

FY 2024 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. A.R.S. §15-904(A) required the Auditor General and the Arizona Department of Education (ADE) to develop this AFR format to incorporate the information charters are statutorily required to include in their AFR. This format will help charters comply with AFR preparation and submission requirements. ADE will accept only FY 2024 AFR forms submitted electronically using the Excel forms with the 8/24 revision date. Charters must submit Excel files in the Excel 2007 and later format. Charters may download a copy of the Excel forms from the [Auditor General's website](#). Charters must upload the completed AFR to ADE by October 15, 2024.

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 allows them to report financial data in the AFR standard expense types and functional uses. Charters must complete an AFR in the prescribed format, including the National Public Education Financial Survey (NPEFS) data on pages 9 and 10, and the Project balance reserve page. Charters must import their accounting data into their AFR and school-level forms and classify it with the functions and objects used in the AFR. Please review our [video](#) posted in June 2020 for information about importing accounting data.

A.R.S. §15-904 and the Every Student Succeeds Act (ESSA) require charters to report revenue, expense, and special education information at the school level. Charters must complete the School-Level Reporting form and upload it to ADE.

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 the 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 must be uploaded to ADE.

The completed AFR, School-Level Reporting form, and Classroom Site Project Narrative Summary must be uploaded through the School Finance Budget System on [ADE's website](#). 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 by email at adesupport@azed.gov. After uploading files, charters should check their [file submission page](#) 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 or if it becomes necessary to submit a revision to any of the files after October 18, please contact ADE's Budget Team at SFBudgetTeam@azed.gov. ADE can no longer submit the files on the charter's behalf.

ADE will notify charter sponsors of all charters that operated in FY 2024 and did not submit an AFR for FY 2024 by October 15, 2024. 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 Submission

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 2 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 where the Charter's AFR can be viewed. Complete the following steps to obtain the link to the submitted AFR on ADE's website for posting:
 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.
 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.
- 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. Do **not** email the screen shot to ADE.

General information and instructions

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 forms

The Excel files must be **extracted** from the .zip file and saved in the C:\CSFORMS folder along with the final FY 2024 budget form (budget24.xlsx) and the FY 2023 AFR (afr23.xlsx).

To ensure formula data links included within each file remain intact, charters must name the AFR, School-Level AFR, Food Service AFR, and Classroom Site Project reporting forms as follows when extracting the forms:

1. afr24.xlsx
2. school-level reporting24.xlsx
3. afr24-food service.xlsx
4. cspsum24.xlsx

Charters that revised their FY24 budgets must name their most recently revised budget budget24.xlsx as 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 afr24.xlsx 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 2024 budget and FY 2023 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 because 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 has 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 1 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, Accountability Services Division, at (602) 977-2796. Refer questions regarding the form completion to the Auditor General. Refer questions regarding electronically submitting the AFR to ADE.