



HOW TO USE *COMPTROLLER CONNECT* TO SUBMIT AN AFR

**PRESENTED BY:
OFFICE OF THE COMPTROLLER
LOCAL GOVERNMENT DIVISION**



COMPTROLLER CONNECT - INTRODUCTION

Toll-Free Local Government Assistance Hotline (877) 304-3899

www.illinoiscomptroller.gov



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ILLINOIS COMPTROLLER

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MEET THE COMPTROLLER LESLIE GEISSLER MUNGER

Looking for something specific?

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THE LEDGER

BILL BACKLOG 7/22/2016

\$ 8,058,988,937

The Ledger houses state financial records and all reports

LEARN MORE »

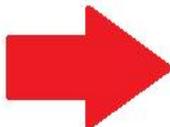
THE WAREHOUSE

The Warehouse is your portal to local government finances

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OPENBOOK ▶

A searchable database of state contracts and campaign contributions



LOCAL
GOVERNMENT

The Local Government Division provides



NONPROFIT
ADVISORY BOARD

Comptroller Munger meets with the Illinois



FIND MY
REFUND

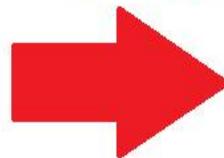
The Illinois Dept. of Revenue announced that



LOCAL GOVERNMENT DIVISION

The Local Government Division (LGD) fulfills two broad areas of responsibility on behalf of the Illinois Comptroller: Provide Efficiency, Transparency and Accountability to the financial reporting process for Local Governments. To assist Local Governments in fulfilling their mandated fiscal responsibilities to taxpayers.

Local Government Division Hotline: (877) 304-3899



COMPTROLLER CONNECT INTERNET FILING

UPLOAD TIF REPORTS

Enhanced Vendor Remittance allows State of Illinois vendors to quickly and easily view and download detailed remittance information for payments issued by the Office of the Comptroller. Vendors must have authorized Direct Deposit in order to register for this system.



Comptroller Connect » Local Government Division

LESLIE GEISSLER MUNGER ILLINOIS COMPTROLLER

Welcome to Comptroller Connect Internet Filing - the most efficient, customized and user-friendly way to file Annual Financial Reports for local governments. Before proceeding to the Login, please select the other links below to assist you as you use the Comptroller Connect Program.

Comptroller Connect Internet Filing program has been released for FY 2016.

FY 2016 Annual Financial Reports cannot be submitted until your government's 2016 Fiscal Year ends.

PASSWORDS WILL NO LONGER BE MAILED. USE YOUR CURRENT PASSWORD TO LOG INTO THE PROGRAM.

If you **DO NOT** remember your current password **AND** have a validated E-Mail ... **RESET YOUR PASSWORD** by clicking on the "Forgot My Password" link to use with the Security Question and Security Answer that you submitted to us.

If you **DO NOT** have a validated E-Mail and/or **DO NOT** remember your Security Question and Security Answer, you may contact our office via the Toll-Free Local Government Assistance Hotline Number at (877) 304-3899.

Why do local governments who are not required to submit an annual financial report have to register with the Comptroller's Office?

- [Login](#)
- [Quick Tips](#) → A one page information sheet for Internet Filing
- [Internet Guide & FAQ](#) → Screen by Screen instructions and Frequently Asked Questions
- [Help](#) → "How To" documents on how to fill out a financial report
- [What's New](#) → View latest updates made for FY 2016
- [View Submitted Annual Reports \(FY2000-2013\)](#)
- [View Submitted Annual Reports \(2014-2016\)](#)



Comptroller Connect » Local Government Division

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Login Screen - Step 1

[● Back to Introduction screen.](#)

Comptroller Connect Internet Filing program has been released for FY 2016.
FY 2016 Annual Financial Reports cannot be submitted until your government's 2016 Fiscal Year ends.

PASSWORDS WILL NO LONGER BE MAILED. USE YOUR CURRENT PASSWORD TO LOG INTO THE PROGRAM.

If you **DO NOT** remember your current password **AND** have a validated **E-Mail ... RESET YOUR PASSWORD** by clicking on the "Forgot My Password" link to use with the **Security Question and Security Answer** that you submitted to us.

If you **DO NOT** have a validated **E-Mail** and/or **DO NOT** remember your **Security Question and Security Answer**, you may contact our office via the Toll-Free Local Government Assistance Hotline Number at (877) 304-3899.

Select the Fiscal Year:	2016 ▼
Select Type of Unit:	Airport Authority ▼
Select the first character in the name of your unit:	A ▼
<input type="button" value="Continue"/>	

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Login Screen - Step 2

Fiscal Year 2016

[Back to Login screen - Step 1](#)

 Click on the name of your government to select it and enter the password you have set up for your government.

Select your Government:

Blue Island City - Cook - 016/055/30	<input type="checkbox"/>
Braidwood City - Will - 099/020/30	<input type="checkbox"/>
Breese City - Clinton - 014/030/30	<input type="checkbox"/>
Brenda Test City - Cook - 000/000/30	<input type="checkbox"/>
Bridgeport City - Lawrence - 051/015/30	<input type="checkbox"/>
Brookport City - Massac - 061/010/30	<input type="checkbox"/>
Bunker Hill City - Macoupin - 056/020/30	<input type="checkbox"/>
Burbank City - Cook - 016/080/30	<input type="checkbox"/>

Enter Password:

[Forgot My Password](#)



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Forgot My Password

● Back to Login - Step 1

! Enter your Unit's 10-digit unit code (which includes the slashes - 000/000/00) and the Security Question/Security Answer you supplied to us the last time you changed your password.

Government's Unit Code: 000/000/30

Select Security Question:

Enter Security Answer:

- What is your favorite color?
- What is your mother's maiden name?
- What is your pet's name?
- What was your favorite automobile?
- What was your favorite subject in school?
- Where was your mother born?
- Where were you born?

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Brenda Test Village (000/000/32) - FY 2016

- Home
- Welcome
- Registration
- Report
- Change Password
- Submit Problem
- Help
- Logoff

Change Password

All users are required to change their initial password, sent by our office, to a password of their choice. Please do not use spaces or special characters. Users are also required to select a Security Question and supply a Security Answer.

Change Password

New Password:

Re-Enter:

Select Security Question:

Enter Security Answer:

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Brenda Test Village (000/000/32) - FY 2016

[Home](#) [Welcome](#) [Registration](#) [Report](#) [Change Password](#) [Submit Problem](#) [Help](#) [Logoff](#)

✔ Your password is AU2016TEST. Your Security Question is What is your favorite color? and Security Answer is Red. PLEASE PRINT THIS PAGE AND SAVE IT FOR YOUR RECORDS.

Change Password

All users are required to change their initial password, sent by our office, to a password of their choice. Please do not use spaces or special characters. Users are also required to select a Security Question and supply a Security Answer.

Change Password	
New Password:	<input type="text"/>
Re-Enter:	<input type="text"/>
Select Security Question:	What is your favorite color? ▾
Enter Security Answer:	Red
<input type="button" value="Enter New Password"/>	

[Continue](#)

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Login Screen - Step 2

Fiscal Year 2016

[● Back to Login screen - Step 1](#)

 Click on the name of your government to select it and enter the password you have set up for your government.

Select your Government:

- Braceville Village - Grundy - 032/010/32
- Bradford Village - Stark - 087/010/32
- Bradley Village - Kankakee - 046/025/32
- Brenda Test Village - Cook - 000/000/32**
- Bridgeview Village - Cook - 016/060/32
- Brighton Village - Macoupin - 056/015/32
- Brimfield Village - Peoria - 072/020/32

Enter Password:

●●●●●●

[Forgot My Password](#)



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Brenda Test Village (000/000/32) - FY 2016

[Home](#) * [Welcome](#) [Registration](#) * [Report](#) * [Change Password](#) * [Submit Problem](#) * [Help](#) * [Logoff](#)

Welcome, Brenda Test Village (000/000/32) to Comptroller Connect Internet Filing. You can view the help file by clicking on [Help] in the menu bar above.

! If you have just logged into your FY 2016 for the first time - Click on the REGISTRATION menu item above to get started. Otherwise, use the REGISTRATION or FINANCIAL DATA menu items above to navigate to the section you would like to work on.

! Unit Confirmation Screen
Reminder: Enter all amounts in whole number. Do not use any punctuation.

! 2016 Annual Report/Annual Audit Due
Your FY 2016 Annual Report/Annual Audit has a Due Date of 10/27/2016. [See fines for late filing](#)
[Request One-Time Extension before your Due Date](#)

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2016 Annual Report/Annual Audit Extension Granted

You have filed an extension. Your FY 2016 Annual Report/Annual Audit has an extended Due Date of 12/26/2016.

Since Brenda Handy's E-Mail address has not been validated you will not be receiving a Confirmation E-Mail from us, so click [here](#) to get a printer friendly version for your record.

Click [here](#) to return back to Registration Menu.



Brenda Test Village (000/000/32) - FY 2016

STEP A: GASB 34 Implemented

Has Brenda Test Village Implemented GASB 34 in FY 2016 Reporting or Previous Reporting Years?

Yes

No

If Yes:

1. Governments who have implemented GASB 34 and are using "other basis of accounting" (OCBOA) such as "Cash Basis" and "Modified Cash Basis" as their accounting system will now be able to select these types as their accounting system.
2. Please fill out the Alternative Assets & Liabilities page, located on page F1(b)

[Add/Update/Continue to Step C](#)

Need [Help](#)? call our Toll-Free Local Government Assistance Hotline (877) 304-3899 or Email us at LocGov@IllinoisComptroller.Gov

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[GASB 34 Change.](#)

In order to change your current answer to the GASB 34 Implementation question, any data that you have entered on the Assets screens that cannot be used in the new Data Entry Format you have chosen will be deleted. Click [Continue](#) to complete your GASB 34 Implementation answer change and delete the affected data or, click [Cancel](#) if your current previous answer was correct.



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Brenda Test Village (000/000/32) - FY 2016

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STEP C: FEIN Collection

Does Brenda Test Village have an Employer Identification Number (EIN) also known as a Federal Employer Identification Number (FEIN) issued by the IRS?

No

1) Enter an explanation as to why Brenda Test Village does not have an EIN or FEIN.

Send Explanation

Yes

1) Enter the 9-digit EIN or FEIN Numbers issued to the primary government, Brenda Test Village , by the IRS.

1	2	-	4	5	6	7	8	9	
---	---	---	---	---	---	---	---	---	--

Upload FEIN Document Request to Change Answer to FEIN Answer

FEIN Document Uploaded and Approved

FEIN question will display what was submitted from previous FY 2015.

Continue to Step 1 of 10

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- [* 1. Contact Person](#)
- [* 2. Chief Executive Officer](#)
- [* 3. Chief Financial Officer](#)
- [* 4. Purchasing Agent](#)
- [* 5. Freedom of Information Act Officer](#)

✓ FEIN Answer Updated!

STEP 1: Verify contact information

Is the following information correct?

If it is not, correct the information in the cell and click on the associated "Update..." button to **SAVE YOUR CHANGES**. Do not leave CEO or CFO blank, if they are the same as contact, enter those names. Do not enter your Accounting Professional's Information here.

Email Validation

- In order to help keep our Emails from being delivered to your "Spam" or "Junk" folders, please add our Email domain mail.ioc.state.il.us to your Contact Email List.
- An **X** next to your Email address indicates that the Email address has been classified as a "Bounced" email. That means that the email address has been returned to our office as a bad email address. Bounced Email addresses cannot be validated and will not receive a "Confirm Email Address" email. To resolve the **X**, you must supply us with a new valid Email address and then click on the **?** that displays to validate your new Email address.
- An **?** next to your Email address indicates that the Email address has not been validated. Click on the **?** to send a "Confirm Email Address" email to the email currently displayed. Simply open the Email and click on the embedded hyperlink.
- An **✓** next to your Email address indicates that the Email address has been validated!

Contact Person
 (elected or appointed official responsible for filling out this form)

Name: June	Holmes
Title: Manager	
Address: 1 W randolph	
City: Chicago	State: IL
ZIP: 60601	Best Way to Contact: ▼
Phone: (312) 814-9999	
Ext: 	
Fax: (312) 304-3899	
Mobile Provider: ▼	
Mobile: () -	
Email: locgov@IllinoisComptrc ?	

Update Contact Info

All of the Contact types that apply to your government are located in the BLUE menu above. **BEFORE YOU CAN PROCEED PAST STEP 1, each of these Contact types must be (1) clicked on in the BLUE menu, (2) checked for corrections, and (3) updated to ensure that they are not missing required Name, Address, Phone, and Email information. Each time you make changes to a Contact type, you must click on your "Update ..." button to SAVE YOUR CHANGES. Continue this process until you have completed each of your Contact types in the BLUE menu.**

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Note: You will not be able to proceed beyond this page without an email address. The same e-mail address may be used for all contacts

ALL the fields in the Contact Information section for each contact type are at the top of the screen. Please make sure information is correct for all contacts and the best working phone number.



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Brenda Test Village (000/000/32) - FY 2016

[Home](#) [Welcome](#) [Registration](#) [Report](#) [Change Password](#) [Submit Problem](#) [Help](#) [Logoff](#)

✔ Contact Information Updated!

STEP 2: Verify Fiscal Year End

4/30

Is 4/30 Brenda Test's fiscal year end date?

Yes, my Fiscal Year End is Correct. [Continue to Step 3 of 10.](#)

No, my Fiscal Year End is incorrect. I understand that I must submit a copy of the ordinance to the Comptroller's Office. [Continue to Step 3 of 10.](#)

Need [Help?](#) call our Toll-Free Local Government Assistance Hotline (877) 304-3899 or Email us at LocGov@IllinoisComptroller.Gov

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If this is incorrect or has changed, please upload or email a copy of the ordinance and board minutes approving the change.



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- Submit Problem
- Help
- Logoff

- * A. GASB 34 Implemented
- * B. Appropriation/Abbreviated Form Setup
- * C. FEIN Collection
- * 1. Verify contact information
- * 2. Verify Fiscal Year End
- * 3. GASB 34, Accounting System, Debt, Utilities, Home Rule, TIF District, and Pension/Retirement Benefits

STEP 3: GASB 34, Accounting System, Debt, Utilities, Home Rule, TIF District, and Pension/Retirement Benefits

Has Brenda Test Village Implemented GASB 34?

Yes No

If Yes:

- Governments who have implemented GASB 34 and are using "other basis of accounting" (OCBOA) such as "Cash Basis" and "Modified Cash Basis" as their accounting system will now be able to select these types as their accounting system.
- Please fill out the Alternative Assets & Liabilities page, located on page F1(b)

Which type of accounting system does Brenda Test Village use?

- Cash - with no assets (Cash Basis)
- Modified Accrual/Accrual
- Cash - with assets (Modified Cash Basis)
- Combination (explain)

What Accounting System should Brenda Test Village choose?

Does the government have bonded debt this reporting fiscal year?

- Yes (Check all that apply)
 - GO Bonds
 - Revenue Bonds
 - Alternate Revenue Bonds
- No

Does the government have debt, other than bonded debt, this reporting fiscal year?

- Yes (Check all that apply)
 - Contractual Commitments
 - Other (Explain)
- No

NEW MENU FORMAT
 Navigation menus are now at the top of each screen and will build as you complete each step.

Does the government have debt, other than bonded debt, this reporting fiscal year?

Yes (Check all that apply)

Contractual Commitments

Other (Explain)

No

Does Brenda Test Village own or operate a public utility company?

Yes

No

If Yes, indicate the type of public utility and enter the expenditures in Code 271.

water/sewer electric/gas/transit 911 telephone/telecommunications other

Is Brenda Test Village a home rule unit?

If in FY 2015 you indicated that Brenda Test Village was a HomeRule District, your answer has been applied to FY 2016 and locked in. If you no longer are a HomeRule District, you will need to provide written and signed documentation to our office by selecting the option to [Upload a HomeRule document](#). Once we have reviewed and approved your documentation then Brenda Test Village answer can be amended. if your 2015 AFR is incorrect, click [here](#) to request your AFR to be reopened so that you can amend your 2015 AFR.

Yes

No

Does Brenda Test Village have a Tax Increment Finance (TIF) district created under the Tax Increment Allocation Law [65 ILCS 5/11-74.6-10 et. Seq.], and/or the Economic Development Area Tax Increment Allocation Act [20 ILCS 620 et.seq.]?

If in FY 2015 you indicated that Brenda Test Village had TIF Districts, your answer has been applied to FY 2016 and locked in. If you no longer have any TIF Districts, you will need to provide written and signed documentation to our office by selecting the option to [Upload a TIF District document](#). Once we have reviewed and approved your documentation then Brenda Test Village answer can be amended. if your 2015 AFR is incorrect, click [here](#) to request your AFR to be reopened so that you can amend your 2015 AFR.

Yes

No

Number of TIF Districts

Does Brenda Test Village have pension funds or other retirement benefits this reporting fiscal Year?

If in FY 2015 you indicated that Brenda Test Village had Pension funds or other retirement benefits, your answer has been applied to FY 2016 and locked in. If you no longer have any Pension funds or other retirement benefits, you will need to provide written and signed documentation to our office by selecting the option to [Upload a Pension document](#). Once we have reviewed and approved your documentation then Brenda Test Village answer can be amended. If your 2015 AFR is incorrect, click [here](#) to request your AFR to be reopened so that you can amend your 2015 AFR.

Yes

No

If Yes, indicate the type(s) of pension funds or other retirement benefits and complete the Pension Funds / Retirement Benefits section on the Data Entry side.

Illinois Municipal Retirement Fund (IMRF) Police Pension Fire Pension

Sheriff's Law Enforcement Personnel Plan (SLEP) Other Pension Other Post Employment Benefits (OPEB)

Add/Update/Continue to Step 4 of 10



GASB 34, Accounting System, Debt, Utilities, Home Rule, TIF District, and Pension/Retirement Benefits Updated!

STEP 4: Enter population, EAV, and number of employees

Reminder: Enter all amounts in whole numbers. Do not use any punctuation.

What is the total **population** of Brenda Test Village? Or provide estimated population. [Click here to search for your Population on the U.S. Census Bureau's website!](#)

7959

What is the total **EAV** of Brenda Test Village? [Click here to search for your EAV on the Illinois Department of Revenue's website!](#)

123229196



EAV = Equalized Assessed Valuation of all property with your governments jurisdiction. You can also call your County Clerk or Assessor's office.

How many **full time and part time employees** are paid?

Full Time: 25
Part Time: 56

What is the **total salary** paid to all employees?

329145

Add/Update/Continue to Step 5 of 10

STEP 5: List your component units

Provide the names of all component units along with their appropriation. Indicate if the component units are blended or discretely presented and its fiscal year end date. Indicate whether the funds for the listed Component Units are Governmental or Enterprise funds. If the component units are already indicated, that data is based upon forms submitted last year. *Funds should not be listed in the component unit section.* Click the Update button to submit changes. When deleting a component unit, you must indicate whether the component unit will continue to file with your government.

If you need assistance with the terms indicated below, refer to the [Chart of Account and Definitions](#) and the [How to Fill Out An AFR](#) documents in the help file. Click the Update button to submit changes.

- Do not list the Primary Government or Funds here! These appropriations are input on Step 6

Primary Unit vs. Component Unit

Name	Approp	Type	FY End (mm/dd)	Component Unit Funds	File with Primary Government	Remove Entry
Police Pension	150000	Blended	03 / 31	Governmental	Yes	DELETE
Total: 1	\$150,000	Update				

Continue to Step 6 of 10

The following is a list of component units that you have deleted. To re-add them to your list, click the Re-Add button.

Name	Approp	Type	FY End (mm/dd)	Component Unit Funds	File with Primary Government	Re-Add Entry
Library	50000	DP	03/31	Governmental	N	Re-Add

Use this form to **add** a component unit.

After you have filled out all the fields, click the Add button to enter a new component unit. *Funds should not be listed in the component unit section.*

Primary Unit vs. Component Unit

Name of Component Unit	Approp	Type	FY End (mm/dd)	Component Unit Funds	File with Primary Government
	0	Blended	04 / 30	Governmental	Yes
		Add			

- Do not enter funds such as Joint Bridge, Permanent Road, Town Fund, Equipment, Water & Sewer, General Assistance, etc. These funds should be included in Step 8.

What is the difference between a FUND and a COMPONENT UNIT?

- A Fund is not a governmental unit. Funds are created through an ordinance or legislation crafted by the primary or state government.
- Special Funds often restrict what monies can pay for services and it prohibits the movement from one fund to another without the approval of the unit of government.
- A Component Unit is a legally separate unit of government that reports its finances with the primary unit of government.

Illinois State Law requires your unit's legislative body to provide a budget or appropriation in order for your local government to spend funds. An appropriation is usually in the form of a budget ordinance.

State statutes further requires that expenditures do not exceed appropriations. (Line 270).

If you do not have an appropriation, then you should provide your expenditure amount and an explanation. Levies are not legal appropriations or budgets and therefore should not be included.

BLENDED VS. DISCRETELY PRESENTED COMPONENT UNITS

BLENDED COMPONENT UNIT:

- The component unit's governing body is substantively the same as the governing body of the primary unit
- The component unit provides services entirely, or almost entirely, to the primary unit or otherwise benefits the primary government, even though it does not provide services directly to it.
- If a component unit is a blended component unit, its financial data should be blended with the primary government's data and SHOULD NOT be reported in the "Discretely Presented Component Units" column.
- All component units that are not blended are discretely presented units.

DISCRETELY PRESENTED COMPONENT UNIT:

- Most component unit data (for all those that are not blended) should be included with that of the primary government's "discrete presentation."
- Discrete presentation entails reporting component unit financial data in the last column labeled "Discretely Presented Component Units."

NOTE:

All Road and Bridge districts are blended component units.

If you report Pension Funds as component units (instead of as funds) they should be presented as blended component units.



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Brenda Test Village (000/000/32) - FY 2016

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STEP 6: Enter appropriation

If your government does not have an appropriation/budget or levy taxes, please enter your government's Total Expenditures here.

Reminder: Enter all amounts in whole numbers. Do not use any punctuation.

Add/Update/Continue to Step 7 of 10.

Provide total appropriation for the Primary Government only:

250000

Total Component Unit Appropriations:

150000

Please verify that \$400000 is the sum of your Appropriations. If the sum is incorrect, modify your primary or component appropriations. [Click here to modify the component unit appropriation amounts.](#)

400000

Explanation:

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If the Primary Government does NOT budget or levy taxes, enter the unit's TOTAL EXPENDITURES



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Brenda Test Village (000/000/32) - FY 2016

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✓ Status: Appropriations Update Successful!

STEP 7: Enter funds from other governments

Indicate any payments Brenda Test Village made to other governments for services or programs (include programs performed on a reimbursement, cost-sharing basis or federal payroll taxes).

Intergovernmental agreements - indicate how much was paid:

Federal government payroll taxes:

All other intergovernmental payments:

[Add/Update/Continue to Step 8 of 10](#)

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✓ Status: Funds Updated!

STEP 8: List Your Funds

! Reminder: Enter all amounts in whole numbers. Do not use any punctuation.

List all funds and how much was spent in FY 2016 for each fund. Also, indicate the Fund Type (fund types are at the top of each column beginning on page F1). If any fund names appear below, that data is based on forms submitted last year. Please make all necessary corrections. To submit changes, click on the **Update** button. To delete a fund, click on the delete button. To add new funds, scroll down to the **Add Fund** section. For each fund verify the Fiscal Year End and select a **Fund Type**. Funds should not be listed in the component unit section.

Fund	mm/dd	Fund Type	Expenditures	Remove Entry
General	03 / 31	General Fund	18560	DELETE
SR	03 / 31	Special Revenue	72100	DELETE
Total: 2			\$90,660	
Update				

Total expenditures here should match with the Total Expenditures listed on Line 270

Use this form to **add** a fund.

Enter New Funds below. Click the **Add/Update** button to submit changes (or additions). Funds should not be listed in the component unit section.

Fund	FY End (mm/dd)	Fund Type	Expenditures	
	04 / 30	General Fund	0	Add

Does Brenda Test Village have assets or liabilities that should be recorded as a part of Account Groups?
See *Chart of Accounts and Definitions* and the *How To Fill Out An AFR* documents for more information about *Account Groups*.

- Yes
 No

Continue to Step 9 of 10

FUNDS: An accounting entity with a self-balancing set of accounts in which financial resources, related liabilities and residual equity or balances, are recorded and segregated for specific activities or to attain certain objectives in accordance with regulations, restrictions or limitations.

A government is not limited to the number of funds it may have, but should use the least number of funds possible.

Should be classified into **SEVEN FUND TYPES** as listed below for the AFR:

- **CAPITAL PROJECTS FUND: (Not Required)**

Fund created to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary and trust funds).

- **DEBT SERVICE FUND (Sinking Fund): (Optional)**

Fund established to account for the accumulation of resources for the payment of general long-term debt principal and interest. Debt service funds are required if they are legally mandated and/or if financial resources are being accumulated (over several years) for principal and interest payments maturing in future years.

- **ENTERPRISE FUND:**

- Fund established to account for operations financed and operated in a manner similar to private business enterprises (for example, water, gas and electric utilities; airports; parking garages; or transit systems).
- Fund established because the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy management control, accountability or other purposes.

- **FIDUCIARY FUND:**

Fund established for governments to hold or manage financial resources in an agent or fiduciary capacity. A single trust and agency fund type is used to account for a government's fiduciary activities. It is subdivided into five "sub-fund types"; non-expendable trust fund, the expendable trust fund, the pension trust fund, the investment trust fund, and the agency.

- **GENERAL FUND:**

Fund used to account for all financial resources, except those required to be accounted for in another fund. All of a government's financial activities should be accounted for in the general fund unless there is a compelling reason to report them in some other fund types (e.g., legal requirements). A government may never report more than one general fund.

The general fund can be composed of several different accounts. All accounts are general funds unless a specific ordinance provides that funds or accounts are restricted as a special fund. However, if you have a **Blended Component Unit** with a general fund, record that fund under the Special Revenue Fund column. (Most funds for Road and Bridge districts should be recorded under the Special Revenue Fund Column.

- **INTERNAL SERVICE FUND:**

Fund used to account for the financing of goods or services provided by one department or agency to other departments or agencies of that government, or to another government.

- **SPECIAL REVENUE FUND:**

Fund used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditure for specified purposes. (**NOTE:** *Grants are commonly reported as special revenue funds, However, if a grant is restricted to capital construction or acquisition for general government purposes, report to those funds.*)

- **ACCOUNT GROUPS:**

- Accounting entities used to establish fixed assets and the unmatured principal of general long-term debt, including special assessment debt, for which the government is obligated in some manner to pay in the future. Also, the long-term portions of claims, judgments, compensated absences and unfunded pension contributions not reported in proprietary or trust funds.
- Account Groups are not Funds, they are used to present fixed assets or long-term debt.
- If your government has fixed assets or long-term debt (that are not considered funds available for spending) this is the appropriate designation to indicate those accounts.

Account Groups are defined as accounting entities used to establish control over and accountability for the governments general fixed assets and the unmatured principal of it's general long term debt, including special assessment debt for which the government is obligated in some manner.

Account Groups are dissimilar to funds in that they are not used to account for sources, uses and balances of expendable available financial resources.

Note: Local Governments that have implemented GASB 34 should NOT have account groups.



✓ Status: Funds Updated!

STEP 9: List governmental entities

List the governmental entities that are part of or related to the primary government. Exclude component units detailed in Step 5 & 6. Most small governments do not have governmental entities.

Click the Update button to make modifications, the Delete button to remove an entry, or the Add button to make additions.

To see examples of how governmental entities are identified, review the [State of Illinois Comprehensive Annual Financial Report - Notes to Financial Statement](#).

The following is a list of your governmental entities:

Entity Name	Relationship	Remove Entry
		DELETE
Total: 1		
Update		

Use this form to **add** a governmental entity.

Entity Name	Relationship	
		Add

I am done adding Governmental Entities.

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FINAL STEP: To whom do you send reports?

Check any state or local entity where financial reports are filed.

Agencies	
Board of Education <input type="checkbox"/>	Board of Higher Education <input type="checkbox"/>
DCEO <input type="checkbox"/>	Department of Insurance <input type="checkbox"/>
Illinois Comptroller <input checked="" type="checkbox"/>	Secretary of State <input checked="" type="checkbox"/>
General Assembly - House <input type="checkbox"/>	General Assembly - Senate <input type="checkbox"/>
County Clerk <input checked="" type="checkbox"/>	Circuit Clerk <input checked="" type="checkbox"/>
	Governor's Office <input checked="" type="checkbox"/>
Other (Specify) <input type="text" value="myself"/>	

Add/Update/Continue to Next Section

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Note: Lines/Codes 101t and 102t reflect all funds available at the end of the current fiscal year.

✓ Status: Type of Revenue and Expenditure Update Update Successful!

Statement of Financial Position All Funds and Discretely Presented Component Units

! Reminder: Enter all amounts in whole number. Do not use any punctuation.

Add/Update			
Field Description (Code)	General	Special Revenue	Field Description (Code)
Assets Report in Whole Numbers			
Cash and Cash Equivalent (101t)	50000	50000	Cash and Cash Equivalent (101t)
Investments (102t)	20000	40000	Investments (102t)
Add/Update			

● Proceed to Liabilities OR Provide Explanations/Notes

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Shawneetown City (030/040/30) - FY 2016 - Administrator

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Statement of Financial Position All Funds and Discretely Presented Component Units

! Reminder: Enter all amounts in whole number. Do not use any punctuation.

Add/Update				
Field Description (Code)	General	Special Revenue	Enterprise	Field Description (Code)
Liabilities				
Total Liabilities (135t)	0	0	0	Total Liabilities (135t)
Add/Update				

● Proceed to Equity **OR** Provide Explanations/Notes

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✓ Status: Liabilities update was successful!

Statement of Financial Position All Funds and Discretely Presented Component Units

! Reminder: Enter all amounts in whole number. Do not use any punctuation.

Add/Update			
Field Description (Code)	General	Special Revenue	Field Description (Code)
Equity			
Fund Balance - Reserved (136t)	20000	40000	Fund Balance - Reserved (136t)
Fund Balance - Unreserved (137t)	50000	50000	Fund Balance - Unreserved (137t)
Add/Update			

● Proceed to Total Assets, Liabilities, and Equity OR Provide Explanations/Notes

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Reserved Funds – Those monies committed to pay for a specific obligation.
Unreserved Funds - Money available to pay any approved expense.



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✓ Status: Equity Updated!

Is the Total Assets, Total Liabilities, Total Equity, and Total Liabilities and Equity listed below the correct total amounts Brenda Test Village had in FY 2016 for each fund? If the Totals are correct, click the **Yes** button; or, if the Totals are incorrect, click the **No** button.

Field Description (Code)	Special		Field Description (Code)
	General	Revenue	
Total Assets (120t)	70,000	90,000	Total Assets (120t)
Total Liabilities (135t)	0	0	Total Liabilities (135t)
Total Equity (142t)	70,000	90,000	Total Equity (142t)
Total Liabilities and Equity (145t)	70,000	90,000	Total Liabilities and Equity (145t)
	Yes	No	

Proceed to Revenues and Receipts OR Provide Explanations/Notes

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Note: If your government has not adopted GASB 34, the column totals on Line 145 (Total Liabilities and Equity) must equal the column totals on Line 310 (Current Year Fund Balance).

ASSETS

Field Description (Code)	Governmental Activity	Field Description (Code)
CURRENT ASSETS		
Report in Whole Numbers		
Cash and Cash Equivalent (101t)	0	Cash and Cash Equivalent (101t)
Investments (102t)	0	Investments (102t)
TOTAL ASSETS (120t)		0 TOTAL ASSETS (120t)
Deferred Outflow of Resources (150t)	0	Deferred Outflow of Resources (150t)

LIABILITIES

Field Description (Code)	Governmental Activity	Field Description (Code)
Report in Whole Numbers		
TOTAL LIABILITIES (135t)	0	TOTAL LIABILITIES (135t)
Deferred Inflow of Resources (155t)	0	Deferred Inflow of Resources (155t)

NET POSITION

Field Description (Code)	Governmental Activity	Field Description (Code)
Net Position - Restricted (148t)	0	Net Position - Restricted (148t)
Net Position - Unrestricted (149t)	0	Net Position - Unrestricted (149t)
TOTAL NET POSITION (146t)		0 TOTAL NET POSITION (146t)
TOTAL LIABILITIES & NET POSITION(147t)		0 TOTAL LIABILITIES & NET POSITION (146t)

Revenues and Receipts - Intergovernmental Receipts & State or Federal Grants

! Reminder: Enter all amounts in whole number. Do not use any punctuation.

*Grant monies should be reported on main or sub-accounts for codes '215t' and '225t'.

Add/Update			
Field Description (Code)	General	Special Revenue	Field Description (Code)
Intergovernmental Receipts & State or Federal Grants			
State Income Tax (211t)	1581	0	State Income Tax (211t)
State Sales Tax (212t)	2826	2303	State Sales Tax (212t)
State Motor Fuel Tax (213t)	0	0	State Motor Fuel Tax (213t)
State Replacement Tax (214t)	6923	0	State Replacement Tax (214t)
State Gaming Tax(es) (205t)	0	0	State Gaming Tax(es) (205t)
*Other State Sources (Explain) (215t)	0	0	*Other State Sources (Explain) (215t)
General Support (215a)	0	0	General Support (215a)
Public Welfare (215b)	0	0	Public Welfare (215b)
Health and/or Hospitals (215c)	0	0	Health and/or Hospitals (215c)
Streets and Highways (215d)	0	0	Streets and Highways (215d)
Field Description (Code)	General	Special Revenue	Field Description (Code)
Culture and Recreation (215e)	0	0	Culture and Recreation (215e)
Housing/Comm. Development (215f)	0	0	Housing/Comm. Development (215f)
Water Supply System (215g)	0	0	Water Supply System (215g)
Electric/Gas Power System (215h)	0	0	Electric/Gas Power System (215h)
Mass Transit (215i)	0	0	Mass Transit (215i)
Other (Explain) (215j)	0	0	Other (Explain) (215j)
Field Description (Code)	General	Special Revenue	Field Description (Code)
Add/Update			

Revenues and receipts from all fund sources should be listed in the revenue section (lines 201 – 236).

● Proceed to Revenue - Intergovernmental Receipts (225t-226t) OR Provide Explanations/Notes

✓ Status: Revenue - Intergovernmental Receipts (Code 211t-215t) Update was Successful!

Revenues and Receipts - Intergovernmental Receipts & State or Federal Grants

! Reminder: Enter all amounts in whole number. Do not use any punctuation.

*Grant monies should be reported on main or sub-accounts for codes '215t' and '225t'.

Add/Update			
Field Description (Code)	General	Special Revenue	Field Description (Code)
Intergovernmental Receipts & State or Federal Grants			
*Federal Sources (225t)	0	0	*Federal Sources (225t)
General Support (225a)	0	0	General Support (225a)
Public Welfare (225b)	120	0	Public Welfare (225b)
Health and/or Hospitals (225c)	0	0	Health and/or Hospitals (225c)
Streets and Highways (225d)	0	0	Streets and Highways (225d)
Culture and Recreation (225e)	0	0	Culture and Recreation (225e)
Housing/Comm. Development (225f)	0	0	Housing/Comm. Development (225f)
Water Supply System (225g)	0	0	Water Supply System (225g)
Electric/Gas Power System (225h)	0	0	Electric/Gas Power System (225h)
Mass Transit (225i)	0	0	Mass Transit (225i)
Field Description (Code)	General	Special Revenue	Field Description (Code)
Other (Explain) (225j)	0	0	Other (Explain) (225j)
Other Intergovernmental Sources (Explain) (226t)	0	0	Other Intergovernmental Sources (Explain) (226t)
Add/Update			

Note: Any line item that ends with a (___t) is the sum of all sub-categories (a,b,c...) with the same number. This is totaled automatically and can only be modified by changing the numbers in the sub-categories.

● Proceed to Revenue - Other Local Sources OR Provide Explanations/Notes

Revenues and Receipts - Other Local Sources

! Reminder: Enter all amounts in whole number. Do not use any punctuation.

Add/Update			
Field Description (Code)	General	Special Revenue	Field Description (Code)
Other Local Sources			
Licenses and Permits (231t)	1200	0	Licenses and Permits (231t)
Fines and Forfeitures (233t)	5800	0	Fines and Forfeitures (233t)
Charges for Services (234t)	0	0	Charges for Services (234t)
Water Utilities (234a)	0	0	Water Utilities (234a)
Gas Utilities (234b)	0	0	Gas Utilities (234b)
Electric Utilities (234c)	0	0	Electric Utilities (234c)
Transit Utilities (234d)	0	0	Transit Utilities (234d)
Sewer Utilities (234e)	0	0	Sewer Utilities (234e)
Refuse and Disposal Charges (234f)	0	0	Refuse and Disposal Charges (234f)
Parking (234g)	0	0	Parking (234g)
Field Description (Code)	General	Special Revenue	Field Description (Code)
Housing (234h)	0	0	Housing (234h)
Highway or Bridge Tolls (234i)	0	0	Highway or Bridge Tolls (234i)
Culture and Recreation (234j)	0	0	Culture and Recreation (234j)
Other (Explain) (234k)	0	0	Other (Explain) (234k)
Interest (235t)	0	0	Interest (235t)
Miscellaneous (Explain) (236t)	0	0	Miscellaneous (Explain) (236t)
Field Description (Code)	General	Special Revenue	Field Description (Code)
Add/Update			

All items with (Explain) need to be detailed on Explanation page.

● Proceed to Total Revenues OR Provide Explanations/Notes



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✓ Status: Expenditure (Code 251t - 254t) Update was Successful!

Is the Total Revenues listed below the correct total amounts Brenda Test Village had in FY 2016 for each fund? If the Totals are correct, click the **Yes** button; or, if the Totals are incorrect, click the **No** button.

Field Description (Code)	General	Special	Field Description (Code)
Total Revenues (240t)	21,007	3,890	Total Revenues (240t)
<input type="button" value="Yes"/>		<input type="button" value="No"/>	

Proceed to Expenditure (Code 251t - 254t) OR Provide Explanations/Notes

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Disbursements, Expenditures and Expenses

! Reminder: Enter all amounts in whole number. Do not use any punctuation.

Add/Update			
Field Description (Code)	General	Special Revenue	Field Description (Code)
Report in Whole Numbers			
General Government (251t)	0	0	General Government (251t)
Financial Administration (251a)	1560	0	Financial Administration (251a)
General Administrative Buildings (251b)	0	12000	General Administrative Buildings (251b)
Central Administration (251c)	0	0	Central Administration (251c)
Other (Explain) (251d)	0	0	Other (Explain) (251d)
Public Safety (252t)	0	0	Public Safety (252t)
Police (252a)	0	0	Police (252a)
Fire (252b)	0	0	Fire (252b)
Regulation - Building Inspection (252c)	0	0	Regulation - Building Inspection (252c)
Other (Explain) (252d)	0	0	Other (Explain) (252d)
Corrections (253t)	0	0	Corrections (253t)
Judiciary and Legal (254t)	0	0	Judiciary and Legal (254t)
Field Description (Code)	General	Special Revenue	Field Description (Code)
Add/Update			

Note: Expenditures should be recorded by program or function. All accounts that require more detailed reporting have a lower case letter after the Code number (e.g. Code 251a).

● Proceed to Expenditure (Code 255t - 258t) OR Provide Explanations/Notes

✓ Status: Expenditure (Code 251t - 254t) Update was Successful!

Disbursements, Expenditures and Expenses

! Reminder: Enter all amounts in whole number. Do not use any punctuation.

Add/Update			
Field Description (Code)	General	Special Revenue	Field Description (Code)
Report in Whole Numbers			
Transportation and Public Works (255t)	0	0	Transportation and Public Works (255t)
Streets and Highways (255a)	17000	59000	Streets and Highways (255a)
Airports (255b)	0	0	Airports (255b)
Parking Meters (255c)	0	0	Parking Meters (255c)
Parking Facilities (255d)	0	0	Parking Facilities (255d)
Other (Explain) (255e)	0	0	Other (Explain) (255e)
Social Services (256t)	0	0	Social Services (256t)
Welfare (256a)	0	0	Welfare (256a)
Health (Other than hospitals) (256b)	0	0	Health (Other than hospitals) (256b)
Hospital Operations (256c)	0	0	Hospital Operations (256c)
Cemeteries (256d)	0	0	Cemeteries (256d)
Other (Explain) (256e)	0	0	Other (Explain) (256e)
Culture and Recreation (257t)	0	0	Culture and Recreation (257t)
Library (257a)	0	0	Library (257a)
Parks (257b)	0	0	Parks (257b)
Other (Explain) (257c)	0	0	Other (Explain) (257c)
Housing (258t)	0	0	Housing (258t)
Field Description (Code)	General	Special Revenue	Field Description (Code)
Add/Update			

● Proceed to Expenditure (Code 275t - 260t) or Provide Explanations/Notes

Disbursements, Expenditures and Expenses

! Reminder: Enter all amounts in whole number. Do not use any punctuation.

Add/Update			
Field Description (Code)	General	Special Revenue	Field Description (Code)
Report in Whole Numbers			
Environment (275t)	0	0	Environment (275t)
Sewage (275a)	0	0	Sewage (275a)
Solid Waste Management (275b)	0	0	Solid Waste Management (275b)
Other (Explain) (275c)	0	0	Other (Explain) (275c)
Debt (259t)	0	0	Debt (259t)
Interest (259a)	0	100	Interest (259a)
Principal (259b)	0	1000	Principal (259b)
Depreciation (272t)			Depreciation (272t)
Capital Outlay (280t)	0	0	Capital Outlay (280t)
Other Expenditures/Expenses (Explain) (260t)	0	0	Other Expenditures/Expenses (Explain) (260t)
Field Description (Code)	General	Special Revenue	Field Description (Code)
Add/Update			

Note: If you record any funds under Debt (Code 259) you must also complete the "Statement of Indebtedness" section.

● Proceed to Total Expenditures **OR** Provide Explanations/Notes



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✓ Status: Expenditure (Code 275t - 260t) Update was Successful!

Is the Total Expenditures listed below the correct total amounts Brenda Test Village had in FY 2016 for each fund? If the Totals are correct, click the **Yes** button; or, if the Totals are incorrect, click the **No** button.

Field Description (Code)	General	Special Revenue	Field Description (Code)
Total Expenditures (270t)	18,560	72,100	Total Expenditures (270t)
	Yes	No	

Proceed to Fund Balance **OR** Provide Explanations/Notes

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Note: Total expenditures should not be greater than your TOTAL APPROPRIATIONS (primary government's appropriation plus any component unit appropriations) listed in Step 5 and 6 of the Registration Section. If this is not the case, a correction must be made or an explanation must be detailed.



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Fund Balances and Other Financing Sources (Uses)

Reminder: Enter all amounts in whole number. Do not use any punctuation.

Add/Update			
Field Description (Code)	General	Special Revenue	Field Description (Code)
Report in Whole Numbers			
Excess of receipts/revenues over (under) expenditures/expenses (240t-270t) (301t)	2,447	-68,210	Excess of receipts/revenues over (under) expenditures/expenses (240t-270t) (301t)
Operating transfers in (302t)	30000	30000	Operating transfers in (302t)
Operating transfers out (303t)	-30000	-30000	Operating transfers out (303t)
Bond proceeds (304t)	0	0	Bond proceeds (304t)
Other long term debt (Explain) (305t)	0	0	Other long term debt (Explain) (305t)
Net increase (decrease) in fund balance (301t + 302t + 303t + 304t + 305t) (306t)	2,447	-68,210	Net increase(decrease) in fund balance (301t + 302t - 303t + 304t + 305t) (306t)
Previous year fund balance (307t)	86178	69291	Previous year fund balance (307t)
Other (Explain) (308t)	0	0	Other (Explain) (308t)
Field Description (Code)	General	Special Revenue	Field Description (Code)
Add/Update			

Amounts in gray are automatically populated.

Transfers in and out should be equal.

Make adjustments here and provide explanation.

Proceed to Fund Balance - Current Year Ending Fund Balance OR Provide Explanations/Notes

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If an AFR was filed for the previous year, these will be pre-populated. If previous year end balances need to be changed, an explanation must be supplied.



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✓ Status: Fund Balance Update was Successful!

Is the Current Year Ending Fund Balance (306t + 307t + 308t) listed below the correct total amounts Brenda Test Village had in FY 2016 for each fund? If the Totals are correct, click the **Yes** button; or, if the Totals are incorrect, click the **No** button.

Field Description (Code)	General	Special Revenue	Field Description (Code)
Current Year Ending Fund Balance (306t + 307t + 308t) (310t)	88,625	1,081	Current Year Ending Fund Balance (306t + 307t + 308t) (310t)
	Yes	No	

Note: Current year ending fund balances carry over to next year's AFR. Line 307 (Previous Year Fund Balance).

Proceed to Indebtedness OR Provide Explanations/Notes

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! Reminder: Enter all amounts in whole number. Do not use any punctuation.

Add/Update		Previous Year Principal		New debt this year		Principal pd. this yr.		New yr. end balance					
Debt Instruments for All Funds	Code	Outstanding Beginning of Year*	Code	Issued Current Fiscal Year	Code	Retired Current Fiscal Year	Code	Outstanding End of Year	Original Issue Amount	Final Maturity Date	Interest Rate Ranges - Lowest	Interest Rate Ranges - Highest	Debt Instruments for All Funds
Report in Whole Numbers													
General Obligation Bonds	400	13,000	406	50,000	412	1,000	418	62,000	35,000				General Obligation Bonds
Water	400a	1000	406a	50000	412a	1000	418a	50,000	35000		0.00	0.00	Water
Electric	400b	1000	406b	0	412b	0	418b	1,000	0		0.00	0.00	Electric
Transportation	400c	1000	406c	0	412c	0	418c	1,000	0		0.00	0.00	Transportation
Housing	400d	1000	406d	0	412d	0	418d	1,000	0		0.00	0.00	Housing
Other (Explain)	400e	9000	406e	0	412e	0	418e	9,000	0		0.00	0.00	Other (Explain)
Revenue Bonds	401		5407		0413		0419	5	0				Revenue Bonds
Water	401a	1	407a	0	413a	0	419a	10			0.00	0.00	Water
Electric	401b	1	407b	0	413b	0	419b	10			0.00	0.00	Electric
Transportation	401c	1	407c	0	413c	0	419c	10			0.00	0.00	Transportation
Housing	401d	1	407d	0	413d	0	419d	10			0.00	0.00	Housing
Other (Explain)	401e	1	407e	0	413e	0	419e	10			0.00	0.00	Other (Explain)
Alternate Revenue Bonds	402	0	408	0	414	0	420	1,000	0		0.00	0.00	Alternate Revenue Bonds
Contractual Commitments	403	0	409	0	415	0	421	1,000	0		0.00	0.00	Contractual Commitments
Other (Explain)	404	0	410	0	416	0	422	1,000	0		0.00	0.00	Other (Explain)
Debt Instruments for All Funds	Code	Outstanding Beginning of Year*	Code	Issued Current Fiscal Year	Code	Retired Current Fiscal Year	Code	Outstanding End of Year	Original Issue Amount	Final Maturity Date	Interest Rate Ranges - Lowest	Interest Rate Ranges - Highest	Debt Instruments for All Funds
Add/Update													

● Proceed to Total Indebtedness or Provide Explanations/Notes

NOTE: This page is for recording PRINCIPAL only. Do not add the interest to these numbers.



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✓ Status: Indebtedness Update was successful!

Is the Total Debt listed below the correct total amounts Brenda Test Village had in FY 2016? If the Totals are correct, click the **Yes** button; or, if the Totals are incorrect, click the **No** button.

Debt Instruments for All Funds	Outstanding		Issued Current Fiscal		Retired Current		Outstanding		Debt Instruments for All Funds
	Code	Beginning of Year	Code	Year	Code	Fiscal Year	Code	End of Year	
General Obligation Bonds	(400t)	13,000	(406t)	50,000	(412t)	1,000	(418t)	62,000	General Obligation Bonds
Revenue Bonds	(401t)	5	(407t)	0	(413t)	0	(419t)	5	Revenue Bonds
Alternate Revenue Bonds	(402t)	0	(408t)	0	(414t)	0	(420t)	0	Alternate Revenue Bonds
Contractual Commitments	(403t)	0	(409t)	0	(415t)	0	(421t)	0	Contractual Commitments
Other	(404t)	0	(410t)	0	(416t)	0	(422t)	0	Other
Total Debt	(405t)	13,005	(411t)	50,000	(417t)	1,000	(423t)	62,005	Total Debt

Yes No

● Proceed to Debt Limitation and Future Debt

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This will be next years beginning balance.

Debt Limitation and Future Debt

 **Reminder: Enter all amounts in whole number. Do not use any punctuation.**

<input type="checkbox"/> I certify that Owaneco Village does not have Legal Debt Limitation	
<input type="radio"/> Based on Statute	Explain: <input style="width: 150px;" type="text"/>
<input type="radio"/> Based on Other Reasons	Explain: <input style="width: 150px;" type="text"/>
<input type="button" value="Add/Update"/>	

Total Legal Debt Limitation	141129	Please provide a summary of the authorized debt limitations, including any statutory references. 8.625 percent of assessed value per the 1975 Municipal Code
Total Debt Applicable to the Limit	0	
Legal Debt Margin	141129	
Legal Debt Margin (%)	100.00	
<input type="button" value="Add/Update"/>		

Future Debt Service Requirements for Bond Debt listed above			
Years Ending	Principal	Interest	Total
2017	0	0	0
2018	0	0	0
2019	0	0	0
2020	0	0	0
2021	0	0	0
2022-2026	0	0	0
2027-2031	0	0	0
2031-2036	0	0	0
Total	0	0	0
<input type="button" value="Add/Update"/>			

✓ Police Pension Fund Update Successful! Continue on to one of the other pension funds or Capital Outlay.

Pension Funds / Retirement Benefits

! Reminder: Enter all amounts in whole number. Do not use any punctuation.

Please enter your pension information below. Remember to enter your Actuarial Valuation Date (VD) (500) from left to right under the appropriate pension in ascending order (i.e. 12/31/2014, 12/31/2015, and 12/31/2016)

Add/Update					
Field Description (Code)		Police Pension			Field Description (Code)
Report in Whole Numbers					
Delete/Zero Out Police Pension					
	2012	2013	2014		
Actuarial Valuation Date (VD) (500)	04/30/2012	04/30/2013	04/30/2014	Actuarial Valuation Date (VD) (500)	
Reporting Date (RD) (500a)	04/30/2014	04/30/2015	04/30/2016	Reporting Date (RD) (500a)	
Measurement Date (MD) (500b)	04/30/2013	04/30/2014	04/30/2015	Measurement Date (MD) (500b)	
Total Pension Liability (TPL) (501)	100	100	100	Total Pension Liability (TPL) (501)	
Plan Fiduciary Net Position (FNP) (502)	100	100	100	Plan Fiduciary Net Position (FNP) (502)	
Net Pension Liability (NPL) (503)	0	0	0	Net Pension Liability (NPL) (503)	
Plan Fiduciary Net Position as a Percentage of Total Pension Liability (504)	100.0	100.0	100.0	Plan Fiduciary Net Position as a Percentage of Total Pension Liability (504)	
Net Pension Obligation / Net OPEB Obligation (505)	100	100	100	Net Pension Obligation / Net OPEB Obligation (505)	
Add/Update					

● Proceed to Capital Outlay OR Provide Explanations/Notes

Explanation or Comments - All Funds

Select the Category for the explanation and click on the "Select" button. Then enter your explanation for that category and click on the Add/Update button to submit changes (or additions). For an explanation of the list of available categories, go to [What's New](#) or to the [Internet Guide and FAQ](#). View the [Internet Guide & FAQ](#) for a more detailed explanation of how to use the new Explanations format.

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Capital Outlay

! Reminder: Enter all amounts in whole number. Do not use any punctuation.

The Office of the State Comptroller does not require the information on this screen to be filled out. However, if you do not fill out this screen you will be contacted by the Census Bureau and asked to fill out an additional form.

Record the amount of Brenda Test Village capital outlays. Click the **Add/Update** button to submit changes (or additions)

Add/Update		These are not funds	
Code	Function	Land, Structures, and Construction	Equipment
601t	General Government	0	0
602t	Law Enforcement	0	0
603t	Corrections	0	0
604t	Fire	0	0
605t	Sewerage	0	0
606t	Sanitation and Wastewater	0	0
607t	Parks and Recreation	0	0
608t	Housing and Community Development	0	0
609t	Highways, Roads and Bridges	0	0
610t	Parking Facilities	0	0
611t	Welfare	0	0
612t	Hospital	0	0
613t	Water	0	0
614t	Nursing Homes	0	0
615t	Conservation and Natural Resources	0	0
616t	Libraries	0	0
617t	Other	0	0
Code	Function	Land, Structures, and Construction	Equipment
Add/Update			

Note: If this Capital Outlay form is completed, the Comptroller's Office will automatically provide this data to the Census Bureau each year. If not completed, the Census Bureau will require you to provide this information separately.



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Audit Requirement and CPA Validation Checks

Reminder: Audit is Due

Please Note!

- [See fines for late filing](#)
- [See criteria for owing a FY 2016 Annual Audit](#)

The section of the Illinois Municipal Code (65 ILCS 5/8-8-3(e)) that regulates Annual Audit requirements has been amended. Municipalities are not required to submit an Annual Audit if either one of the following criteria is true: "Criteria 1" - (a) they have submitted at least one Annual Audit during the four year range of FY 2015 through FY 2018 and (b) have a population less than 200 and (c) own or operate a utility, and (d) either have no debt or have bonded debt less than or equal to \$50,000. "Criteria 2" (a) they have a population less than 800 and (b) do not own or operate a utility and (c) do not have bonded debt. Based on the above-mentioned criteria and the data you have entered: An Audit Is Due for your government for the current FY. Click

Verify Your Auditor Is Properly Licensed

Based on the data you have entered for your government, an Annual Audit is owed. According to the Governmental Account Audit Act [50 ILCS 310], an Annual Audit submitted to the IL Office of the Comptroller shall be performed by a licensed public accountant, with a valid certificate as a public accountant under the Illinois Public Accounting Act [225 ILCS 450]. You DID NOT fill out the required information on the Auditor's screen. If our office is unable to determine that your audit was performed by a licensed public accountant, your Annual Audit MAY BE REJECTED, placing your government in a non-compliant status.

Please access the website of the Illinois General Assembly (www.ilga.gov/legislation/ilcs/ilcs.asp) to view these Acts

Is the Licensed Certified Public Accountant performing your audit working as an individual licensed in Illinois, or are they working in association with a Public Accounting Firm or a Professional Service Corporation licensed in Illinois, or are they licensed in another state? Please use a checkmark to select one choice:

Individual Licensed Certified Public Accountant
 Public Accounting Firm (IL License)
 Professional Service Corporation (IL License)
 Out-of-State (Individual / Public Accounting Firm / Professional Service Corporation)

[Finish Up](#)

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NOTE: State Statute now requires ALL special purpose governments with Total Revenue less than \$850,000 to submit an Annual Audit every 4 years, OR an AFR that has been provided to board members and approved by 3/5 majority vote.

Please call the HOTLINE with questions: (877) 304-3899

Audit Requirement and CPA Validation Checks

OPTION #1 Selected - Audit is Due

On the CPA screen, you selected OPTION #1 for Special Purpose governments with Total Revenue less than \$850,000 AND Total Appropriations that do not meet the criteria to submit a Verification Form. You are now required to submit an audit with our office.

Please access the website of the Illinois General Assembly (www.ilga.gov/legislation/ilcs/ilcs.asp) to view these Acts

Is the Licensed Certified Public Accountant performing your audit working as an individual licensed in Illinois, or are they working in association with a Public Accounting Firm or a Professional Service Corporation licensed in Illinois, or are they licensed in another state? Please use a checkmark to select one choice:

Individual Licensed Certified Public Accountant Public Accounting Firm (IL License) Professional Service Corporation (IL License)

Non-Critical

OPTION #2 Selected - Attestation for AFR to be included in submit

On the CPA screen, you selected OPTION #2 for Special Purpose governments with Total Revenue less than \$850,000 AND Total Appropriations that do not meet the criteria to submit a Verification Form. You are NOT required to submit an audit with our office, however, BY CLICKING on the Submit button on the Finish Up screen you are attesting that the current AFR has been provided to each member of the board and approved by a 3/5 majority vote. [If this is not the Option you meant to select, click here to go back and change your answer.](#)



Warning! Your Annual Financial Report will **not** be submitted until you scroll to the bottom of the page and click on the Submit button!

Before you can proceed, the system checks to make sure your numbers are valid. If any errors have occurred, they appear below.

Non-Critical

Ending Fund Balance 15% Different?

Last year your ending fund balance was \$ 382,544,991. Click [here](#) to verify that you have a different ending fund balance than you submitted last year or [here](#) to provide an explanation.

Verify Your Auditor Is Properly Licensed

Based on the data you have entered for your government, an Annual Audit is owed. According to the Governmental Account Audit Act [50 ILCS 310], an Annual Audit submitted to the IL Office of the Comptroller shall be performed by a licensed public accountant, with a valid certificate as a public accountant under the Illinois Public Accounting Act [225 ILCS 450]. You DID NOT fill out the required information on the Auditor's screen. If our office is unable to determine that your audit was performed by a licensed public accountant, your Annual Audit MAY BE REJECTED, placing your government in a non-compliant status. [click here](#) to go back to the Auditor's screen

Reminder: Audit is Due

The section of the Illinois Municipal Code (65 ILCS 5/8-8-3(e)) that regulates Annual Audit requirements has been amended. Municipalities are not required to submit an Annual Audit if either one of the following criteria is true: "Criteria 1" - (a) they have submitted at least one Annual Audit during the four year range of FY 2015 through FY 2018 and (b) have a population less than 200 and (c) own or operate a utility, and (d) either have no debt or have bonded debt less than or equal to \$50,000. "Criteria 2" (a) they have a population less than 800 and (b) do not own or operate a utility and (c) do not have bonded debt. Based on the above-mentioned criteria and the data you have entered: An Audit Is Due for your government for the current FY. Click [here](#) to see document on fines for late filing. Click [here](#) to see document for owing a FY 2016 Annual Audit.

TIF Districts

All municipalities with one or more redevelopment projects must file annual reports with the Office of the Illinois Comptroller in according with the Tax Increment Allocation Redevelopment Act [65 ILCS 5/11-74.4-3 et. Seq.] and/or the Industrial Jobs Recovery Law [65 ILCS 5/11-74.6-10 et. SEQ.]. Please call our office at the Hotline number (877-304-3899) and ask for the TIF Administrator.

Submit your Report to the Comptroller

When you are certain that you have completely and accurately entered your data, click on the **Submit** button below to officially submit your Fiscal Year 2016 **Annual Financial Report** to the Office of the Comptroller. Also, if you are required to submit an **Annual Audit** completed by a Certified Public Accountant, a new application, **'Upload Audit'**, will be available once you submit your **Annual Financial Report**. This application will allow you to upload a PDF-formatted file of your **Annual Audit** to our office. You may log back into **Comptroller Internet Filing** at any time to view and print your report.

Amending your Submitted Report to the Comptroller

Send a written request to our office for authorization to amend your **Submitted Annual Financial Report** using **Comptroller Connect Internet Filing**

By clicking on the 'Finish' button below, I attest that, to the best of my knowledge, this report represents a complete and accurate statement of the financial position, the Contact Information, the TIF status, the FEIN status, the Total Appropriations, and the Legal Debt Limitation of the government as of the end of this fiscal year.

- **Make sure that all errors have been corrected or explained before submitting.**
- **If you need assistance or can't clear an error, please call the HOTLINE: (877) 304-3899**

DOUBLE CHECK BEFORE SUBMITTING

Complete the following transactions before you submit you AFR:

- Print a copy of the Report before submitting.
- Audits are required if:
 - Townships - if either the Primary Government or its Road and Bridge component unit has total revenue exceeding \$850,000.
 - Municipalities - with a population of over 800, OR that has bonded debt, OR which owns or operates a utility.
 - Municipalities - having a population of 200 or less, having bonded debt less than \$50,000 AND owns / operates any type of public utility must submit at least one Annual Audit during the four year range
- **UPDATED:** State Statute now requires ALL special purpose governments with Total Revenue less than \$850,000 to submit an Annual Audit every 4 years, OR an AFR that has been provided to board members and approved by 3/5 majority vote.
- If your Government had an 'ending fund balance' (code 310) for the previous year, that amount must be transferred to the 'beginning fund balance' (code 307) for the current year.
- If your Government had an 'outstanding end of year debt balance' (code 423) for the previous year, that amount must be carried forward to the 'outstanding beginning of the year debt balance' (code 405) for the current year.
- Use parenthesis () when recording negative numbers in codes that do not already provide them.
- It is helpful to use your current audit (if available) when filling out the AFR.



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Welcome to the new SQL Server Reporting Services (SSRS) application menu!

The Illinois Office of the Comptroller is currently utilizing the Microsoft SQL Server Reporting Services (SSRS) application to generate your formatted reports from the CCIF application. All that is required to use the SSRS format is that you have Adobe Reader installed on your machine. If you do NOT have Adobe Reader, you can download it for free by clicking [Download Adobe Reader](#).

Go to the [Generate SSRS Report](#) section and simply click on the Generate Report button to view your report. The [Submit SSRS Issues](#) section is available if you experience any issues generating your report.

[Generate SSRS Report](#)

Click on the **Generate Report** button to view your SSRS formatted report. A PDF of your formatted report will be opened up. You can click on the **Printer icon** to **PRINT** the report or click on the **Download icon** to **SAVE** the report or to **OPEN** the report in Adobe Reader.

Firefox users should note that before they print their report, they may need to manually adjust their printer setting to change the report orientation to landscape.

Generate Report



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Confirmation of 2016 AFR Submission

Brenda Test Village (000/000/32) has successfully submitted their 2016 Annual Financial Report to the Office of the State Comptroller on 09/01/2016 .

Instructions of Printing a Hard Copy of Your Report

To print a hard copy of your report, click [here](#).

You can now upload your Annual Audits for FY 2016 in a pdf format that is a max. file size of 5 MB.

[Go To Upload Annual Audit](#)

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Upload Annual Audit

Click on the button next to the File Location and navigate to the file location of the pdf you want to upload. Only pdf files will be accepted. If your pdf file is larger than 5 MB, it will be rejected! You can split your Annual Audit file into multiple pdf files by saving each file separately on your computer, and then uploading them one file at a time starting with the file containing the first page and ending with the file containing the last page of the file. If you are filing a supporting document, in addition to your Annual Audit, please check the "Supporting Document" box. NOTE: You must upload your Annual Audit before uploading any supporting documentation.

If you are trying to replace an Annual Audit for a FY that you have already uploaded, you must submit a request in writing to our office for authorization. Any files under that FY, **excluding** Supporting Documentation, will be deleted and you will be able to upload a replacement file(s).

NOTE: Uploaded files will be given an automated file name using the following format.

Annual Audits

Combines the last two characters of the FY, the word 'Audit', Unit Code, and underscore and a sequential number. For example, a 2015 Audit for Cook County, Unit Code 016/000/00 would receive a file name of '12Audit01600000_01'.

Supporting Documentation

Combines the last two characters of the FY, the letters 'SupDc', Unit Code, and underscore and a sequential number. For example, a 2015 Supporting Documentation for Cook County, Unit Code 016/000/00 would receive a file name of '12SupDc01600000_01'.

[Upload Audit](#)

Unit Name: Brenda Test Village (000/000/32)

File Location:

No file selected.

Supporting Document

File Name (Do Not Include .pdf):

[Upload Audit](#)

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Click on one of the buttons below. Before your Audit Report will be counted as being received you must click the I have completed the upload of my Audit Report button. If you are splitting your Audit Report into sections and have another section to upload, click on the Upload another document button.

I have completed the upload of my Audit Report

Upload another document

Note: Click here once you are done uploaded your Audit Report.



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* 1. View Work

* 2. SSRS

Two options to print from View Work or SSRS

Welcome, Brenda Test Village (000/000/32) to Comptroller Connect Internet Filing. You can view the help file by clicking on the help icon in the navigation bar above.

If you have just logged into your FY 2016 for the first time - Click on the REGISTRATION menu item above to get started. Otherwise, use the REGISTRATION or FINANCIAL DATA menu items above to navigate to the section you would like to work on.

2016 Audit completed and submitted

Thank you for submitting your 2016 Annual Audit on 09/01/2016. You can [REQUEST TO REPLACE YOUR AUDIT DOCUMENT](#). Upon receiving this document, the Local Government Division will authorize you to replace your Audit Document.

2016 AFR completed and submitted

Thank you for submitting your 2016 Annual Financial Report on 09/01/2016. You can [REQUEST TO RESUBMIT YOUR AFR DOCUMENT](#). Upon receiving this document, the Local Government Division will authorize you to resubmit your AFR.

If changes are necessary after submitting the AFR, a document is to be uploaded by the government requesting to reopen the Fiscal Year report.

Upload Request to Resubmit Annual Report Document

Click on the button next to the File Location and navigate to the file location of the pdf you want to upload. Only pdf files will be accepted. If your pdf file is larger than 5 MB, it will be rejected!

If you are trying to replace a Request to Resubmit Annual Report document, please contact our office for authorization. The file will be deleted and you will be able to upload a replacement file.

NOTE: Uploaded files will be given an automated file name using the following format.

Request to Resubmit Annual Report Document

Combines the word 'RequesttoResubmitAnnualReport' and your government's Unit Code. For example, a Request to Resubmit Annual Report document for Cook County, Unit Code 016/000/00 would receive a file name of 'RequesttoResubmitAnnualReport01600000'.

- By uploading this document, Unit Name/Description attests that the uploaded document requesting the reopening of the Annual Report / Audit / TIF Report has been SIGNED and DATED by the ELECTED or APPOINTED Contact Person, CEO, or CFO responsible for reporting a complete and accurate statement of the financial position of your government for FY 2016.
- Please note that ALL inappropriate uploads and ALL documents uploaded WITHOUT being SIGNED and DATED will be rejected.

Upload Request to Resubmit Annual Report Document	
Unit Name: Brenda Test Village (000/000/32)	
File Location:	
<input type="button" value="Browse..."/>	No file selected.
File Name: RequesttoResubn.pdf	
Upload Request to Resubmit Annual Report Document	

[Click here to continue](#)



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You are about ready to log out of Comptroller Connect. If this is what you want to do, click [here](#) to complete the logoff process. Otherwise, click on one of the menu items above.

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