

# **FY 2025 School District Annual Financial Report**

## **Review, Submission, and Publication Instructions**

Arizona Revised Statutes (A.R.S.) §15-904 requires school districts to prepare and submit an annual financial report (AFR), including the School-Level AFR, in electronic format, by October 15. The Arizona Auditor General (Auditor General) in conjunction with the Arizona Department of Education (ADE) is required to prescribe the AFR format to be used by all school districts. The Auditor General and ADE developed the AFR format in Microsoft Excel to incorporate the information districts are statutorily required to include in their AFR.

### **AFR completion checklist**

Complete the following checklist to help ensure the accuracy of amounts reported in the district AFR and accounting data file:

- ☐ Ensure district accounting records include activity of all funds and record a journal entry to include auxiliary operations, tax credit, debt service, student activities, etc., revenues and expenditures in the accounting records, if not already included.
- ☐ Reconcile district accounting records to county school superintendent (CSS) and County Treasurer's records and resolve any differences.
- ☐ Reconcile district revenues to revenue reports from ADE (BSA64, CSF Summary, grants system, etc.) and adjust accounting records as needed.
- ☐ Review accounting records for incorrect coding (expenditures and revenues) before adding accounting data to the AFR's Accounting Data tab. For example:
  - Ensure functions used for expenditures are the most detailed, required functions.
  - Check for inconsistent revenue object codes used in funds, such as using a State revenue object code (3000 range) in a federal grant fund (100-399).
- ☐ Review the Coding Errors tab immediately after adding accounting data to identify corrections that should be addressed before proceeding.
- ☐ Review meals, miles, and riders reported to ADE for accuracy and reasonableness and adjust reported amounts, if needed, before completing related portions of the AFR with final amounts.
- ☐ Prepare all required AFR files, including the School-Level AFR, based on the complete and reconciled accounting records.
  - **Follow all applicable footnotes and instructions and complete all manual entry cells (orange highlighted). Do not modify formulas.**
- ☐ Have a second person review the AFR to ensure it matches the accounting records.
- ☐ Review the FY 2025 AFR Formula Corrections file and make any required formula corrections to your AFR dated after your file origination date. The file origination date is included in cell AB1 on the main AFR cover tab and cell L1 on the School-Level AFR instructions tab.
- ☐ Submit the AFR by October 15 as described below.
- ☐ Publish the AFR by November 15 as described below.

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### **Submission and publication**

ADE will only accept FY 2025 AFR forms submitted electronically using either the Excel forms with the 8/25 revision date or software that produces an electronic file in a format approved by ADE. Districts may download the forms from the [Auditor General's website](#).

### **Submission**

Once the governing board, superintendent, and business manager have completed and signed the printed cover page of the AFR, to ensure they have certified the accuracy of the included information, the completed electronic forms must be uploaded via the School Finance Budget System on [ADE's website](#) by October 15. Districts should ensure that no alerts remain on the cover page of the AFR before uploading the files. **Note: Districts that do not have a food service program do not need to complete the Food Service tab. Likewise, districts that were not eligible to budget for and expend desegregation monies do not need to submit the separate Deseg AFR file.**

ADE cannot submit the files on the district's behalf. After uploading the files, districts should verify the files have been successfully processed by checking their [file submission page](#). If a file did not process, districts should click on the linked error message. If unable to correct the error, districts should contact the budget team at [SFBudgetTeam@azed.gov](mailto:SFBudgetTeam@azed.gov). For School Finance Budget System password information or help, please contact ADE's Support Center at (602) 542-7378 [outside the Phoenix area call (866) 577-9636] or email [adesupport@azed.gov](mailto:adesupport@azed.gov). If it becomes necessary to submit a revision to any of the files after October 15, please email the School Finance budget team for instructions at [SFBudgetTeam@azed.gov](mailto:SFBudgetTeam@azed.gov).

In addition, **all** districts must submit the AFR to the CSS by October 15. Districts should contact their CSS for specific submission procedures. (A.R.S. §15-904)

### **After submission**

After the AFR has been electronically submitted to ADE, complete the following steps:

- Within 5 days, submit **only** a copy of the **completed cover page** signed by the Governing Board members, the Superintendent, and Business Manager by [scanning and uploading](#) it to ADE's School Finance Budget System. ADE will only accept electronic/scanned copies of the cover page.
- By November 15, districts that maintain a website must provide a link on their website to ADE's website where the district's AFR can be viewed [A.R.S. §15-904(A)]. Complete the following steps to obtain the link to the submitted AFR on ADE's website:
  1. After uploading a file to the Budget System and verifying that the file has a status of either "Processed" or "Processed with Warning(s)/Informational," navigate to the [Finance Systems - File Submission Status Report](#).  
Note: This link is available to the public and all district staff without ADEConnect log-in or permissions.

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2. Use the filters to find the file for your district. (If you had to upload multiple files, make sure to choose the correct file.)
3. In the Submission Reference # column, right-click on the Submission ID.
4. Choose the option to copy the link.
5. Post this link to your website.

### **Publication**

In accordance with A.R.S. §15-904(C), by **November 15**, districts must publish the entire AFR, or AFR summary, by one of the following methods:

- **Posting to ADE's website**—Districts that maintain a website may satisfy the publication requirement with the link to their submitted AFR on ADE's website, as described above. For audit purposes, districts maintain documentation to support that the link to ADE's site was posted on the district's website by November 15. The website link should **not** be emailed to ADE. Districts should have pasted a clickable link on the AFR Cover tab to the district's web page where the link described above will be posted
- **Publishing in a Newspaper**—Print the AFR or AFR summary in 8-point type in the official newspaper of the county as defined in A.R.S. §11-255 or in a newspaper of general circulation within the district (since the report provides information for the residents and taxpayers of the district, a newspaper that is widely read should be selected for publication). The publisher's affidavit of newspaper publication must be filed with ADE within 30 days after publication. To meet this requirement, districts should scan and email the affidavit to [SFBudgetTeam@azed.gov](mailto:SFBudgetTeam@azed.gov).
- **Mailing**—Mail the AFR or AFR summary to each household in the district. An affidavit or other documentation of mailing must be filed with ADE within 30 days of the mailing. To meet this requirement, districts should scan and email the affidavit or other documentation to [SFBudgetTeam@azed.gov](mailto:SFBudgetTeam@azed.gov).

### **Helpful Hints for Using the AFR Forms in Excel**

**Protected view and enabling content**—Some of the Excel files in the AFR packet zip file, or prior-year budget or AFR files brought into a new folder, may cause warning messages (e.g., protected view, enable content, etc.) to appear on your computer the first time you open the files. The files are safe to use. **If you receive a warning, you will need to make the file a "trusted document" before you will be able to edit the file.** If an untrusted file is open while saving a trusted file, it could cause links between the files to break. If you need further assistance making the files "trusted documents," please work with your IT department as security could be set up differently for your computer or network. The solution is often as simple as clicking on the warning message where indicated and choosing to continue editing the file or enabling content.

**Format and view options**—To ensure the accuracy of the calculations, each sheet is protected, and cells with formulas have been locked. Information should **not** be manually

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entered in the shaded areas or protected cells. When the sheet is protected, you can move from one unprotected cell to the next using the Tab key. **Formulas should not be changed or deleted unless specifically instructed to do so by the Auditor General or ADE.** Row height, column width, and cell format may be modified without unprotecting the sheet. Grid lines have been turned off to make the forms easier to read. Users may turn the grid lines back on without affecting the calculations or printing of the spreadsheet. Significant changes from last year's forms are highlighted in yellow throughout the spreadsheets. Users may remove highlights if they prefer before finalizing.

**File integrity**—Please keep the following in mind when using the forms in Excel to ensure that ADE can properly process the district's data:

- File names should **not** be changed. If the file names are changed, the files may not appropriately link to each other.
- Rows, columns, and tabs should **not** be added to or deleted from the forms.
- Information should **not** be copied and pasted from prior year's forms, as it can cause merged cells to unmerge and may result in duplicate reporting of expenditures, and/or the value being placed into a cell reference that is different than where ADE's processing system is expecting it.
- Sheet tabs should **not** be renamed.
- ADE cannot submit files on behalf of districts.
- Do not change the file format. Excel files must be submitted in the Excel 2007 and later format (.xlsx or .xlsm, as applicable).

**If your district uses an older version of Excel**, 2019 or earlier, see the instructions on the student-count revenues tab for information about formulas that must be removed from the tab and data manually entered, since the formula functions are only available in newer Excel versions.

**Printing**—The Excel files have been formatted to print on legal size paper (8½" by 14"), except for the Instructions and AFR Summary, which are formatted to print on 8½" x 11" paper. If your printer's settings are different from those used to set up the files, a little experimentation may be needed to get each sheet to print on one page. Users should try changing the "scaling" under page setup if needed.

- To print the entire file including the instructions—Select File/Print/Entire Workbook.
- To print 1 page—Select File/Print/Active Sheets.
- To print a group of pages (for example, to print all sheets without the instructions)—Click on the Excel tab for the first page to be printed and hold the Shift key while clicking on the Excel tab for the last page to be printed—this selects the sheets as a group. Then select File/Print/Active Sheets.

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If you have any questions or suggestions for improving the forms in future years, please contact Tijana Djordjic or Michael Carnahan of the Auditor General's Office's Accountability Services Division at (602) 977-2796 or email us at [asd@azauditor.gov](mailto:asd@azauditor.gov).

If you have any questions on this guidance or need assistance, please contact the ADE School Finance Budget Team at (602) 542-5695 or [SFBudgetTeam@azed.gov](mailto:SFBudgetTeam@azed.gov), or the Arizona Auditor General's Office, Accountability Services Division, at (602) 977-2796 or [asd@azauditor.gov](mailto:asd@azauditor.gov).