

CHARTER SCHOOL Anthem Preparatory Academy  
 Charter Name  
 \_\_\_\_\_  
 d.b.a. (as applicable)

COUNTY Maricopa

CTDS NUMBER 078525000

**FY 2019**  
**STATE OF ARIZONA**  
**CHARTER SCHOOL ANNUAL FINANCIAL REPORT**

We, the Governing Board of the Charter School, hereby certify the Annual  
 Financial Report for Fiscal Year 2019

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
SIGNED	TITLE

The annual financial report file(s) for FY 2019 uploaded to the Arizona Department of  
 Education's website on October 15, 2019 contain(s) the data for the annual financial report  
 described at left.

_____	_____
Charter School Official Signature	E-mail
Mehdi Lasker	
Charter School Official (Typed Name)	
_____	_____
Charter School Official Signature	E-mail
Jennifer Bradshaw	
Charter School Official (Typed Name)	

<b>TOTAL EXPENSES BY PROJECT</b>	
1. Schoolwide (from page 2, line 33)	\$ <u>5,801,888</u>
2. Classroom Site Project (from page 2, line 34)	\$ <u>407,279</u>

**REVENUE**

**1000 Local Sources**

- 1. 1310 Tuition from Individuals
- 2. 1320 Tuition from Other Arizona Schools or Districts
- 3. 1410 Transportation Fees from Individuals
- 4. 1420 Transportation Fees from Other Arizona Schools or Districts
- 5. 1500 Earnings on Investments
- 6. 1600 Food Service (from Food Service AFR, line 2)
- 7. 1700 School Activities
- 8. 1750 Revenue from Enterprise Activities
- 9. 1790 Extracurricular Activities Fees Tax Credit
- 10. 1800 Revenue from Community Services Activities
- 11. 1900 Other Revenues and Gains from Local Sources
- 12. 1920 Contributions and Donations from Private Sources
- 13. Other Revenue from Local Sources (specify) \_\_\_\_\_
- 14. Subtotal (lines 1-13) \_\_\_\_\_

ACTUAL	
146,465	1.
	2.
	3.
	4.
	5.
0	6.
919,841	7.
	8.
	9.
	10.
	11.
	12.
	13.
1,066,306	14.

**2000 Intermediate Sources**

- 15. 2100 Unrestricted
- 16. 2200 Restricted
- 17. Other Revenue from Intermediate Sources (specify) \_\_\_\_\_
- 18. Subtotal (lines 15-17) \_\_\_\_\_

	15.
	16.
	17.
0	18.

**3000 State Sources**

- 19. 3110 State Equalization Assistance
- 20. 3130-3150 Other Unrestricted
- 21. 3200 Restricted
- 22. 3900 Revenue for/on Behalf of the School
- 23. Other Revenue from State Sources (specify) \_\_\_\_\_
- 24. Subtotal (lines 19-23) \_\_\_\_\_

5,321,890	19.
37,526	20.
600,752	21.
	22.
	23.
5,960,168	24.

**4000 Federal Sources**

- 25. 4100, 4300 Unrestricted/Restricted Received Directly from the Federal Government
- 26. 4200, 4500 Unrestricted/Restricted Received from the Federal Government through the State
- 27. 4700 Revenue Received from the Federal Government through Other Intermediate Agencies
- 28. 4800 Federal Impact Aid
- 29. 4900 Revenue for/on Behalf of the School
- 30. Other Revenue from Federal Sources (specify) \_\_\_\_\_
- 31. Subtotal (lines 25-30) \_\_\_\_\_

	25.
85,986	26.
	27.
	28.
	29.
	30.
85,986	31.

32. **TOTAL REVENUE FROM ALL SOURCES (lines 14, 18, 24, and 31)**

7,112,460	32.
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Expenses		Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals			% Increase/ Decrease in Actual
							Budget	Actual	Prior Year Actual	
<b>1000 Schoolwide Project</b>										
<b>100 Regular Education</b>										
1000 Instruction	1.	1,682,883	686,201	18,149	182,997		2,772,762	2,570,230	2,612,282	-1.61%
2000 Support Services										
2100 Students	2.	35,970	14,083		9,541		0	59,594	0	--
2200 Instruction	3.			65,466	52,044		0	117,510	0	--
2300 General Administration	4.						0	0	0	0.00%
2400 School Administration	5.	651,513	157,550	54,177	12,092	60,386	973,127	935,718	963,093	-2.84%
2500 Central Services	6.			571,726			560,623	571,726	541,916	5.50%
2600 Operation & Maintenance of Plant	7.			874,606			859,094	874,606	824,126	6.13%
2900 Other Support Services	8.						192,266	0	187,417	-100.00%
3000 Operation of Noninstructional Services	9.						0	0	0	0.00%
4000 Facilities Acquisition & Construction	10.						0	0	0	0.00%
5000 Debt Service	11.						0	0	0	0.00%
610 School-Sponsored Cocurricular Activities	12.	8,587	848		2,418		20,902	11,853	15,110	-21.56%
620 School-Sponsored Athletics	13.	110,622	19,037		131,949		270,060	261,608	247,433	5.73%
630 Other Instructional Programs	14.							0		
700, 800, 900 Other Programs	15.						0	0	0	0.00%
Subtotal (lines 1-15)	16.	2,489,575	877,719	1,584,124	391,041	60,386	5,648,834	5,402,845	5,391,377	0.21%
<b>200 Special Education</b>										
1000 Instruction	17.	173,625	74,958	116,015	1,671		394,179	366,269	339,907	7.76%
2000 Support Services										
2100 Students	18.						0	0	0	0.00%
2200 Instruction	19.						0	0	0	0.00%
2300 General Administration	20.						0	0	0	0.00%
2400 School Administration	21.						0	0	0	0.00%
2500 Central Services	22.						0	0	0	0.00%
2600 Operation & Maintenance of Plant	23.						0	0	0	0.00%
2900 Other Support Services	24.						0	0	0	0.00%
3000 Operation of Noninstructional Services	25.						0	0	0	0.00%
4000 Facilities Acquisition & Construction	26.						0	0	0	0.00%
5000 Debt Service	27.						0	0	0	0.00%
Subtotal (lines 17-27)	28.	173,625	74,958	116,015	1,671	0	394,179	366,269	339,907	7.76%
400 Pupil Transportation	29.						0	0	0	0.00%
530 Dropout Prevention Programs	30.						0	0	0	0.00%
540 Joint Career & Technical Ed. & Vocational Ed. Center	31.						0	0	0	0.00%
550 K-3 Reading	32.	32,409				365	32,601	32,774	30,424	7.72%
Subtotal (lines 16 and 28-32)	33.	2,695,609	952,677	1,700,139	392,712	60,751	6,075,614	5,801,888	5,761,708	0.70%
Classroom Site Project (from page 4, line 14)	34.	407,279	0	0	0		379,385	407,279	342,952	18.76%
Instructional Improvement Project (from page 5, line 5)	35.						34,408	34,198	33,364	2.50%
Structured English Immersion Project (from page 6, line 14)	36.	0	0	0	0	0	0	0	0	0.00%
Compensatory Instruction Project (from page 6, line 28 )	37.	0	0	0	0	0	0	0	0	0.00%
Federal and State Projects (from page 9, line 32)	38.						76,840	260,943	187,462	39.20%
Total (lines 33-38)	39.						6,566,247	6,504,308	6,325,486	2.83%

Expenses	Salaries 6100	Employee Benefits 6200	Totals	
			Budget	Actual
<b>Classroom Site Project 1011 - Base Salary</b>				
100 Regular Education				
1000 Instruction 1.	78,320		75,877	78,320 1.
2100 Support Services - Students 2.			0	0 2.
2200 Support Services - Instruction 3.			0	0 3.
Program 100 Subtotal (lines 1-3) 4.	78,320	0	75,877	78,320 4.
200 Special Education				
1000 Instruction 5.			0	0 5.
2100 Support Services - Students 6.			0	0 6.
2200 Support Services - Instruction 7.			0	0 7.
Program 200 Subtotal (lines 5-7) 8.	0	0	0	0 8.
Other Programs (Specify) _____				
1000 Instruction 9.			0	0 9.
2100 Support Services - Students 10.			0	0 10.
2200 Support Services - Instruction 11.			0	0 11.
Other Programs Subtotal (lines 9-11) 12.	0	0	0	0 12.
Total Expenses (lines 4, 8, and 12) 13.	78,320	0	75,877	78,320 13.
<b>Classroom Site Project 1012 - Performance Pay</b>				
100 Regular Education				
1000 Instruction 14.	172,320		151,754	172,320 14.
2100 Support Services - Students 15.			0	0 15.
2200 Support Services - Instruction 16.			0	0 16.
Program 100 Subtotal (lines 14-16) 17.	172,320	0	151,754	172,320 17.
200 Special Education				
1000 Instruction 18.			0	0 18.
2100 Support Services - Students 19.			0	0 19.
2200 Support Services - Instruction 20.			0	0 20.
Program 200 Subtotal (lines 18-20) 21.	0	0	0	0 21.
Other Programs (Specify) _____				
1000 Instruction 22.			0	0 22.
2100 Support Services - Students 23.			0	0 23.
2200 Support Services - Instruction 24.			0	0 24.
Other Programs Subtotal (lines 22-24) 25.	0	0	0	0 25.
Total Expenses (lines 17, 21, and 25) 26.	172,320	0	151,754	172,320 26.

Expenses	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Totals	
					Budget	Actual
<b>Classroom Site Project 1013 - Other</b>						
100 Regular Education						
1000 Instruction 1.	156,639				151,754	156,639 1.
2100 Support Services - Students 2.					0	0 2.
2200 Support Services - Instruction 3.					0	0 3.
Program 100 Subtotal (lines 1-3) 4.	156,639	0	0	0	151,754	156,639 4.
200 Special Education						
1000 Instruction 5.					0	0 5.
2100 Support Services - Students 6.					0	0 6.
2200 Support Services - Instruction 7.					0	0 7.
Program 200 Subtotal (lines 5-7) 8.	0	0	0	0	0	0 8.
530 Dropout Prevention Programs						
1000 Instruction 9.					0	0 9.
Other Programs (Specify) _____						
1000 Instruction 10.					0	0 10.
2100, 2200 Support Services - Students & Instruction 11.					0	0 11.
Other Programs Subtotal (lines 10-11) 12.	0	0	0	0	0	0 12.
Total Expenses (lines 4, 8, 9, and 12) 13.	156,639	0	0	0	151,754	156,639 13.
Total Classroom Site Projects (line 13 & page 3, lines 13 & 26) 14.	407,279	0	0	0	379,385	407,279 14.

Additional Classroom Site Project Information		Classroom Site Project		
		1011 - Base Salary	1012 - Performance Pay	1013 - Other
Beginning Project Balance 15.	15.	0	40,945	0 15.
Revenues				
CSP Allocation 16.	16.	78,320	156,639	156,639 16.
Interest Earned 17.	17.			
Total Revenues (lines 16 and 17) 18.	18.	78,320	156,639	156,639 18.
Total Available (lines 15 and 18) 19.	19.	78,320	197,584	156,639 19.
Expenses (from page 3, lines 13 & 26, and page 4, line 13) 20.	20.	78,320	172,320	156,639 20.
Ending Project Balance (line 19 minus line 20) 21.	21.	0	25,264	0 21.

Expenses	Instruction 1000	Support Services 2000	Totals	
			Budget	Actual
<b>Instructional Improvement Project 1020</b>				
Teacher Compensation Increases 1.			0	0 1.
Class Size Reduction 2.	17,099		17,204	17,099 2.
Dropout Prevention Programs 3.			0	0 3.
Instructional Improvement Programs 4.	17,099		17,204	17,099 4.
Total Inst. Imp. Expenses (lines 1-4, should equal line 9 below) 5.	34,198	0	34,408	34,198 5.

Additional Instructional Improvement Project Information		Actual
Beginning Project Balance 6.	0	6.
Revenues 7.	34,198	7.
Total Available (lines 6 and 7) 8.	34,198	8.
Expenses (line 5 above) 9.	34,198	9.
Ending Project Balance (line 8 minus line 9) 10.	0	10.

Revenues and Expenses	Beginning Project Balance	Actual Revenues	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Other 6800	Total Expenses		Ending Project Balance
								Budget	Actual	
<b>Structured English Immersion Project - 1071</b>										
<b>Revenues</b>										
3200 Restricted Revenue from State Sources	1.									1.
1500 Earnings on Investments	2.									2.
Total Revenues (lines 1 and 2)	3.	0								3.
<b>Expenses</b>										
260 Special Education-ELL Incremental Costs										
1000 Instruction	4.							0	0	4.
2000 Support Services										
2100 Students	5.							0	0	5.
2200 Instruction	6.							0	0	6.
2300 General Administration	7.							0	0	7.
2400 School Administration	8.							0	0	8.
2500 Central Services	9.							0	0	9.
2600 Operation & Maintenance of Plant	10.							0	0	10.
2900 Other Support Services	11.							0	0	11.
Program 260 Subtotal (lines 4-11)	12.		0	0	0	0	0	0	0	12.
430 Pupil Transportation-ELL Incremental Costs										
2000 Support Services										
2700 Student Transportation	13.							0	0	13.
Total (lines 12 and 13)	14.	0	0	0	0	0	0	0	0	14.
<b>Compensatory Instruction Project - 1072</b>										
<b>Revenues</b>										
3200 Restricted Revenue from State Sources	15.									15.
1500 Earnings on Investments	16.									16.
Total Revenues (lines 15 and 16)	17.	0								17.
<b>Expenses</b>										
265 Special Education-ELL Compensatory Instruction										
1000 Instruction	18.							0	0	18.
2000 Support Services										
2100 Students	19.							0	0	19.
2200 Instruction	20.							0	0	20.
2300 General Administration	21.							0	0	21.
2400 School Administration	22.							0	0	22.
2500 Central Services	23.							0	0	23.
2600 Operation & Maintenance of Plant	24.							0	0	24.
2900 Other Support Services	25.							0	0	25.
Program 265 Subtotal (lines 18-25)	26.		0	0	0	0	0	0	0	26.
435 Pupil Trans.-ELL Compensatory Instruction										
2000 Support Services										
2700 Student Transportation	27.							0	0	27.
Total (lines 26 and 27)	28.	0	0	0	0	0	0	0	0	28.

	July 1, 2018	June 30, 2019
A. CASH BALANCE	\$ 1,525,685	\$ 2,303,489
B. <b>AUDIT SERVICES</b>		
	<b>BUDGET</b>	<b>ACTUAL</b>
1. Non-federal	9,500	9,300
2. Federal		
3. Total (lines 1 and 2)	9,500	9,300
C. <b>CAPITAL ACQUISITIONS</b>		
	<b>BUDGET</b>	<b>ACTUAL</b>
1. 0191 Land and Land Improvements	0	0
2. 0192 Site Improvements	0	0
3. 0194 Buildings and Building Improvements	0	0
4. 0196 Equipment	36,890	44,109
5. 0198 Construction in Progress	0	0
6. Total Capital Acquisitions (lines 1-5)	36,890	44,109
D. <b>INVESTMENT IN CAPITAL ASSETS AS OF JUNE 30, 2019</b>		
1. 0191 Land and Land Improvements	\$ 271,574	
2. 0192 Site Improvements	\$ 0	
3. 0194 Buildings and Building Improvements	\$ 762,302	
4. 0196 Equipment	\$ 439,282	
5. 0198 Construction in Progress	\$ 0	
6. Total (lines 1-5)	\$ 1,473,158	
E. <b>CURRENT EXPENSES BY CATEGORY</b>		
1. Classroom Instruction excluding Classroom Supplies	\$ 3,538,641	
2. Classroom Supplies	\$ 319,035	
3. Administration	\$ 1,551,183	
4. Support Services - Students	\$ 185,852	
5. All Other Support Services and Operations	\$ 909,597	
6. Total (lines 1-5)	\$ 6,504,308	
7. Current expenses from federal projects, excluding those projects intended to replace local tax revenues (e.g., Impact Aid Projects)	\$ 85,986	
8. Current expenses from State and local projects, including those projects intended to replace local tax revenues (e.g., Impact Aid Projects)	\$ 6,418,322	

SUPPLEMENTARY INFORMATION

F.	1. Number of Full-Time Equivalent Certified Teachers	7
	2. Number of Full-Time Equivalent Noncertified Teachers	59
	3. Number of Full-Time Equivalent Contract Teachers	0
	4. Number of Schools	1
	5. Actual Days in Session	175
	6. Tuition Expense (except payments to other Arizona schools or districts)	\$ 0
	7. Tuition Expense (paid to other Arizona schools or districts)	\$ 0
	8. Textbooks (Function 1000, Object Code 6642)	\$ 4,323

G. **TEACHER SALARIES (Function 1000)**

	Certified Teachers (Object 6112)	Noncertified Teachers (Object 6152)	Certified Substitutes (Object 6113)	Noncertified Substitutes (Object 6153)	Contract Teachers (Object 6325)
1. Regular Education		2,244,612			
2. Special Education	173,625				
3. Vocational Education					
4. Other Programs					
5. Cocurr. Act., Athletics, & Other (Program 600)		119,209			

H. **AVERAGE TEACHER SALARY (A.R.S. §15-189.05, as added by Laws 2018, Ch. 285, §3)**

Check box if the Charter was new and began operations in FY 2019.

1. Average salary of all teachers employed in FY 2019	\$ 40,884
2. Average salary of all teachers employed in FY 2018	\$ 37,537
3. Increase in average teacher salary from FY 2018	\$ 3,347
4. Percentage increase	\$ 8.9%

Comments on Average Salary Calculation (Optional):



**SUPPLEMENTARY INFORMATION (Cont'd)**

**A. ENROLLMENT OF GIFTED PUPILS BY GRADE**

Areas of Identification	GRADE														
	K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL	
1. Quantitative Reasoning														0	1.
2. Verbal Reasoning														0	2.
3. Non-Verbal Reasoning														0	3.
4. Total Duplicated Enrollment (lines 1-3)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4.

**B. EXPENSES FOR GIFTED PUPILS  
(ELEMENTARY & SECONDARY)**

Actual Expenses for all Gifted Programs:

K-8	\$ _____
9-12	\$ _____
Total	\$ <u>0</u>

**C. SPECIAL EDUCATION PROGRAMS BY TYPE**

	PROGRAM 200 BUDGET	PROGRAM 200 ACTUAL	
1. Total All Disability Classifications	394,179	366,269	1.
2. Gifted Education	0		2.
3. ELL Incremental Costs	0		3.
4. ELL Compensatory Instruction	0		4.
5. Remedial Education	0		5.
6. Vocational and Technical Education	0		6.
7. Career Education	0		7.
8. Total (lines 1-7)	394,179	366,269	8.
9. Expenses incurred for transporting students with disabilities (as defined in A.R.S. §15-761) unique to the IEP			9.

**FEDERAL AND STATE PROJECTS**

**FEDERAL PROJECTS**

- 1100-1130 ESEA Title I - Helping Disadvantaged Children 1.
- 1140-1150 ESEA Title II - Prof. Dev. And Technology 2.
- 1160 ESEA Title IV - 21st Century Schools 3.
- 1170-1180 ESEA Title V - Promote Informed Parent Choice 4.
- 1190 ESEA Title III - Limited Eng. & Immigrant Students 5.
- 1200 ESEA Title VII - Indian Education 6.
- 1210 ESEA Title VI - Flexibility and Accountability 7.
- 1220 IDEA, Part B 8.
- 1230 Johnson-O'Malley 9.
- 1240 Workforce Investment Act 10.
- 1250 AEA - Adult Education 11.
- 1260-1270 Vocational Education - Basic Grants 12.
- 1280 ESEA Title X - Homeless Education 13.
- 1290 Medicaid Reimbursement 14.
- 1300 Charter School Implementation Project (Stimulus) 15.
- 13\_\_ Impact Aid 16.
- 1310-1399 Other Federal Projects 17.
- Total Federal Projects (lines 1-17) 18.

	BEGINNING BALANCE ACTUAL	REVENUE ACTUAL	INDIRECT COSTS ACTUAL	REVERSIONS ACTUAL	EXPENSES		CAPITAL ACQUISITIONS ACTUAL	ENDING BALANCE ACTUAL
					BUDGET	ACTUAL		
1.	0				0			0
2.	0				0			0
3.	0				0			0
4.	0				0			0
5.	0				0			0
6.	0				0			0
7.	0				0			0
8.	0	85,986			76,840	85,986		0
9.	0				0			0
10.	0				0			0
11.	0				0			0
12.	0				0			0
13.	0				0			0
14.	0				0			0
15.	0				0			0
16.	0				0			0
17.	0				0			0
18.	0	85,986	0	0	76,840	85,986	0	0

**STATE PROJECTS**

- 1400 Vocational Education 19.
- 1410 Early Childhood Block Grant 20.
- 1420 Extended School Year - Pupils with Disabilities 21.
- 1425 Adult Basic Education 22.
- 1430 Chemical Abuse Prevention Programs 23.
- 1435 Academic Contests 24.
- 1450 Gifted Education 25.
- 1456 College Credit Exam Incentives 26.
- 1457 Results-Based Funding 27.
- 1460 Environmental Special Plate 28.
- 1465 Charter School Stimulus Fund 29.
- 1470-1499 Other State Projects 30.
- Total State Projects (lines 19-30) 31.

19.	0				0			0
20.	0				0			0
21.	0				0			0
22.	0				0			0
23.	0				0			0
24.	0				0			0
25.	0				0			0
26.	0				0			0
27.	0	174,957			0	174,957		0
28.	0				0			0
29.	0				0			0
30.	0				0			0
31.	0	174,957		0	0	174,957	0	0

**Total Federal and State Projects (lines 18 and 31)**

32.	0	260,943	0	0	76,840	260,943	0	0
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ADDITIONAL INFORMATION FOR NATIONAL PUBLIC EDUCATION FINANCIAL SURVEY REPORTING

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
1000 Instruction	2,710,546	781,044	134,164	319,035				44,109
2000 Support Services								
2100 Students	35,970	14,083		9,541				
2200 Instruction			65,466	52,044				
2300 General Administration								
2400 School Administration	651,513	157,550	54,177	12,092			60,751	
2500, 2900 Central Services, Other Support Services			571,726					
2600 Operation & Maintenance of Plant			874,606					
2700 Student Transportation								
3000 Operation of Noninstructional Services								
3100 Food Service Operations								
3400 Bookstore Operations								
4000 Facilities Acquisition & Construction								
Total (lines 1-11)	3,398,029	952,677	1,700,139	392,712	0	0	60,751	44,109

- 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

Property Disbursements by Type

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

All Programs
0
0
0
44,109

Debt Service

- 1. Interest 6850
- 2. Redemption of Principal

All Programs

Cash and Investments held at June 30, 2019

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

2,303,489

Long-term and Short-term Debt

- 1. Long-term Debt Outstanding, July 1, 2018
- 2. Long-term Debt issued during FY 2019
- 3. Long-term Debt retired during FY 2019
- 4. Long-term Debt Outstanding, June 30, 2019
- 5. Short-term Debt Outstanding, July 1, 2018
- 6. Short-term Debt Outstanding, June 30, 2019

0

Utilities and Energy Detail (Only Function 2600)

- 1. 6410 Utility Services
- 2. 6621-6626 Energy

18,019
99,230

Technology (All Functions)

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

43,179
34,437

Page	Reference	
General		<p>These instructions are provided to help charter schools (charters) prepare the Charter School Annual Financial Report (AFR). Within the forms, blue font indicates that an instruction is linked to that specific line. An instructions button has also been provided that links to any general instructions or to the first instruction for a page. To return to the related forms after reviewing the instructions, simply click on the form's tab at the bottom of the Excel screen or press the Alt and back arrow keys.</p>
		<p>The AFR presents condensed financial activity (i.e., beginning and ending balances, revenues and expenses, and budget to actual comparisons of expenses for the fiscal year) of the Charter for comparison purposes. This information assists sponsors, charter governing boards, administrators, ADE, legislators, other governmental agencies, and taxpayers in determining whether charters are meeting their stewardship responsibilities.</p>
		<p>The Charter should report all amounts to the nearest dollar. Information should not be entered in the shaded areas or protected cells. Formulas should not be changed and applicable footnotes and instructions should be followed to ensure uploaded files will pass all validation checks.</p>
		<p>All actual revenues, expenses, and account balances presented on the AFR must agree with the Charter's accounting records as of June 30, 2019. Revenue and expense account codes used in the AFR agree with the Uniform System of Financial Records for Arizona Charter Schools (USFRCS) Chart of Accounts. Charters that are exempted from all or part of the 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. (See the USFRCS Chart of Accounts for more information on Project, Function, and Object Codes and Descriptions. <a href="http://www.azauditor.gov/sites/default/files/USFRCS.pdf">http://www.azauditor.gov/sites/default/files/USFRCS.pdf</a>) Expense budget amounts should be taken from the Charter's most recently revised or adopted budget, which has been submitted to ADE, for FY 2019.</p>
		<p>Revenues must include cash receipts through June 30, 2019, and accrued revenues received after the end of the fiscal year. Examples of accrued revenues are cost reimbursement and entitlement programs, interest earned on investments, and FY 2019 classroom site project revenues.</p>
		<p>Expenses consist of all expenses incurred during the fiscal year, including expenses for goods and services received on or before June 30, 2019, but not paid for by that date. Examples of items requiring such treatment are included in the USFRCS, pages VI-G-8 and 9.</p>

		Alerts will appear on the cover page and throughout the form when areas of the AFR are not completed or do not appear to be accurately reported. The alerts will disappear as they are resolved. Detailed descriptions of the alerts, as well as guidance on how to resolve the alerts, can be found on the Alerts Tab. Charters should complete all areas of the AFR that apply to their operations, whether or not the item is listed in the alert. These alerts do not replace the need for a separate employee to review the AFR for accuracy and completeness. Charters should ensure that no alerts remain on the cover page before uploading the files.
Cover	Name, County, CTDS Number	The Charter Name, County, and CTDS number should be entered on the cover page of the AFR. The CTDS number should not contain any slashes, dashes, etc., and must be exactly nine digits. Zeros should be entered to fill the School portion of the number on the cover page. This information will be automatically transferred to other sheets in the file.
1	General	Report all revenues received by the Charter on this page.
1	1600 Food Service, Line 6	Report all revenues received from dispensing food to students and adults. If the Charter participates in the National School Lunch Program and completed the Food Service AFR as required, this amount will populate from Revenues, line 2 on the Food Service AFR. If the Charter did not collect any revenue from students or adults for food service, enter a 0 value on the line.
1	3200 Restricted, Line 21	Revenues received in the Classroom Site Project (project codes 1011 through 1013), Instructional Improvement Project (project code 1020), Structured English Immersion Project (project code 1071) and Compensatory Instruction Project (project code 1072) should be reported as Restricted. In addition, any restricted revenues received for State projects, as reported on page 9, should also be included, as applicable. Classroom Site Project and Instructional Improvement Project YTD Payment Reports can be obtained from ADE at <a href="https://apps.azed.gov/SchoolFinanceReports/Reports">https://apps.azed.gov/SchoolFinanceReports/Reports</a>  If you are not following the USFRCS Chart of Accounts, please report these revenues as 3200 Restricted for federal survey purposes.
1	4100, 4300 Unrestricted/Restricted Received Directly from the Federal Government, Line 25	Do not include Federal Impact Aid revenues received on this line. These revenues should be reported on Line 28 as 4800 Federal Impact Aid.

2	Expenses, Lines 1-32	<p>Do not include the Classroom Site Project (project codes 1011 through 1013), Instructional Improvement Project (project code 1020), Structured English Immersion Project (project code 1071), Compensatory Instruction Project (project code 1072) or Federal and State Projects (project codes 1100 through 1499) expenses with other schoolwide project expenses on lines 1 through 32.</p> <p>Do not include payments for capital acquisitions or depreciation expense.</p>
2	Federal and State Projects, Line 38	<p>The total of budget and actual federal and State project expenses (project codes 1100 through 1499 on page 9) should be included on line 38. The total of budgeted and actual expenses on line 38 should agree with the total of federal and State project expenses on line 32 of page 9.</p>
7	Section B— Audit Services	<p>Record amounts expended in FY 2019 for audit services.</p> <p>Non-federal audit expense incurred in FY 2019 may be included on the budget work sheets for FY 2021 for reimbursement pursuant to A.R.S. §15-914. In order to receive reimbursement in FY 2021, non-federal audit expenses must be included in the FY 2019 AFR. Amounts reported must be amounts actually spent in FY 2019. <b>Do not include the costs of consulting or other services paid to audit firms in the non-federal or federal audit services actual expenses.</b></p>
7	Section C— Capital Acquisitions	<p>Enter the total increase in capital assets, by asset classification, recorded in the general ledger and on the capital assets list for the year ended June 30, 2019. These amounts represent only the acquisitions made during the year costing \$5,000 or more and, for equipment, having useful lives of 1 year or more. If no acquisitions were made during the year, enter a 0 value in each line.</p> <p>Note: If the Charter's policy is to include land, buildings, and related improvements; site improvements; or equipment costing less than \$5,000 on the capital assets list, these items should also be included.</p>
7	Section C— Capital Acquisitions, Line 5	<p>Enter the total increase in construction in progress for the year ended June 30, 2019. This amount is not recorded on the capital assets list until the project is completed. Therefore, it will not appear on the capital assets list as of June 30, 2019.</p>
7	Section D— Investment in Capital Assets	<p>Enter the total cost, by asset classification, recorded in the general ledger and on the capital assets list as of June 30, 2019, for items costing \$5,000 or more and, for equipment, having useful lives of 1 year or more. These amounts represent the ending balances in the capital assets accounts and should not include depreciation.</p> <p>Note: If the Charter's policy is to include land, buildings, and related improvements; site improvements; or equipment costing less than \$5,000 on the capital assets list, these items should also be included. The sum of lines 1, 2, 3, and 4 should agree with the amount recorded on the Charter's capital assets list as of June 30, 2019.</p>

7	Section D— Investment in Capital Assets, Line 5	Enter the total cost of construction in progress as of June 30, 2019. This amount is not recorded on the capital assets list as of June 30, 2019.
7	Section E— Current Expenses by Category	A.R.S. §15-255 requires the Superintendent of Public Instruction's Annual Report to include total current expenses per pupil and separate per pupil amounts by (1) classroom instruction excluding classroom supplies, (2) classroom supplies, (3) administration, (4) support services—students, and (5) all other support services and operations. ADE will calculate the "per pupil" amounts based on the total current expenses reported on lines 1 through 5 of this section.  Current expenses include expenses from all projects for elementary and secondary education. Current expenses do not include outlays for facilities acquisition and construction, furniture, equipment, technology, vehicles, debt retirement, and expenses for nonpublic school programs (e.g., adult/continuing education, community college education, community services, etc.).
7	Section E— Current Expenses by Category, Line 1	Classroom Instruction excluding Classroom Supplies includes current expenses coded to Function 1000 less Function 1000, Object Code 6600. Do not include expenses coded to Programs 700, 800, and 900.
7	Section E— Current Expenses by Category, Line 2	Classroom Supplies includes current expenses coded to Function 1000, Object Code 6600. Do not include expenses coded to Programs 700, 800, and 900.
7	Section E— Current Expenses by Category, Line 3	Administration includes current expenses coded to Functions 2300, 2400, 2500, and 2900. Do not include expenses coded to Programs 700, 800, and 900.
7	Section E— Current Expenses by Category, Line 4	Support Services—Students includes current expenses coded to Function 2100. Do not include expenses coded to Programs 700, 800, and 900.
7	Section E— Current Expenses by Category, Line 5	All Other Support Services and Operations includes current expenses coded to Functions 2200, 2600, 2700, 3100, and 3400. Do not include expenses coded to Programs 700, 800, and 900.

7	Section E— Current Expenses by Source, Lines 7 and 8	The Every Student Succeeds Act (ESSA) requires current expenses to be reported by source. Report the portion of current expenses from line 6 that were paid from federal projects, excluding Impact Aid monies transferred to Schoolwide Project intended to replace local tax revenues on line 7. If no expenses were paid from federal projects, enter a 0 value on line 7. Line 8 contains a formula to calculate the current expenses from State and local projects.
7	Section F—Number of Full-Time Equivalent Teachers	Report the number of full-time equivalent (FTE) certified, noncertified, and contract teachers on lines 1-3, respectively. These amounts may include fractional FTE for part-time teachers. A teacher should only be reported on one line. If a teacher is both a certified and contract teacher, only report the applicable FTE on line 3. Do not include instructional aides or assistants.
7	Section G— Teacher Salaries	Report base salaries, overtime, and additional compensation paid to certified and noncertified teachers, certified and noncertified substitute teachers, and contract teachers. Do not include salaries paid to instructional aides or assistants. Report the salaries based on the appropriate program. If a teacher teaches in more than one program, calculate the salary based on the amount of time instructing in each program. If FTE amounts were reported for certified, noncertified, or contract teachers in Section F, corresponding salary amounts should be reported in Section G.
7	Section G— Teachers Salaries, Line 1	Regular Education includes expenses coded to Program 100, career education programs coded to Program 200, and K-3 Reading expenses coded to Program 550.
7	Section G— Teachers Salaries, Line 2	Special Education includes expenses coded to Program 200 (excluding ELL incremental costs, and compensatory instruction, vocational and technological education, and career education programs).
7	Section G— Teachers Salaries, Line 3	Vocational Education includes expenses coded to Programs 270 and 540.
7	Section G— Teachers Salaries, Line 4	Other Programs includes expenses coded to Programs 260, 265, and 530.
7	Section G— Teachers Salaries, Line 5	Cocurricular Activities, Athletics, and Other includes expenses coded to Program 600.
7	Section H— Average Teacher Salary	Enter the average teacher salary of all teachers employed in FY 2019 and FY 2018. Each charter should be consistent in the type of salary information included in this table from year to year, as similarly reported in the budget. An optional comment box is available to provide any additional detail regarding the average teacher salary calculation.
8	Sections B and C— Total Gifted Expenses	Total Actual Gifted Expenses in Sections B and C must agree.



8	Section C— Special Ed. Programs by Type	Enter the amounts of expenses for special education programs by type. Supporting documentation should be retained for the allocation of expenses to individual special education programs.
8	Section C— Total All Disability Classifications	Enter total expenses for the disability classifications defined in A.R.S. §15-761.
8	Program 200 Totals	Program 200 Budget and Program 200 Actual column totals should equal line 28 on page 2.
8	Section C— Transportation	Charters should report actual total transportation expenses coded within Program 400 for transporting students whose IEPs require transportation as necessary for the provision of free and appropriate public education (FAPE).
9	Federal and State Projects	Amounts for indirect costs, expenses, capital acquisitions, and ending balance should agree with the Charter's completion reports filed with the ADE Grants Management Office.
9	Impact Aid and Other Federal Projects, Lines 16 and 17	Enter Impact Aid amounts on Line 16 and all Other Federal Projects (less Impact Aid) on Line 17.
9	Federal and State Projects, Line 32	The total budget and actual expenses on line 32 should agree with the total column for federal and State projects on line 38 of page 2.
10	General	<p>The information included on this page will be used by ADE to complete the National Public Education Financial Survey (NPEFS) and Form 33 issued by the National Center for Education Statistics. <b><u>NPEFS data is required to be submitted by all charters</u></b> and is used to calculate a State per pupil expenditure amount that is used in the formula for allocating a number of federal program funds to states and local education agencies, including Title I, Impact Aid, and Indian Education. Other programs use State per pupil expenditure data indirectly because their allocation formulas are based, in whole, or in part, on State Title I allocations. The NPEFS and Form 33 data is also used by researchers and government policymakers to address important education policy and research issues.</p> <p>Report all amounts from Projects 1000 through 1999 on this page.</p>
10	Programs 100-600	Amounts reported for Programs 610, 620, and 630 on page 2, should be included within the amounts reported for Programs 100 through 600 here.
10	Property Disbursements	Property Disbursements should include actual payments made during the year for capital acquisitions, not including related capital lease or other debt service payments. Property Disbursements for nonfixed (movable) equipment in Programs 100 through 600 should be allocated to Functions 1000 through 4000 based on the intended use of the equipment. All other Property Disbursements for these Programs should be included in Function 4000.

10	Property Disbursements by Type	Property Disbursements for Buildings should include only disbursements for the purchase of existing buildings. All disbursements for construction services for buildings and building improvements (whether or not construction is in progress at year-end) should be included on the Construction line. Total property disbursements in this table should equal the sum of property disbursements in the two preceding tables above. If no disbursements were made during the year, enter a 0 value in each line.
10	Debt Service	Debt Service amounts should include interest and redemption of principal for all Programs. Interest should be expenses charged to object code 6850. Redemption of Principal should include payments made during the year for principal on capital leases and other long-term debt that were recorded as a reduction of the related liability.
10	Cash and Investments held at fiscal year end	<p>Charters should report ending balance amounts of cash and investments (at market value) for the following funds:</p> <p><b>Sinking funds</b> — funds containing reserves held specifically for redemption of long-term debt.</p> <p><b>Bond funds</b> — funds containing unexpended proceeds of bond issues that were being held pending their disbursement.</p> <p><b>Other funds</b> — all other funds, <b>exclude</b> any employee retirement funds.</p> <p>Include cash balances; cash on hand; certificates of deposit; federal securities; state and local government securities; mortgages; and corporate stocks, bonds, and notes. <b>Exclude</b> accounts receivable, value of real property, and all nonsecurity assets.</p> <p>This section was added to the AFR to assist with Form 33 reporting to NCES.</p>
10	Long-term and Short-term Debt	<p>Long-term Debt—Report beginning and ending balances for all bonded indebtedness and any other interest-bearing debt with a term of more than one year on lines 1 and 4, respectively. Include bonds, notes and loans. Report all long-term debt issued during the fiscal year on line 2. Report all principal payments made on long-term debt during the fiscal year on line 3.</p> <p>Short-term Debt—Report beginning and ending balances for interest-bearing debt with a term of one year or less such as bank revolving lines of credit and other short-term debt. Charters with short-term debt activity but no beginning and ending balances should report 0 on lines 5 and 6.</p> <p><b>DO NOT INCLUDE</b> lease purchase agreements, compensated absences, accounts payable, and other noninterest bearing obligations in amounts reported in this section.</p> <p>This section was added to the AFR to assist with Form 33 reporting to NCES.</p>
10	Utilities and Energy Services	Report expenses for utility services coded to object code 6410, such as water and sewage services, and energy expenses, such as electricity, gas, coal, and gasoline coded to object codes 6621-6626. Services received from public or private utility companies should be reported here. Do <b>not</b> include expenses for telephone or internet services.

10	Technology Detail	Report expenses for technology-related supplies coded to object code 6650, technology-related hardware and software costs below the capitalization threshold, and technology-related purchased services on line 1. For technology-related supplies, include expenses for supplies that are typically used in conjunction with technology-related hardware or software (e.g., compact discs, flash drives, cables, and monitor stands). Technology-related hardware and software costs that exceed the capitalization threshold should be reported on line 2. Do <b>not</b> include expenses for nontechnology-related equipment such as machinery, vehicles, and furniture.
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