



FY 2016 AFR REPORTING

WHAT'S NEW

- **STATUTE AMENDED**
 - Beginning FY 2016, Governmental Account Audit Act (50 ILCS 310/3) now requires ALL Special Purpose governments with Total Revenue less than \$850,000 to submit to our office **EITHER** an audit every four years **OR** an AFR that has been provided to each member of the board and approved by a 3/5 majority vote. Log into Comptroller Connect Internet Filing (CCIF) for more details.
- **PENSION PAGE AMENDED**
 - The CCIF pension page has been amended to reflect changes to pension reporting requirements. New information required:
 - Deferred Outflow of Resources and Deferred Inflow of Resources
 - A Reporting Date and a Measurement Date

THINGS YOU SHOULD KNOW

- **NEW MENU FORMAT**

Navigation menus are now at the top of each screen and will build as you complete each step.
- **PASSWORDS ARE NO LONGER MAILED**

Use your current password to log in, **or** if you have forgotten your password, click the 'Forgot my password' link, select the Security Question, and enter the Answer set up by your government. **You should adopt internal procedures to manage your passwords** so that you know and keep track at all times of (1) your current password, and (2) your Security Question and Answer.
- **YOU CANNOT SUBMIT A FY 2016 AFR IF PRIOR FISCAL YEAR AFRs ARE DUE**
- **CONTACT INFORMATION SECTION – YOU CANNOT SUBMIT YOUR AFR IF ...**
 - **ALL** the fields in the Contact Information section for each contact type are not completed.
 - Your email addresses are **not VALIDATED**. This can be done by (1) clicking on each yellow question mark, and then (2) replying to the email that is sent to you as a result.
 - **Note:** Help to prevent Illinois Comptroller emails from being delivered to your "Spam/Junk" folder by **ADDING OUR EMAIL DOMAIN** 'illinoiscomptroller.gov' to your Contact E-mail list.
- **IF YOU DID NOT SUBMIT A FEIN number and W-9 document OR DID NOT SUBMIT AN EXPLANATION FOR NOT PROVIDING A FEIN** for FY 2015, you will be **required** to do so.
- **TO SUBMIT**, users **MUST** fill in **ALL required** fields and upload **required** supporting documents.
- **YOU CANNOT USE PUNCTUATION (I.E. DOLLAR SIGNS AND COMMAS) FOR DATA ENTRY**
- **FINISH UP SCREEN ERRORS**
 - Errors will be grouped into two categories (1) **Critical** (errors that **must** be corrected in order to submit) and (2) **Non-Critical** (errors that you may be contacted about).