



DEBRA K. DAVENPORT, CPA
AUDITOR GENERAL

STATE OF ARIZONA
OFFICE OF THE
AUDITOR GENERAL

MELANIE M. CHESNEY
DEPUTY AUDITOR GENERAL

September 30, 2014

TO: Arizona Special Districts

FROM: Laura J.P. Miller
Accounting Services Director

Arizona Revised Statutes (A.R.S.) §48-251 requires special districts not exempt under A.R.S. §48-251(C) to submit an annual report to the Clerk of the Board of Supervisors. A.R.S. §48-251(A)(1) requires the Auditor General to prescribe the format of the schedule of beginning and ending fund balances and revenues and expenditures that is to be included in the report (Parts D and E of the forms). We have included Parts A, B, and C to facilitate districts' preparation of the additional information A.R.S. §48-251(A) requires to be included in the annual report.

The report instructions have been updated as a result of the additional reporting requirements included in Laws 2014, Chapter 118. Districts must report the amount of any reward, discount, incentive or other financial consideration received as a result of making payments to vendors with a credit card. A line has been added to Parts D and E to report these credit card incentive revenues. Please note that the reporting and audit requirements for Fire Districts have changed as a result of Laws 2014, Chapter 252, §§1 and 2. The report instructions have been linked to the current requirements. Districts should use the forms dated 9/14 for fiscal year 2014 and future years. Revised forms will be issued as changes become necessary.

Questions or comments should be referred to Megan Smith, Accounting Services Manager, or Elizabeth Whitaker, Accounting Services Senior, at (602) 553-0333.