

# **FY 2024 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 school-level data, in electronic format, by October 15. The 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.

### **Final review**

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, etc., revenues and expenditures in the accounting records, if not already included.
- Reconcile district accounting records to 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.
- Scan accounting records for incorrect coding (expenditures and revenues) before adding accounting data to the AFR's Accounting Data tab and address alerts on the AFR Cover tab after adding accounting data. 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 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 food service AFR and school-level reporting AFR, based on the complete and reconciled accounting records.
  - **Follow all applicable footnotes and instructions, do not change formulas, and complete all manual entry cells (orange highlighted).**
- Have a second person review the AFR to ensure it matches the accounting records.
- Review the FY 2024 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 reporting 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 2024 AFR forms submitted electronically using either the Excel forms with the 8/24 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, 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 submit a Food Service AFR file. Likewise, districts that were not eligible to budget for and expend desegregation monies do not need to submit the Deseg AFR file.**

ADE can no longer 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 18, 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 County School Superintendent (CSS) by October 15. Districts should contact the 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 emailing it to ADE's budget team at [SFBudgetTeam@azed.gov](mailto:SFBudgetTeam@azed.gov). ADE will only accept electronic/scanned copies of the cover page.
- In accordance with A.R.S. §15-904(A), districts that maintain a website must provide a link on their website to ADE's website where the district's AFR can be viewed. 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. **Districts that publish in this manner must email ADE at [SFBudgetTeam@azed.gov](mailto:SFBudgetTeam@azed.gov) by November 15 with a clickable link to the page on the district's website where the AFR link was placed.** For audit purposes, districts should retain a copy of the email and a screen shot of their website. The screen shot should **not** be emailed to ADE.
- **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).

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).