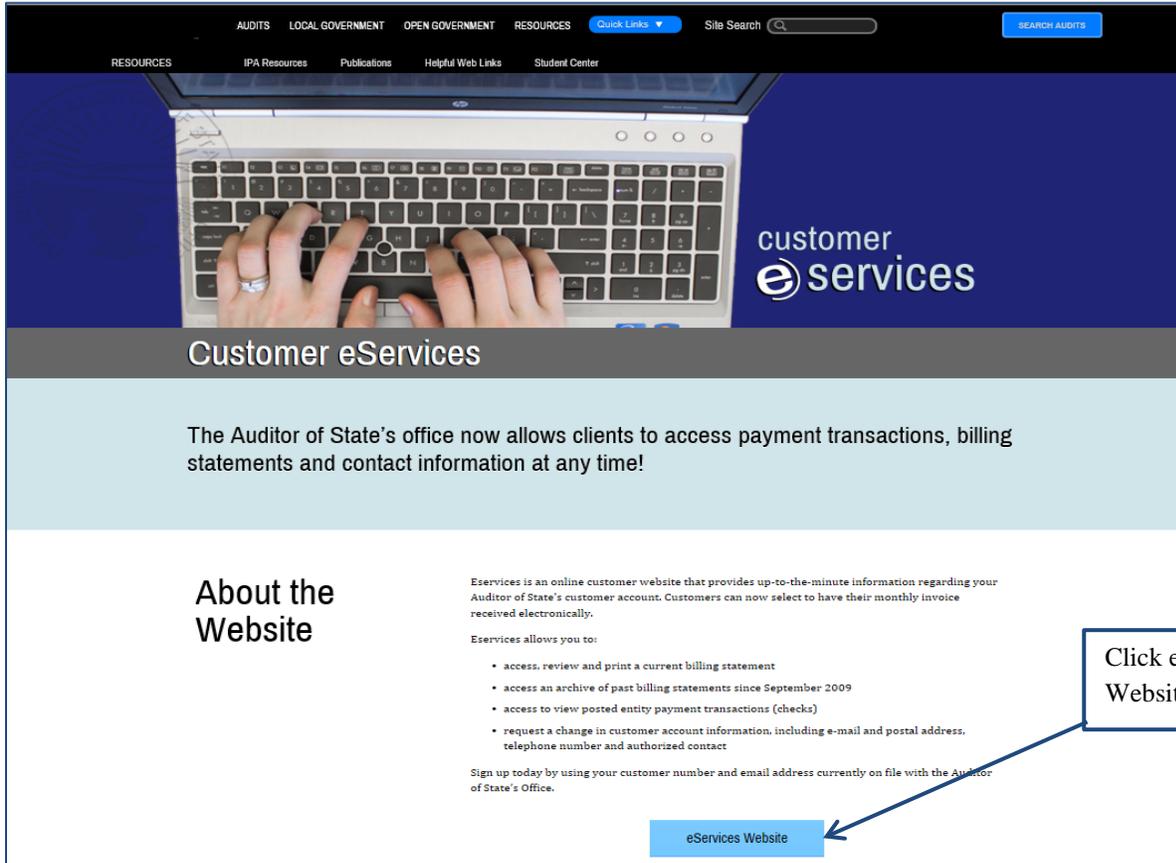


Figure 20

The Customer Log-in window will appear (See Figure 21). 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.

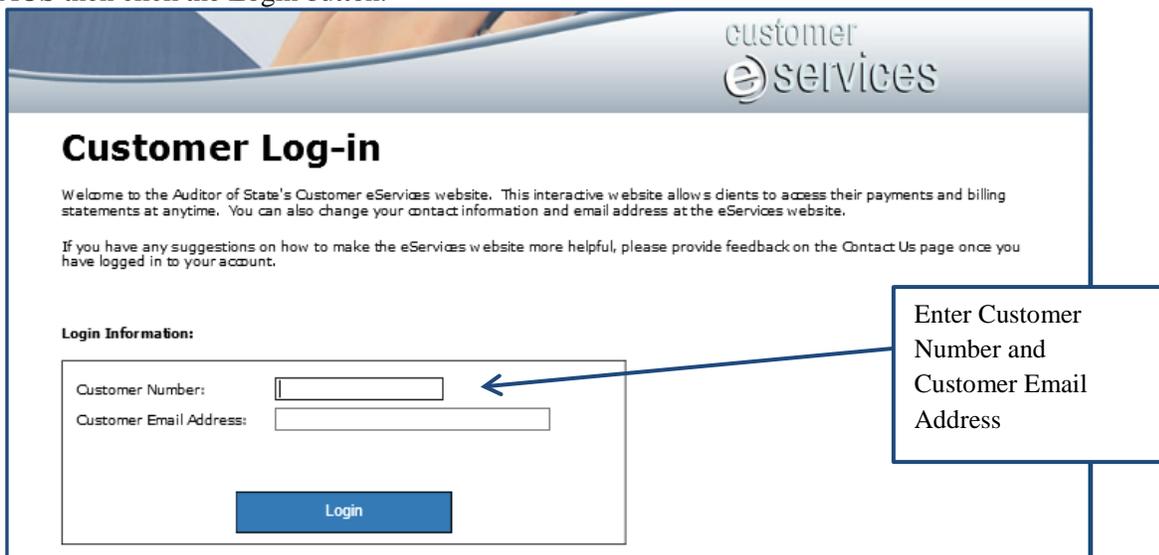


Figure 21



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Once you have logged in, click the “Hinkle System” link at the top of the page (See Figure 22).

Figure 22

To access your filing links, click “Web Link” under Filing Link column for the appropriate year-end. (See Figure 23) 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 23).

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 unaudited financial 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

Figure 23



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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 24). The Viewer provides filing details including access to the keyed data which can be exported to excel and to the PDF file uploaded. To access the PDF file click on the “View All Details” link.

Figure 24

Once you click on “View All Details,” the following window opens (See Figure 25). 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 25



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Please Note: The data keyed into the Hinkle System and the pdf file uploaded into the system will also be publically available on the Auditor of State's website a day after submission. The keyed data appears as a part of the summarized data for all Libraries reporting by basis of accounting. 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 Summarized Annual Financial Reports and the Unaudited Annual Report Filing Status are 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.