

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 school officials to [SFBudgetTeam@azed.gov](mailto:SFBudgetTeam@azed.gov). ADE will only accept electronic/scanned copies of the cover page.
- Schools 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 school's AFR can be viewed. By November 15, schools should email ADE at [SFBudgetTeam@azed.gov](mailto:SFBudgetTeam@azed.gov) with a clickable link to the page on the school's website where the AFR link is placed. For audit purposes, schools 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 and Classroom Site Project reporting forms are in three files.

1. afr17.xls includes the cover page and pages 1 through 10 of the AFR.
2. afr17-food service.xls includes the AFR page for food service information.
3. cspsum17.xls includes the Classroom Site Project Narrative Summary.

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:** Schools 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 should be saved in the C:\CSFORMS folder. The AFR (afr17.xls) contains formulas that will automatically pull budgeted amounts from the FY 2017 Food Service AFR, FY 2017 budget forms and prior year actual amounts from the FY 2016 AFR. To do so, the FY 2017 Food Service AFR, the most recently revised FY 2017 budget and the final FY 2016 AFR must be saved as afr17-food service.xls, budget17.xls and afr16.xls, respectively, in the C:\CSFORMS folder or the formulas will not function properly. Excel should prompt the user to update information when the afr17.xls file is opened. Users should review amounts reported in the budget and prior year actual columns to ensure they agree to the school's most recently revised FY 2017 budget and FY 2016 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" 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. The solution is often as simple as clicking on the warning message where indicated and choosing to continue editing the file or enabling content.

ADDITIONAL INFORMATION FOR NATIONAL PUBLIC EDUCATION FINANCIAL SURVEY REPORTING

- Projects (1000-1999)**  
 1000 Instruction  
 2000 Support Services  
     2100 Students  
     2200 Instruction  
     2300 General Administration  
     2400 School Administration  
     2500, 2900 Central Services, Other Support Services  
     2600 Operation & Maintenance of Plant  
     2700 Student Transportation  
 3000 Operation of Noninstructional Services  
     3100 Food Service Operations  
     3400 Bookstore Operations  
 4000 Facilities Acquisition & Construction  
 Total (lines 1-11)

Programs 100-600							
Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Dues and Fees 6810	Miscellaneous 6890	Other 6800 (Excluding 6810, 6850 and 6890)	Property Disbursements
180,028	58,162	14,032	33,765				0
2. 8,030							0
3. 22,880	3,000						0
4. 31,400	10,011	33,121					0
5.							0
6.							0
7.							0
8.		19,925					0
9.							0
10.		31,842					0
11.							0
12. 242,338	71,173	98,920	33,765	0	0	0	0

1. Program 700 - Adult/Continuing Education Programs  
 2. Program 800 - Community College Education Programs  
 3. Program 900 - Community Services Program  
 4. Function 3300 - Community Services Operations (all Programs)

All Expense Object Codes (Excluding 6700 and 6900)	Property Disbursements	
0	0	1.
0	0	2.
0	0	3.
0	0	4.

Property Disbursements by Type

1. Land and Land Improvements  
 2. Buildings  
 3. Equipment  
 4. Construction

All Programs	
0	1.
0	2.
0	3.
0	4.

Debt Service

1. Interest 6850  
 2. Redemption of Principal

All Programs	
0	1.
0	2.

Cash and Investments held at June 30, 2017

1. Sinking funds  
 2. Bond funds  
 3. Other funds, except for any employee retirement funds

0	1.
0	2.
186,925	3.

Long-term and Short-term Debt

1. Long-term Debt Outstanding, July 1, 2016  
 2. Long-term Debt issued during FY 2017  
 3. Long-term Debt retired during FY 2017  
 4. Long-term Debt Outstanding, June 30, 2017  
 5. Short-term Debt Outstanding, July 1, 2016  
 6. Short-term Debt Outstanding, June 30, 2017

0	1.
0	2.
0	3.
0	4.
0	5.
0	6.

Utilities and Energy Detail (Only Function 2600)

1. 6410 Utility Services  
 2. 6621-6626 Energy

19,925	1.
	2.

Technology (All Functions)

1. Technology-related supplies & purchased services  
 2. Technology-related hardware & software  
 3. Total

1,262	1.
0	2.
1,262	3.