

FY 2019 CHARTER SCHOOL ANNUAL FINANCIAL REPORT

SUBMISSION AND PUBLICATION INFORMATION

Arizona Revised Statutes (A.R.S.) §§15-183(E)(6) and 15-904 require charter schools (charters) to prepare and submit an annual financial report (AFR), in electronic format. As required by A.R.S. §15-904(A), the Auditor General and the Arizona Department of Education (ADE) developed this AFR format in Excel to incorporate the information charters are statutorily required to include in their AFR. This format will assist charters in complying with AFR preparation and submission requirements. ADE will only accept FY 2019 AFR forms submitted electronically using the Excel forms with the 9/19 revision date. The Excel file must be saved in the Excel 97-2003 (.xls) format to be successfully uploaded through the Common Logon. Charters may download a copy of the Excel forms from the Auditor General's website at www.azauditor.gov/reports-publications/charter-schools/forms or ADE's website at www.azed.gov/finance/lea-budget-resources/. The completed AFR must be uploaded to ADE by October 15, 2019.

Charters that are exempted from all or part of the *Uniform System of Financial Records for Arizona Charter Schools* (USFRCS) in accordance with A.R.S. §15-183(E)(6) must use an accounting system that provides for the proper recording and reporting of financial data using USFRCS revenue and expense object codes. Charters must complete an AFR in the prescribed format, including the National Public Education Financial Survey (NPEFS) data on page 10.

The Every Student Succeeds Act (ESSA) requires reporting the per-pupil expenses from federal, State, and local sources, including actual personnel expenses and actual nonpersonnel expenses. Amounts must be disaggregated by source for each local educational agency and each school in the State for the preceding fiscal year. The School-Level Reporting form has been included in the AFR package and should be submitted electronically with the AFR.

A.R.S. §15-977(J) requires all charters to prepare a narrative summary of results of Classroom Site Project usage and file the report with ADE by November 15. Although this report is not part of the AFR as prescribed by A.R.S. §15-904, the Classroom Site Project Narrative Summary has been included in the AFR package and should be submitted electronically with the AFR.

The completed AFR, School-Level Reporting form, and Classroom Site Project Narrative Summary must be uploaded via the Common Logon on ADE's website at www.ade.az.gov/CommonLogon. **Files will be processed by ADE after September 18, 2019.** For Common Logon password information or help, please contact ADE's Support Center at (602) 542-7378 [outside the Phoenix area call, (866) 577-9636], or by email at enterprise@ade.az.gov. After uploading files, charters should check their file submission page (www.ade.az.gov/Budget/EntitySelection.asp) to verify the files have processed. If a file did not process, follow the instructions contained in the error message to upload the corrected file(s). If you are unable to correct an error, please contact ADE's Budget Team at SFBudgetTeam@azed.gov.

If it becomes necessary to submit a revision to any of the files, please email the School Finance Budget Team for instructions. If a revised file is uploaded, it will not process into the ADE budget reports until the current processed file has been archived by School Finance. Please contact ADE's Budget Team at SFBudgetTeam@azed.gov for assistance.

Charter sponsors will be notified of all charters that operated in FY 2019 and did not submit an AFR for FY 2019 by October 15, 2019. The sponsor may request that ADE withhold up to 10 percent of the Charter's monthly apportionment of State aid pursuant to A.R.S. §15-185(H).

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

- Within 5 days, scan and email **the completed cover page** signed by the Governing Board members and two charter officials to SFBudgetTeam@azed.gov. **ADE will only accept electronic/scanned copies of the cover page.**
- Charters that maintain a website must provide a link on their website to ADE's website (<http://www.azed.gov/SchoolFinance/Forms/LEAQuery/SubmittedFiles.aspx>) where the Charter's AFR can be viewed. By November 15, charters should email ADE at SFBudgetTeam@azed.gov with a clickable link to the page on the Charter's website where the AFR link is placed. For audit purposes, charters should retain a copy of the email and a screen shot of their website. The screen shot should **not** be emailed to ADE.

GENERAL INFORMATION AND INSTRUCTIONS

The AFR, School-Level, Food Service AFR, and Classroom Site Project reporting forms are in 4 files that must be named as follows:

1. afr19.xls
2. school-level reporting19.xls
3. afr19-food service.xls
4. cspsum19.xls

Detailed instructions for preparing the AFR are on a separate worksheet tab at the end of the AFR and Food Service AFR Excel files. The food service page should be completed and submitted with other pages of the AFR. **Note:** Charters that do not participate in the National School Lunch Program do not need to submit a Food Service AFR file.

USING THE ANNUAL FINANCIAL REPORT

The Excel files must be **extracted** from the .zip file and saved in the C:\CSFORMS folder along with the final FY 2019 budget form (budget19.xls) and the FY 2018 AFR (afr18.xls). The AFR contains formulas that will automatically pull amounts from those files if named properly. Excel should prompt the user to update information when the afr19.xls file is opened. Users should review amounts reported in the budget and prior year actual columns to ensure they agree to the Charter's most recently revised FY 2019 budget and FY 2018 AFR.

Some of the Excel files in the AFR package 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” and enable content 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 with this process, please work with your IT department as security could be set up differently for your computer or network.

Grid lines have been turned off in order to make the forms easier to read. Users may turn the grid lines back on without affecting the calculations or printing of the spreadsheets.

The charter school name, county, and CTDS number must be entered on the cover page of the AFR, as indicated. The number should not include any slashes, dashes, etc. This information will automatically transfer to the other sheets in the file.

The spreadsheets will automatically perform mathematical calculations and bring forward certain amounts from one AFR page to another. **Therefore, information can and should be entered only in unprotected cells.** Users can move from one unprotected cell to another on a sheet by using the Tab key. To ensure that ADE can properly process the data, users should not add or delete rows and columns, copy and paste information from the prior year’s forms, or rename sheet tabs.

PRINTING

The AFR and School-Level Reporting forms have been formatted to print on legal-size paper (8½” x 14”). The Classroom Site Project reporting form has been formatted to print on letter-size paper (8½” x 11”). Since the minimum margin setting for your printer may differ from what was used to set up these 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 you have any questions, please call ADE’s Budget Team at (602) 542-5695, or the Auditor General’s Office, Accounting Services Division at (602) 553-0333. Questions regarding the electronic version should be referred to the Auditor General’s Office. Questions regarding electronic submission of the AFR should be referred to ADE.