

Instructions for Completing the Data Template for the Charter School Annual Financial and Compliance Report

The data template for the charter school annual financial and compliance report (AFR) includes several tabs for data entry: **Cover**, **Required Questions**, **Charter Holder**, **SofFP**, **SofA**, **SofExp**, **SofCA**, **SofCF**, **Budget Comparison**, **SofFQC**, **Real Property Ownership Int**, **Related Party Transactions**, **Compensation and Benefits**, and **Reconciliation**.

Enter data in unshaded (white) cells only. The shaded blue cells include calculations that automatically populate the cells with totals after you enter individual amounts in unshaded cells.

Tab: Cover

1. From the **For the Fiscal Year Ended** drop-down list, select the fiscal year ended date.
2. From the **Charter School CDN and Name** drop-down list, select your charter school's county–district number and name.
3. In the **Preparer Contact Information** section, enter the name, title, phone number, and email address for each person who enters data in this template.

Tab: Required Questions

1. Enter responses for questions under **INDEPENDENT AUDITOR DETERMINATIONS**, **PAYMENT COMPLIANCE**, and **TRANSPARENCY** sections by selecting responses from the drop-down lists.
2. Enter the dollar amount for the following items under **STATEMENT OF CASH FLOWS**: **Depreciation**, **Principal Payments**, and **Interest Payments**.
3. Enter any comments in the **Comments** cell.

Tab: Charter Holder

1. Enter information for the *charter holder* in the following cells:
 - **Charter Holder Name**
 - **Charter Holder FEIN**
 - **Charter Holder Debt**
 - **Charter Holder Cash on Hand**
 - **Charter Holder Federal Revenue**
 - **Charter Holder Federal Expenditures**
2. In the **Explanation** cell, explain any difference (calculated in the **Difference** cell) between the amounts for **Charter Holder Federal Revenue** and **Charter Holder Federal Expenditures**.
3. Enter any comments in the **Comments** cell.

Tab: SofFP

1. In the **Total (Unrestricted & Restricted)** column, enter amounts from the AFR's Statement of Financial Position for the line items under **ASSETS** and **LIABILITIES AND NET ASSETS**. Enter the **Accumulated Depreciation** as a negative number. The shaded blue cells are calculated totals of the line item amounts.
2. In the **Total Stated on AFR** column, enter the total *as stated on the AFR's financial statement* for each category of assets, liabilities, and net assets. In the **Explanation for Variance** cells, explain any variances (shown in the **Variance** cells).
3. Enter any comments in the **Comments** cell.

Tab: SofA

1. Enter amounts from the AFR's Statement of Activities for the line items under **REVENUE**, **EXPENSES**, and **OTHER CHANGES IN NET ASSETS**. Enter these amounts in the **WITHOUT DONOR RESTRICTIONS** and **WITH DONOR RESTRICTIONS** columns as applicable. The shaded blue cells are calculated totals of the line item amounts.
2. In the **Total Stated on AFR** column, enter the total *as stated on the AFR's financial statement* for each category of revenue, expenses, and net assets. In the **Explanation for Variance** cells, explain any variances (shown in the **Variance** cells).
3. In the **OTHER CHANGES IN NET ASSETS** area, enter changes and a brief description as applicable.
4. Enter the amounts of **Net Assets at Beginning of Year** and **Net Assets as Restated** if applicable.
5. In the **Net Assets as Restated** area, enter net asset adjustments and a brief description as applicable.
6. Enter any comments in the **Comments** cell.

Tab: SofExp

1. Under **EXPENSES**, enter the amounts from the AFR's Schedule of Expenses for the total of the object codes as stated.
2. In the **Total Stated on AFR** column, enter the total *as stated on the AFR's Schedule of Expenses*. In the **Explanation for Variance** cell, explain any variance (shown in the **Variance** cell).
3. Enter any comments in the **Comments** cell.

Tab: SofCA

1. Enter amounts from the AFR's Schedule of Capital Assets for the line items of assets. Enter these amounts in the **LOCAL**, **STATE**, and **FEDERAL** columns as applicable. The shaded blue cells are calculated totals of the line item amounts.
2. In the **Total Stated on AFR** column, enter the total *as stated on the AFR's schedule of capital assets*. In the **Explanation for Variance** cell, explain any variance (shown in the **Variance** cell).
3. Enter any comments in the **Comments** cell.

Tab: SofCF

1. Enter descriptions and amounts from the AFR's Statement of Cash Flows. The shaded blue cells are calculated totals of the line item amounts.
2. In the **As Stated on AFR** column, enter the totals *as stated on the AFR's financial statement* for the cash flows. In the **Explanation for Variance** cells, explain any variances (shown in the **Variance** cells).
3. Enter any comments in the **Comments** cell.

Tab: Budget Comparison

1. Enter amounts from the AFR's Budgetary Comparison Schedule for the **ORIGINAL BUDGET**, **FINAL BUDGET**, and **ACTUAL AMOUNTS**. The following items are automatically calculated in the shaded blue cells:
 - **Total Revenue**
 - **Total Expenses**
 - **CHANGE IN NET ASSETS before Other Changes**
 - **TOTAL CHANGES IN NET ASSETS**
 - **Net Assets at the End of Year**
2. Variances between the **ACTUAL AMOUNTS** and the **FINAL BUDGET** are also automatically calculated. If the variance is 10 percent or more, a message appears stating "Variance should be noted in the AFR."
3. In the **Total ACTUAL AMOUNT Stated on AFR** column, enter the total *as stated on the AFR's schedule*. Any variances will be shown in the **Variance** cells.
4. In the **OTHER CHANGES IN NET ASSETS** area, enter changes and a brief description as applicable.
5. Enter the amounts of **Net Assets at Beginning of Year** and **Net Assets as Restated** if applicable.
6. In the **Net Assets as Restated** area, enter net asset adjustments and a brief description as applicable.
7. Enter any comments in the **Comments** cell.

Tab: SofFQC

1. Enter information for **FINANCIAL STATEMENTS** and **FEDERAL AWARDS** from the AFR's Schedule of Findings and Questioned Costs by selecting responses from the drop-down lists.
2. Enter the dollar amount for the **Dollar Threshold used to distinguish between Type A and Type B programs**.

Tab: Real Property Ownership Int

1. Enter the description for each real property asset in the **Description** column.
2. Enter the property address for each real property asset in the **Property Address** column.
3. Enter the amount of the following for each real property asset:
 - **Total Assessed Value**
 - **Ownership Interest – Local**
 - **Ownership Interest – State**

- **Ownership Interest – Federal**

Tab: Related Party Transactions

1. Enter the following for each related party transaction:
 - **Related Party Name**
 - **Name of Relation to the Related Party**
 - **Relationship**
2. From the **Type of Transaction** drop-down list, select the type of transaction for each related party transaction.
3. Enter a description in the **Description of Terms and Conditions** column for each related party transaction.
4. From the **Source of Funds Used** and **Payment Frequency** drop-down lists, select the source of funds used and the payment frequency, respectively, for each related party transaction.
5. Enter amounts for the **Total Paid During FY** and **Principal Balance Due** in the respective columns for each related party transaction.

Tab: Compensation and Benefits

1. Enter the following for each compensation and/or benefits transaction with a related party:
 - **Related Party Name**
 - **Name of Relation to the Related Party**
 - **Relationship**
2. From the **Compensation or Benefit** drop-down list, select the type of transaction for each transaction.
3. From the **Payment Frequency** drop-down list, select the payment frequency for each transaction.
4. Enter a description in the **Description** column for each transaction.
5. From the **Source of Funds Used** drop-down list, select the source of funds used for each transaction.
6. Enter the amount for the **Total Paid During FY** for each transaction.

Tab: Reconciliation

1. This reconciliation schedule
 - compares various amounts entered in this workbook for discrepancies and
 - automatically calculates any differences.
2. You must enter data on this worksheet *only* if differences occur.
3. In the **Explanation for Difference** cells, explain any differences (shown in the **Difference** cells).

List of Acronyms

AFR – Annual Financial and Compliance Report

CDN – County District Number

FEIN – Federal Employer Identification Number

SofA – Statement of Activities
SofCA – Schedule of Capital Assets
SofCF – Statement of Cash Flows
SofExp – Schedule of Expenses
SofFP – Statement of Financial Position
SofFQC – Statement of Findings and Questioned Costs