

Arizona Auditor General

We have issued the fiscal year (FY) 2025 charter school [annual financial report \(AFR\)](#) in conjunction with the Arizona Department of Education (ADE). Specific instructions for completing the forms are provided within each file, and significant changes are identified in the forms and any related instructions with yellow highlighting.

The school-level AFR form is a required part of the AFR. The AFR zip file includes 2 forms based on charter size. Choose the appropriate file based on the number of schools in your charter and extract only that file to C:\CSFORMS with your applicable AFR forms, prior year AFR forms, and budget file.

Significant changes

Cover— Added space for charters to include a link to their website, where they will post a link to ADE's website where the charter's AFR can be viewed. ADE no longer requires charters to send an email to School Finance with a clickable link to its website, if the link is provided in this space. Charters must maintain documentation to support that the link to ADE's site is posted on the charter's website by November 15.

Page 1—Added local revenue detail. All amounts are populated with formulas. These amounts are required for National Public Education Financial Survey (NPEFS) reporting.

Page 3, Page 4, Page 5—Moved the adjusted beginning project balance cells from the Summary tab to Page 3, Page 4, and Page 5.

Page 9—Added line to report certain support services—instruction detail and books, periodicals, and instructional aids expenditures required for NPEFS reporting.

Food Service—Consolidated the separate Food Service AFR into the AFR file.

School-level AFR—Renamed the School-level reporting files.

Totals, Data entry, Single school—Modified each tab to consolidate teacher salaries information into 1 section for all reported programs. Also, added space to report certain support services—instruction detail and books, periodicals, and instructional aids expenditures required for NPEFS reporting.

Formula corrections

We have posted a FY 2025 AFR Formula Corrections file along with the AFR packet because required formula corrections are occasionally necessary due to the complex formulas included within the AFR files. If we become aware of any required formula corrections, we will describe the change in the formula corrections file and post an updated AFR packet. Charters will generally have the option of correcting the formula or downloading

a new file. **Charters must review the corrections file and make any corrections as directed before finalizing and submitting AFR files.**

If you have any questions, please contact Michael Carnahan or Tijana Djordjic at asd@azauditor.gov or (602) 977-2796, or ADE's School Finance Budget Team at SFBudgetTeam@azed.gov or (602) 542-5695.

Sincerely,
Arizona Auditor General



If you no longer wish to receive our charter school emails, please reply so we may remove you from our distribution list.