

CHARTER SCHOOL San Tan Montessori School, Inc.
Charter Name
San Tan Charter School
d.b.a. (as applicable)

COUNTY Maricopa

CTDS NUMBER 078539000

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

_____	<u>Dr. Kristofer Sippel, Pres.</u>
_____	<u>Rita Sippel - Vice-President</u>
_____	<u>Sam Tomlin, Treasurer</u>
_____	<u>Mike Endredy, Member</u>
_____	<u>Tom Enneking, Member</u>
_____	_____
_____	_____
SIGNED	TITLE

The annual financial report file(s) for FY 2019 uploaded to the Arizona Department of
Education's website on October 11, 2019 contain(s) the data for the annual financial report
described at left.

_____	<u>ksippel@santancs.com</u>
Charter School Official Signature	E-mail
<u>Dr. Kristofer Sippel</u>	
Charter School Official (Typed Name)	
_____	<u>bawahlman@santancs.com</u>
Charter School Official Signature	E-mail
<u>Barbara Wahlman</u>	
Charter School Official (Typed Name)	

TOTAL EXPENSES BY PROJECT	
1. Schoolwide (from page 2, line 33)	\$ <u>8,187,584</u>
2. Classroom Site Project (from page 2, line 34)	\$ <u>498,030</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	
88,278	1.
	2.
	3.
	4.
	5.
46,318	6.
459,653	7.
	8.
41,525	9.
	10.
	11.
68,663	12.
	13.
704,437	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)

7,130,351	19.
	20.
583,641	21.
	22.
	23.
7,713,992	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.
200,095	26.
29,995	27.
	28.
	29.
	30.
230,090	31.

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

8,648,519	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	
1000 Schoolwide Project										
100 Regular Education										
1000 Instruction	1.	1,984,283	505,668	70,860	230,805	15,956	2,912,431	2,807,572	2,177,932	28.91%
2000 Support Services										
2100 Students	2.			39,014			0	39,014	0	--
2200 Instruction	3.	179,816					129,677	179,816	138,819	29.53%
2300 General Administration	4.						0	0	0	0.00%
2400 School Administration	5.	708,063		119,531			938,337	827,594	609,022	35.89%
2500 Central Services	6.	291,900	47,920	123,473	11,005	19,302	333,104	493,600	313,650	57.37%
2600 Operation & Maintenance of Plant	7.	169,477		333,925		4,898	580,225	508,300	362,835	40.09%
2900 Other Support Services	8.						0	0	0	0.00%
3000 Operation of Noninstructional Services	9.				40,903		29,283	40,903	16,235	151.94%
4000 Facilities Acquisition & Construction	10.						0	0	0	0.00%
5000 Debt Service	11.			2,749,470		29,210	2,578,163	2,778,680	1,559,787	78.14%
610 School-Sponsored Cocurricular Activities	12.						0	0	0	0.00%
620 School-Sponsored Athletics	13.	22,850			126,860		85,000	149,710	80,000	87.14%
630 Other Instructional Programs	14.							0		
700, 800, 900 Other Programs	15.						0		0	0.00%
Subtotal (lines 1-15)	16.	3,356,389	553,588	3,436,273	409,573	69,366	7,586,220	7,825,189	5,258,280	48.82%
200 Special Education										
1000 Instruction	17.	85,587	3,720	139,414	1,715		218,869	230,436	95,784	140.58%
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.	60,613	6,332				70,427	66,945	66,830	0.17%
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.	146,200	10,052	139,414	1,715	0	289,296	297,381	162,614	82.88%
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.	65,014					65,014	65,014	49,913	30.25%
Subtotal (lines 16 and 28-32)	33.	3,567,603	563,640	3,575,687	411,288	69,366	7,940,530	8,187,584	5,470,807	49.66%
Classroom Site Project (from page 4, line 14)	34.	325,473	87,077	85,480	0		500,000	498,030	350,000	42.29%
Instructional Improvement Project (from page 5, line 5)	35.						19,834	42,131	19,834	112.42%
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.						151,000	197,036	168,674	16.81%
Total (lines 33-38)	39.						8,611,364	8,924,781	6,009,315	48.52%

Expenses	Salaries 6100	Employee Benefits 6200	Totals	
			Budget	Actual
Classroom Site Project 1011 - Base Salary				
100 Regular Education				
1000 Instruction	1. 89,452	10,154	0	99,606
2100 Support Services - Students	2.		0	0
2200 Support Services - Instruction	3.		0	0
Program 100 Subtotal (lines 1-3)	4. 89,452	10,154	0	99,606
200 Special Education				
1000 Instruction	5.		0	0
2100 Support Services - Students	6.		0	0
2200 Support Services - Instruction	7.		0	0
Program 200 Subtotal (lines 5-7)	8. 0	0	0	0
Other Programs (Specify) _____				
1000 Instruction	9.		0	0
2100 Support Services - Students	10.		0	0
2200 Support Services - Instruction	11.		0	0
Other Programs Subtotal (lines 9-11)	12. 0	0	0	0
Total Expenses (lines 4, 8, and 12)	13. 89,452	10,154	0	99,606
Classroom Site Project 1012 - Performance Pay				
100 Regular Education				
1000 Instruction	14. 122,289	76,923	0	199,212
2100 Support Services - Students	15.		0	0
2200 Support Services - Instruction	16.		0	0
Program 100 Subtotal (lines 14-16)	17. 122,289	76,923	0	199,212
200 Special Education				
1000 Instruction	18.		0	0
2100 Support Services - Students	19.		0	0
2200 Support Services - Instruction	20.		0	0
Program 200 Subtotal (lines 18-20)	21. 0	0	0	0
Other Programs (Specify) _____				
1000 Instruction	22.		0	0
2100 Support Services - Students	23.		0	0
2200 Support Services - Instruction	24.		0	0
Other Programs Subtotal (lines 22-24)	25. 0	0	0	0
Total Expenses (lines 17, 21, and 25)	26. 122,289	76,923	0	199,212

Expenses	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Totals	
					Budget	Actual
Classroom Site Project 1013 - Other						
100 Regular Education						
1000 Instruction 1.	113,732		85,480		0	199,212 1.
2100 Support Services - Students 2.					0	0 2.
2200 Support Services - Instruction 3.					0	0 3.
Program 100 Subtotal (lines 1-3) 4.	113,732	0	85,480	0	0	199,212 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.	113,732	0	85,480	0	0	199,212 13.
Total Classroom Site Projects (line 13 & page 3, lines 13 & 26) 14.	325,473	87,077	85,480	0	0	498,030 14.

Additional Classroom Site Project Information		Classroom Site Project		
		1011 - Base Salary	1012 - Performance Pay	1013 - Other
Beginning Project Balance 15.	15.	0	0	0 15.
Revenues				
CSP Allocation 16.	16.	99,606	199,212	199,212 16.
Interest Earned 17.	17.			
Total Revenues (lines 16 and 17) 18.	18.	99,606	199,212	199,212 18.
Total Available (lines 15 and 18) 19.	19.	99,606	199,212	199,212 19.
Expenses (from page 3, lines 13 & 26, and page 4, line 13) 20.	20.	99,606	199,212	199,212 20.
Ending Project Balance (line 19 minus line 20) 21.	21.	0	0	0 21.

Expenses	Instruction 1000	Support Services 2000	Totals	
			Budget	Actual
Instructional Improvement Project 1020				
Teacher Compensation Increases 1.			0	0 1.
Class Size Reduction 2.	42,131		0	42,131 2.
Dropout Prevention Programs 3.			0	0 3.
Instructional Improvement Programs 4.			0	0 4.
Total Inst. Imp. Expenses (lines 1-4, should equal line 9 below) 5.	42,131	0	0	42,131 5.

Additional Instructional Improvement Project Information		Actual
Beginning Project Balance 6.		0 6.
Revenues 7.	42,131	7.
Total Available (lines 6 and 7) 8.	42,131	8.
Expenses (line 5 above) 9.	42,131	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	
Structured English Immersion Project - 1071										
Revenues										
3200 Restricted Revenue from State Sources 1.										1.
1500 Earnings on Investments 2.										2.
Total Revenues (lines 1 and 2) 3.		0								3.
Expenses										
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	0	14.
Compensatory Instruction Project - 1072										
Revenues										
3200 Restricted Revenue from State Sources 15.										15.
1500 Earnings on Investments 16.										16.
Total Revenues (lines 15 and 16) 17.		0								17.
Expenses										
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	0	28.

CHARTER SCHOOL

San Tan Montessori School, Inc.

COUNTY Maricopa

CTDS NUMBER 078539000

	July 1, 2018	June 30, 2019
A. CASH BALANCE	\$ <u>530,379</u>	\$ <u>349,034</u>
B. AUDIT SERVICES		
		BUDGET ACTUAL
1. Non-federal		15,000 15,000
2. Federal		
3. Total (lines 1 and 2)		<u>15,000 15,000</u>
C. CAPITAL ACQUISITIONS		
		BUDGET ACTUAL
1. 0191 Land and Land Improvements		0 5,540,003
2. 0192 Site Improvements		0 0
3. 0194 Buildings and Building Improvements		0 9,757,821
4. 0196 Equipment		0 0
5. 0198 Construction in Progress		0 0
6. Total Capital Acquisitions (lines 1-5)		<u>0 15,297,824</u>
D. INVESTMENT IN CAPITAL ASSETS AS OF JUNE 30, 2019		
1. 0191 Land and Land Improvements	\$ <u>5,540,003</u>	
2. 0192 Site Improvements	\$ _____	
3. 0194 Buildings and Building Improvements	\$ <u>21,041,233</u>	
4. 0196 Equipment	\$ <u>390,212</u>	
5. 0198 Construction in Progress	\$ _____	
6. Total (lines 1-5)	<u>\$ 26,971,448</u>	
E. CURRENT EXPENSES BY CATEGORY		
1. Classroom Instruction excluding Classroom Supplies	\$ <u>2,626,900</u>	
2. Classroom Supplies	\$ <u>246,761</u>	
3. Administration	\$ <u>2,001,767</u>	
4. Support Services - Students	\$ <u>153,608</u>	
5. All Other Support Services and Operations	\$ <u>2,968,426</u>	
6. Total (lines 1-5)	<u>\$ 7,997,462</u>	
7. Current expenses from federal projects, excluding those projects intended to replace local tax revenues (e.g., Impact Aid Projects)	\$ <u>197,036</u>	
8. Current expenses from State and local projects, including those projects intended to replace local tax revenues (e.g., Impact Aid Projects)	\$ <u>7,800,426</u>	

SUPPLEMENTARY INFORMATION

F.	1. Number of Full-Time Equivalent Certified Teachers	<u>54</u>
	2. Number of Full-Time Equivalent Noncertified Teachers	_____
	3. Number of Full-Time Equivalent Contract Teachers	_____
	4. Number of Schools	<u>1</u>
	5. Actual Days in Session	<u>180</u>
	6. Tuition Expense (except payments to other Arizona schools or districts)	\$ _____
	7. Tuition Expense (paid to other Arizona schools or districts)	\$ _____
	8. Textbooks (Function 1000, Object Code 6642)	<u>\$ 24,297</u>

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	2,039,986				
2. Special Education	85,587				
3. Vocational Education					
4. Other Programs					
5. Cocurr. Act., Athletics, & Other (Program 600)					

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	\$ <u>43,368</u>
2. Average salary of all teachers employed in FY 2018	\$ <u>39,384</u>
3. Increase in average teacher salary from FY 2018	\$ <u>3,984</u>
4. Percentage increase	<u>\$ 10.1%</u>

Comments on Average Salary Calculation (Optional):

SUPPLEMENTARY INFORMATION (Cont'd)

A. ENROLLMENT OF GIFTED PUPILS BY GRADE

Areas of Identification	GRADE												TOTAL		
	K	1	2	3	4	5	6	7	8	9	10	11			12
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

- Total All Disability Classifications
- Gifted Education
- ELL Incremental Costs
- ELL Compensatory Instruction
- Remedial Education
- Vocational and Technical Education
- Career Education
- Total (lines 1-7)

PROGRAM 200 BUDGET	PROGRAM 200 ACTUAL	
290,296	297,381	1.
0		2.
0		3.
0		4.
0		5.
0		6.
0		7.
290,296	297,381	8.

- Expenses incurred for transporting students with disabilities (as defined in A.R.S. §15-761) unique to the IEP

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FEDERAL AND STATE PROJECTS		BEGINNING BALANCE ACTUAL	REVENUE ACTUAL	INDIRECT COSTS ACTUAL	REVERSIONS ACTUAL	EXPENSES		CAPITAL ACQUISITIONS ACTUAL	ENDING BALANCE ACTUAL	
						BUDGET	ACTUAL			
FEDERAL PROJECTS										
1100-1130 ESEA Title I - Helping Disadvantaged Children	1.	0	104,836			0			104,836	1.
1140-1150 ESEA Title II - Prof. Dev. And Technology	2.	0				0			0	2.
1160 ESEA Title IV - 21st Century Schools	3.	0				0			0	3.
1170-1180 ESEA Title V - Promote Informed Parent Choice	4.	0				0			0	4.
1190 ESEA Title III - Limited Eng. & Immigrant Students	5.	0				0			0	5.
1200 ESEA Title VII - Indian Education	6.	0				0			0	6.
1210 ESEA Title VI - Flexibility and Accountability	7.	0				0			0	7.
1220 IDEA, Part B	8.	0	92,200			0			92,200	8.
1230 Johnson-O'Malley	9.	0				0			0	9.
1240 Workforce Investment Act	10.	0				0			0	10.
1250 AEA - Adult Education	11.	0				0			0	11.
1260-1270 Vocational Education - Basic Grants	12.	0				0			0	12.
1280 ESEA Title X - Homeless Education	13.	0				0			0	13.
1290 Medicaid Reimbursement	14.	0				0			0	14.
1300 Charter School Implementation Project (Stimulus)	15.	0				0			0	15.
13__ Impact Aid	16.	0				0			0	16.
1310-1399 Other Federal Projects	17.	0				0			0	17.
Total Federal Projects (lines 1-17)	18.	0	197,036	0	0	0	0	0	197,036	18.
STATE PROJECTS										
1400 Vocational Education	19.	0				0			0	19.
1410 Early Childhood Block Grant	20.	0				0			0	20.
1420 Extended School Year - Pupils with Disabilities	21.	0				0			0	21.
1425 Adult Basic Education	22.	0				0			0	22.
1430 Chemical Abuse Prevention Programs	23.	0				0			0	23.
1435 Academic Contests	24.	0				0			0	24.
1450 Gifted Education	25.	0				0			0	25.
1456 College Credit Exam Incentives	26.	0				0			0	26.
1457 Results-Based Funding	27.	0				0			0	27.
1460 Environmental Special Plate	28.	0				0			0	28.
1465 Charter School Stimulus Fund	29.	0				0			0	29.
1470-1499 Other State Projects	30.	0				0			0	30.
Total State Projects (lines 19-30)	31.	0	0		0	0	0	0	0	31.
Total Federal and State Projects (lines 18 and 31)		32.	0	197,036	0	0	0	0	197,036	32.

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	2,460,357	592,745	156,340	230,805		24,623	15,956	
2000 Support Services								
2100 Students	22,850		39,014	126,860		13,337	152,000	
2200 Instruction	179,816	9,775	149,161	1,715			49,207	
2300 General Administration								
2400 School Administration	878,619		119,531					
2500, 2900 Central Services, Other Support Services	367,200	47,920	123,473	11,006			19,302	
2600 Operation & Maintenance of Plant	169,477		333,925				4,898	
2700 Student Transportation								
3000 Operation of Noninstructional Services								
3100 Food Service Operations				40,903				
3400 Bookstore Operations								
4000 Facilities Acquisition & Construction								
Total (lines 1-11)	4,078,319	650,440	921,444	411,289	0	37,960	241,363	0

	All Expense Object Codes (Excluding 6700 and 6900)	Property Disbursements
1. Program 700 - Adult/Continuing Education Programs	0	0
2. Program 800 - Community College Education Programs	0	0
3. Program 900 - Community Services Program	0	0
4. Function 3300 - Community Services Operations (all Programs)	0	0

Property Disbursements by Type	
1. Land and Land Improvements	0
2. Buildings	0
3. Equipment	0
4. Construction	0

Debt Service	
1. Interest 6850	2,778,680
2. Redemption of Principal	0

Cash and Investments held at June 30, 2019	
1. Sinking funds	0
2. Bond funds	1,421,437
3. Other funds, except for any employee retirement funds	349,034

Long-term and Short-term Debt	
1. Long-term Debt Outstanding, July 1, 2018	32,945,937
2. Long-term Debt issued during FY 2019	0
3. Long-term Debt retired during FY 2019	0
4. Long-term Debt Outstanding, June 30, 2019	32,945,937
5. Short-term Debt Outstanding, July 1, 2018	29,410
6. Short-term Debt Outstanding, June 30, 2019	185,630

Utilities and Energy Detail (Only Function 2600)	
1. 6410 Utility Services	31,431
2. 6621-6626 Energy	99,172

Technology (All Functions)	
1. Technology-related supplies & purchased services	73,490
2. Technology-related hardware & software	15,839

Page	Reference	
<p>General</p>		<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. http://www.azauditor.gov/sites/default/files/USFRCS.pdf) 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 https://apps.azed.gov/SchoolFinanceReports/Reports 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	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. Do not include payments for capital acquisitions or depreciation expense.

2	Federal and State Projects, Line 38	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.
7	Section B— Audit Services	Record amounts expended in FY 2019 for audit services. 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. Do not include the costs of consulting or other services paid to audit firms in the non-federal or federal audit services actual expenses.
7	Section C— Capital Acquisitions	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. 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.
7	Section C— Capital Acquisitions, Line 5	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.
7	Section D— Investment in Capital Assets	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. 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.
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	<p>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.</p> <p>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.).</p>
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	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. <u>NPEFS data is required to be submitted by all charters</u> 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. Report all amounts from Projects 1000 through 1999 on this page.
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>Sinking funds — funds containing reserves held specifically for redemption of long-term debt.</p> <p>Bond funds — funds containing unexpended proceeds of bond issues that were being held pending their disbursement.</p> <p>Other funds — all other funds, exclude 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. Exclude 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>DO NOT INCLUDE 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	<p>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 not include expenses for telephone or internet services.</p>
10	Technology Detail	<p>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 not include expenses for nontechnology-related equipment such as machinery, vehicles, and furniture.</p>

