



ANNUAL FINANCIAL REPORT

We, the Governing Board of the District, hereby certify the Annual Financial Report per A.R.S. §15-904 for the Fiscal Year 2019

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The Annual Financial Report file(s) for FY 2019 uploaded to the Arizona Department of Education's website on \_\_\_\_\_ contain(s) the data for the AFR described above.
Date

Superintendent Signature
Lori Shough
Superintendent (Typed Name)
Kelley Baysinger
District Contact Employee

Business Manager Signature
Kelley Baysinger
Business Manager (Typed Name)
623-474-6600
Telephone Number
kbaysinger@liberty25.org
Email

Table with 2 columns: Description and Amount. Rows include Maintenance & Operation, Classroom Site Funds, and Unrestricted Capital Outlay.

**FUNDS AVAILABLE**

Beginning Fund Balance (1)

**REVENUES**

**1000 Local**

- 1110 Property Taxes
- 1140 Penalties and Interest on Taxes
- 1280 Revenue in Lieu of Taxes
- 1311 Tuition from Individuals Excluding Summer School
- 1312 Tuition from Individuals for Summer School
- 1320 Tuition from Other Arizona Districts
- 1330 Tuition from Out-of-State Districts
- 1340 Tuition from Other Private Sources (Other than Individuals)
- 1350 Tuition from Other Government Sources Within Arizona
- 1360 Tuition from Other Government Sources Outside Arizona
- 1410 Transportation Fees from Individuals
- 1420 Transportation Fees from Other Arizona Districts
- 1430 Transportation Fees from Out-of-State Districts
- 1440 Transportation Fees from Other Private Sources (Other than Individuals)
- 1450 Transportation Fees from Other Government Sources Within Arizona
- 1460 Transportation Fees from Other Government Sources Outside Arizona
- 1500 Investment Income
- Other (Specify) (2) 1900

**Subtotal (lines 2-19)**

**2000 Intermediate**

- 2110 County School Fund
- 2120 County Equalization Assistance
- 2210 Special County School Reserve Fund
- Other (Specify)

**Subtotal (lines 21-24)**

**3000 State**

- 3100 Unrestricted
- 3110 State Equalization Assistance
- 3120 Additional State Aid
- Other (Specify)

**Subtotal (lines 26-29)**

**4000 Federal**

- 4100 Unrestricted Revenue Received Directly from the Federal Government
- 4200 Unrestricted Revenue Received from the Federal Government through the State
- 4700 Revenue Received from the Federal Government through Other Intermediate Agencies
- 4800 Revenue in Lieu of Taxes
- 4900 Revenue for/on Behalf of the District
- Other (Specify)

**Subtotal (lines 31-36)**

**Total Fund Revenue (lines 20, 25, 30, and 37)**

- 5100 Issuance of Bonds
- 5200 Fund Transfers-In
- Other (Specify)

**TOTAL FUNDS AVAILABLE (lines 1 and 38 through 41)**

**Total Expenditures**

- 6900 Other Financing Uses and Other Items Including Transfers-Out

**TOTAL EXPENDITURES AND OTHER USES (lines 43 plus 44)**

**ENDING FUND BALANCE (line 42 minus line 45) (3)**

	MAINTENANCE AND OPERATION FUND 001	UNRESTRICTED CAPITAL OUTLAY FUND 610	ADJACENT WAYS FUND 620	BOND BUILDING FUND 630	DEBT SERVICE FUND 700 (4)
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
1.	2,191,138	220,722	105,011	217,048	1,882,751
2.	5,503,724	131,077	97		1,816,906
3.	0				
4.	49,102	0	0		12,969
5.					
6.					
7.	0				
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.	18,581	0	2,152	0	21,262
19.	889	0	0	0	0
20.	5,572,296	131,077	2,249	0	1,851,137
21.	121				
22.	1,452,821	52,471			
23.					
24.	0				
25.	1,452,942	52,471			
26.	140,447	0			
27.	13,811,071	347,619			
28.	1,222,099	0			
29.	0				
30.	15,173,617	347,619			0
31.					
32.	0				
33.	0				
34.					
35.					
36.	0				0
37.	0				0
38.	22,198,855	531,167	2,249	0	1,851,137
39.				0	0
40.	0				
41.					
42.	24,389,993	751,889	107,260	217,048	3,733,888
43.	22,311,799	751,887	0	217,048	2,136,075
44.	0				0
45.	22,311,799	751,887	0	217,048	2,136,075
46.	2,078,194	2	107,260	0	1,597,813

(1) The Maintenance and Operation Fund beginning fund balance includes the revolving account cash balance of \$1,970 at 7/1/18.

(2) The Government Property Lease Excise Tax revenue included on line 19 is \$0

(3) The Maintenance and Operation Fund ending fund balance includes the revolving account cash balance of \$1,515 at 6/30/19.

(4) Debt Service Fund expenditures include interest expenditures of \$

MAINTENANCE AND OPERATION FUND (001)—EXPENDITURES

Expenditures		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>100 Regular Education</b>										
1000 Instruction	1.	7,698,079	2,614,969	28,077	119,628	385	11,055,121	10,461,138	9,219,453	13.5%
2000 Support Services										
2100 Students	2.	299,094	87,917	445	5,402		415,111	392,858	340,749	15.3%
2200 Instructional Staff	3.	410,921	123,404	75,092	6,953	3,033	672,508	619,403	504,181	22.9%
2300 General Administration	4.	227,356	69,642	154,124	4,178	2,772	569,981	458,072	747,488	-38.7%
2400 School Administration	5.	862,962	296,446	31,207	8,264	17,504	1,263,132	1,216,383	1,175,031	3.5%
2500 Central Services	6.	565,087	198,757	153,265	15,829	4,439	1,005,562	937,377	732,168	28.0%
2600 Operation & Maintenance of Plant	7.	346,542	135,261	1,234,093	629,346	700	2,594,856	2,345,942	2,282,964	2.8%
2900 Other	8.		0				0	0	0	0.0%
3000 Operation of Noninstructional Services	9.	0	0	17,756	25,391		42,000	43,147	41,829	3.2%
610 School-Sponsored Cocurricular Activities	10.	12,715	2,490	0	212		12,400	15,417	13,762	12.0%
620 School-Sponsored Athletics	11.	127,358	25,502	21,066	1,570	0	186,412	175,496	164,566	6.6%
630 Other Instructional Programs	12.						0	0	0	0.0%
700, 800, 900 Other Programs	13.						0	0	0	0.0%
Regular Education Subsection Subtotal (lines 1-13)	14.	10,550,114	3,554,388	1,715,125	816,773	28,833	17,817,083	16,665,233	15,222,191	9.5%
<b>200 and 300 Special Education</b>										
1000 Instruction	15.	1,141,387	397,452	889,725	747		2,418,629	2,429,311	1,705,937	42.4%
2000 Support Services										
2100 Students	16.	269,404	83,357	774,119	3,738	20	1,243,200	1,130,638	1,132,414	-0.2%
2200 Instructional Staff	17.	142,350	43,437	11,021	3,195	175	217,265	200,178	184,803	8.3%
2300 General Administration	18.			0		0	0	0	0	0.0%
2400 School Administration	19.			0			0	0	0	0.0%
2500 Central Services	20.						0	0	0	0.0%
2600 Operation & Maintenance of Plant	21.						0	0	0	0.0%
2900 Other	22.			0			0	0	0	0.0%
3000 Operation of Noninstructional Services	23.						0	0	0	0.0%
Subtotal (lines 15-23)	24.	1,553,141	524,246	1,674,865	7,680	195	3,879,094	3,760,127	3,023,154	24.4%
<b>400 Pupil Transportation</b>	25.	827,399	363,044	188,955	305,281	200	1,830,491	1,684,879	1,590,032	6.0%
<b>510 Desegregation</b> (from Districtwide Desegregation Expenditures, page 2, line 44)	26.	0	0	0	0	0	0	0	0	0.0%
<b>530 Dropout Prevention Programs</b>										
1000 Instruction	27.							0	0	0.0%
2000-3000 Support Serv. & Oper. of Noninstructional Serv.	28.							0	0	0.0%
Subtotal (lines 27 and 28)	29.	0	0	0	0	0	0	0	0	0.0%
<b>540 Joint Career and Technical Education and Vocational Education Center</b>	30.	0	0	0	0	0	0	0	0	0.0%
<b>550 K-3 Reading Program</b>	31.	152,505	49,055				201,560	201,560	182,314	10.6%
<b>Total Expenditures</b> (lines 14, 24-26, 29-31)	32.	13,083,159	4,490,733	3,578,945	1,129,734	29,228	23,728,228	22,311,799	20,017,691	11.5%

CLASSROOM SITE FUNDS (011, 012, AND 013)—REVENUES, EXPENDITURES, AND FUND BALANCES

Revenues and Expenditure Function Codes	Beginning Fund Balance	Actual Revenues	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400,6500 6810, 6890 (1)	Supplies 6600	Interest on Short-Term Debt 6850 (1)	Total Expenditures			% Increase/ Decrease in Actual	Ending Fund Balance
								Budget	Actual	Prior Year Actual		
<b>Classroom Site Fund 011 - Base Salary</b>												
Revenues												
CSF Allocation (20%)	1.	322,473										
Interest Income and Other Revenues	2.	3,661										
Total Revenues (lines 1 and 2)	3.	326,134										
Expenditures												
100 Regular Education												
1000 Instruction	4.		230,893	46,730				286,776	277,623	239,099	16.1%	
2100 Support Services - Students	5.							0	0	0	0.0%	
2200 Support Services - Instructional Staff	6.		0	0				0	0	0	0.0%	
Program 100 Subtotal (lines 4-6)	7.		230,893	46,730				286,776	277,623	239,099	16.1%	
200 and 300 Special Education												
1000 Instruction	8.		27,733	5,548				77,500	33,281	23,522	41.5%	
2100 Support Services - Students	9.		4,113	834				4,445	4,947	4,616	7.2%	
2200 Support Services - Instructional Staff	10.							0	0	0	0.0%	
Program 200 and 300 Subtotal (lines 8-10)	11.		31,846	6,382				81,945	38,228	28,138	35.9%	
Other Programs (Specify) ___550_____												
1000 Instruction	12.		4,200	836				7,200	5,036	4,484	12.3%	
2100 Support Services - Students	13.							0	0	0	0.0%	
2200 Support Services - Instructional Staff	14.		0					0	0	0	0.0%	
Other Programs Subtotal (lines 12-14)	15.		4,200	836				7,200	5,036	4,484	12.3%	
Total Classroom Site Fund 011 - Base Salary	16.	69,557	326,134	266,939	53,948			375,921	320,887	271,721	18.1%	74,804
<b>Classroom Site Fund 012 - Performance Pay</b>												
Revenues												
CSF Allocation (40%)	17.	644,946										
Interest Income and Other Revenues	18.	7,322										
Total Revenues (lines 17 and 18)	19.	652,268										
Expenditures												
100 Regular Education												
1000 Instruction	20.		452,429	89,815				654,746	542,244	464,030	16.9%	
2100 Support Services - Students	21.							0	0	0	0.0%	
2200 Support Services - Instructional Staff	22.		0	0				0	0	0	0.0%	
Program 100 Subtotal (lines 20-22)	23.		452,429	89,815				654,746	542,244	464,030	16.9%	
200 and 300 Special Education												
1000 Instruction	24.		55,465	11,043				108,560	66,508	47,025	41.4%	
2100 Support Services - Students	25.		8,227	1,638				16,800	9,865	8,969	10.0%	
2200 Support Services - Instructional Staff	26.							0	0	0	0.0%	
Program 200 and 300 Subtotal (lines 24-26)	27.		63,692	12,681				125,360	76,373	55,994	36.4%	
Other Programs (Specify) ___550_____												
1000 Instruction	28.		8,400	1,672				14,800	10,072	8,969	12.3%	
2100 Support Services - Students	29.							0	0	0	0.0%	
2200 Support Services - Instructional Staff	30.							0	0	0	0.0%	
Other Programs Subtotal (lines 28-30)	31.		8,400	1,672				14,800	10,072	8,969	12.3%	
Total Classroom Site Fund 012 - Performance Pay	32.	182,169	652,268	524,521	104,168			794,906	628,689	528,993	18.8%	205,748
<b>Classroom Site Fund 013 - Other</b>												
Revenues												
CSF Allocation (40%)	33.	644,946										
Interest Income and Other Revenues	34.	7,322										
Total Revenues (lines 33 and 34)	35.	652,268										
Expenditures												
100 Regular Education												
1000 Instruction	36.		461,786	91,504	0			617,829	553,290	480,477	15.2%	
2100 Support Services - Students	37.		0	0				0	0	0	0.0%	
2200 Support Services - Instructional Staff	38.		0	0				0	0	0	0.0%	
Program 100 Subtotal (lines 36-38)	39.		461,786	91,504	0			617,829	553,290	480,477	15.2%	
200 and 300 Special Education												
1000 Instruction	40.		55,465	11,016				118,560	66,481	47,049	41.3%	
2100 Support Services - Students	41.		8,227	1,623				16,800	9,850	9,351	5.3%	
2200 Support Services - Instructional Staff	42.		0					0	0	0	0.0%	
Program 200 and 300 Subtotal (lines 40-42)	43.		63,692	12,639	0	0		135,360	76,331	56,400	35.3%	
530 Dropout Prevention Programs												
1000 Instruction	44.							0	0	0	0.0%	
Other Programs (Specify) ___550_____												
1000 Instruction	45.		8,400	1,672				14,400	10,072	8,969	12.3%	
2100, 2200 Support Serv. Students & Instructional Staff	46.							0	0	0	0.0%	
Other Programs Subtotal (lines 45 and 46)	47.		8,400	1,672	0	0		14,400	10,072	8,969	12.3%	
Total Classroom Site Fund 013 - Other	48.	154,855	652,268	533,878	105,815	0	0	767,589	639,693	545,846	17.2%	167,430
Total Classroom Site Funds (lines 16, 32, and 48)	49.	406,581	1,630,670	1,325,338	263,931	0	0	1,938,416	1,589,269	1,346,560	18.0%	447,982

<b>Classroom Site Fund 011 - Base Salary</b>	<b>ACTUAL</b>
Interest Income	3,661
Other Revenues	0
Total Interest Income and Other Revenues	3,661

<b>Classroom Site Fund 011 - Expenditures</b>	
Total Expenditures - Accounting Data	320,888
Total Expenditures - Actual	320,887
Difference	1

<b>Classroom Site Fund 012 - Performance Pay</b>	<b>ACTUAL</b>
Interest Income	7,322
Other Revenues	0
Total Interest Income and Other Revenues	7,322

<b>Classroom Site Fund 012 - Expenditures</b>	
Total Expenditures - Accounting Data	628,689
Total Expenditures - Actual	628,689
Difference	0

<b>Classroom Site Fund 013 - Other</b>	<b>ACTUAL</b>
Interest Income	7,322
Other Revenues	0
Total Interest Income and Other Revenues	7,322

<b>Classroom Site Fund 013 - Expenditures</b>	
Total Expenditures - Accounting Data	639,693
Total Expenditures - Actual	639,693
Difference	0

(1) Include amounts expended for registered warrant expense in Funds 011, 012, and 013 on lines 16, 32, and 48, respectively.

**UNRESTRICTED CAPITAL OUTLAY (610) FUND—EXPENDITURES**

Expenditures		Rentals 6440	Library Books, Textbooks, & Instructional Aids 6641-6643	Property 6700	Redemption of Principal 6831, 6832	Interest 6841, 6842, 6850	All Other Object Codes (excluding 6900)	Totals			% Increase/ Decrease in Actual
								Budget	Actual	Prior Year Actual	
<b>Unrestricted Capital Outlay Override (1)</b>	1.	0	0	0	0	0	0	0	0	0	0.0%
<b>Unrestricted Capital Outlay Fund 610 (2)</b>											
1000 Instruction	2.	0	75,239	65,528			0	123,503	140,767	91,651	53.6%
2000 Support Services											
2100, 2200 Students and Instructional Staff	3.	0	0	8,250			0	987	8,250	1,919	329.9%
2300, 2400, 2500, 2900 Administration	4.	0		122,235		0	0	121,678	122,235	71,195	71.7%
2600 Operation & Maintenance of Plant	5.	0		20,083			0	17,495	20,083	28,370	-29.2%
2700 Student Transportation	6.	0		184,005			0	157,422	184,005	63,993	187.5%
3000 Operation of Noninstructional Services	7.	0		2,005			0	2,005	2,005	0	--
4000 Facilities Acquisition and Construction	8.	0		0			274,542	328,800	274,542	122,710	123.7%
5000 Debt Service	9.				0	0		0	0	66,382	-100.0%
<b>Total Unrestricted Capital Outlay Fund (lines 2-9)</b>	10.	0	75,239	402,106	0	0	274,542	751,890	751,887	446,220	68.5%

(1) Amounts in the Unrestricted Capital Outlay Override, line 1 above, must also be included in the Unrestricted Capital Outlay Fund (610) individual line items.

(2) Expenditures, if any, in the Unrestricted Capital Outlay Fund on lines 2-9 for the K-3 Reading Program as described in A.R.S. §15-211:

Budget            \$0                      Actual            \$0

**OTHER FUNDS—REQUIRED CAPITAL EXPENDITURE DETAIL [A.R.S. §15-904(B)]**

Selected Expenditures by Object Code		UNRESTRICTED CAPITAL OUTLAY Fund 610		BOND BUILDING Fund 630		NEW SCHOOL FACILITIES Fund 695		ADJACENT WAYS Fund 620	
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
<b>Total Fund Expenditures</b>	1.	751,890	751,890	225,271	217,048	0	0	100,000	0
6150 Classified Salaries	2.	0	0	0	0	0	0	0	0
6200 Employee Benefits	3.	0	0	0	0	0	0	0	0
6450 Construction Services	4.	328,177	274,542	75,000	50,370	0	0	100,000	0
6710 Land and Improvements	5.	0	0	0	0	0	0	0	0
6720 Buildings and Improvements	6.	0	0	0	0	0	0	0	0
673X Furniture and Equipment	7.	36,177	221,499	50,271	83,580	0	0	0	0
673X Vehicles	8.	155,604	0	0	0	0	0	0	0
673X Technology-Related Hardware and Software	9.	158,355	180,608	100,000	83,098	0	0	0	0
6831, 6832 Redemption of Principal	10.	0	0	0	0	0	0	0	0
6841, 6842, 6850 Interest	11.	0	0	0	0	0	0	0	0
Total (lines 2-11)	12.	678,313	676,649	225,271	217,048	0	0	100,000	0
<b>Total amounts reported on lines 2 through 11 above for:</b>									
Renovation	13.	328,177	274,542	75,000	50,370			50,000	0
New Construction	14.	0	0	0	0	0	0	50,000	0
Other	15.	350,136	402,107	150,271	166,678	0	0	0	0
Total (lines 13-15)	16.	678,313	676,649	225,271	217,048	0	0	100,000	0

**Funds 610, 630, 695, and 620**

1. New construction cost per square foot \$            0  
 2. Land acquisition costs \$            0

CAPITAL ASSETS AS OF JUNE 30, 2019	
Land and Improvements	\$10,247,568
Buildings and Improvements	\$53,714,881
Furniture, Equipment, Vehicles, and Technology	\$6,319,847
Construction in Progress	\$17,110
<b>Total</b>	<b>\$70,299,406</b>

**FEDERAL AND STATE PROJECTS**

**FEDERAL PROJECTS**

100-130 ESEA Title I - Helping Disadvantaged Children  
 140-150 ESEA Title II - Prof. Development and Technology  
 160 ESEA Title IV - 21st Century Schools  
 170-180 ESEA Title V - Promote Informed Parent Choice  
 190 ESEA Title III - Limited English & Immigrant Students  
 200 ESEA Title VII - Indian Education  
 210 ESEA Title VI - Flexibility and Accountability  
 220 IDEA Part B  
 230 Johnson-O'Malley  
 240 Workforce Investment Act  
 250 AEA-Adult Education  
 260-270 Vocational Education - Basic Grants  
 280 ESEA Title X - Homeless Education  
 290 Medicaid Reimbursement  
 374 E-Rate  
 378 & 699 Impact Aid and Federal Impact Aid (Construction)  
 300-399 Other Federal Projects (Besides E-Rate & Impact Aid)  
**Total Federal Project Funds (lines 1-17)**

	BEGINNING FUND BALANCE	REVENUES	NET OTHER FINANCING SOURCES AND USES INCLUDING TRANSFERS (1)	EXPENDITURES		ENDING FUND BALANCE
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL
1.	40,124	527,697	(21,469)	799,650	704,335	(157,983)
2.	1,147	78,749	(2,600)	97,998	84,878	(7,582)
3.	0	14,466	(444)	15,166	14,000	22
4.	0	0	0	0	0	0
5.	3,390	45,655	(1,521)	54,982	48,259	(735)
6.	0	0	0	0	0	0
7.			0	0		0
8.	1,144	545,199	(16,259)	632,505	542,186	(12,102)
9.			0	0		0
10.			0	0		0
11.	0	0	0	0		0
12.			0	0		0
13.	0	0	0	0	0	0
14.	421,204	79,839	0	316,500	24,744	476,299
15.	498,385	71,431	0	340,000	50,614	519,202
16.			0	0		0
17.	0	0	0	0	0	0
18.	965,394	1,363,036	(42,293)	2,256,801	1,469,016	817,121

**STATE PROJECTS**

400 Vocational Education  
 410 Early Childhood Block Grant  
 420 Ext. School Yr. - Pupils with Disabilities  
 425 Adult Basic Education  
 430 Chemical Abuse Prevention Programs  
 435 Academic Contests  
 450 Gifted Education  
 456 College Credit Exam Incentives  
 457 Results-based Funding  
 460 Environmental Special Plate  
 465-499 Other State Projects  
**Total State Project Funds (lines 19-29)**

19.	0		0	0		0
20.	0	0	0	0	0	0
21.	0	0	0	0		0
22.	0		0	0		0
23.	0	0	0	0	0	0
24.	0		0	0		0
25.	0	3,921	0	3,921	3,921	0
26.	0		0	0		0
27.	0		0	0		0
28.	0	0	0	0		0
29.	14,739	3,000	0	3,000	3,000	14,739
30.	14,739	6,921	0	6,921	6,921	14,739

**Total Federal and State Projects (lines 18 and 30)**

31.	980,133	1,369,957	(42,293)	2,263,722	1,475,937	831,860
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(1) In accordance with the USFR Chart of Accounts, the Impact Aid Fund may transfer monies (object code 6930) to the M&O and Teacherage Funds; the Impact Aid Fund may also receive transfers-in (object code 5200) from the Impact Aid Revenue Bond Building and Impact Aid Revenue Bond Debt Service Funds; all other Federal Projects Funds may not receive any transfers-in and may only make transfers-out to the Indirect Costs Fund based on an approved indirect cost rate (object code 6910) and for any interest on federal program monies the district is not required to revert and chooses to transfer to the Indirect Cost Fund (object code 6930).

	BEGINNING FUND BALANCE	REVENUES	NET OTHER FINANCING SOURCES AND USES INCLUDING TRANSFERS	EXPENDITURES		ENDING FUND BALANCE
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL
<b>OTHER FUNDS</b>						
020 Instructional Improvement	189,526	151,515		100,000	78,301	262,740
050 County, City, and Town Grants	0	0	0	0	0	0
071 Structured English Immersion (1)		0	0	0	0	0
072 Compensatory Instruction (1)		0	0	0	0	0
500 School Plant	1,485	25,588	0	0	0	27,073
515 Civic Center	492,082	77,551	0	300,000	7,749	561,884
520 Community School	168,908	319,808	0	385,000	319,166	169,550
525 Auxiliary Operations	108,738	331,866	0	375,000	316,112	124,492
526 Extracurricular Activities Fees Tax Credit	90,533	126,968	0	120,000	86,906	130,595
530 Gifts and Donations	65,033	65,009	0	125,000	93,730	36,312
535 Career & Tech. Ed. & Voc. Ed. Projects			0	0	0	0
540 Fingerprint	3,241	498	0	6,000	3,415	324
545 School Opening			0	0	0	0
550 Insurance Proceeds	40,339	14,926	0	60,000	42,087	13,178
555 Textbooks	5,261	676	0	5,000	614	5,323
565 Litigation Recovery	383	126	0	25,000	0	509
570 Indirect Costs	212,691	296	63,407	230,000	78,923	197,471
575 Unemployment Insurance	157,376	0	0	70,000	2,729	154,647
580 Teacherage			0	0	0	0
585 Insurance Refund	0		0	0	0	0
590 Grants and Gifts to Teachers	0	0	0	0	0	0
595 Advertisement			0	0	0	0
596 Career Technical Education			0	0	0	0
639 Impact Aid Revenue Bond Building			0	0	0	0
650 Gifts and Donations—Capital	6,150	0	0	6,150	6,150	0
660 Condemnation			0	0	0	0
665 Energy and Water Savings	0	0	0	0	0	0
686 Emergency Deficiencies Correction	0	287,739	0	300,000	287,739	0
691 Building Renewal Grant	(177,683)	1,727,283	0	1,995,764	1,559,928	(10,328)
695 New School Facilities	1,070	0		0	0	1,070
720 Impact Aid Revenue Bond Debt Service	0		0	0	0	0
850 Student Activities	50,905	55,838			57,314	49,429
Other __539__	253,659	39,085	0	244,500	5,650	287,094
<b>INTERNAL SERVICE FUNDS 950-989</b>						
9__ Self Insurance			0	0		0
955 Intergovernmental Agreements			0	0		0
9__ OPEB			0	0		0
9__			0	0		0

Instructional Improvement Fund 020	BUDGET	ACTUAL
Expenditures		
Teacher Compensation Increases	50,000	31,915
Class Size Reduction	0	
Dropout Prevention Programs	0	
Instructional Improvement Programs	50,000	46,386
Total Expenditures (lines 1-4)	100,000	78,301
Total Expenditures from the Accounting Data		78,301

(1) Actual Revenues and Actual Expenditures should agree with Supplement, Fund 071—line 13 and Fund 072—line 26.

**DISTRICT NAME** Liberty Elementary School District #25

**COUNTY** Maricopa

**CTDS NUMBER** 070425000

**A. Bonds and Short-term Debt**

1. Bonds Outstanding, July 1, 2018	\$16,420,000	1.
2. Bonds issued during FY 2019		2.
3. Bonds retired during FY 2019	(1,215,000)	3.
4. Bonds Outstanding, June 30, 2019	\$15,205,000	4.
5. Short-term Debt Outstanding, July 1, 2018		5.
6. Short-term Debt Outstanding, June 30, 2019		6.

**B. District Assessed Valuation and Other District Information**

1. FY 2019 Assessed Valuations and Tax Rates			
a. Primary	\$242,901,538	Tax Rate	2.0098
b. Secondary	\$242,901,538	Tax Rate	1.5253
2. Number of Schools			6
3. Actual Days in Session			178
4. Area of School District (Square Miles)			260

(Report this WHETHER OR NOT district changed boundaries in FY 2019)

**C. County Approved Liabilities incurred in excess of district budget (A.R.S. §15-907)**

	M & O	Unrestricted Capital Outlay	
1. Destruction or damage			1.
2. Excessive/unexpected legal expenses			2.
3. Mitigation or removal of health or safety hazard			3.

**D. Current Expenditures by Category**

1. Classroom Instruction excl. Supplies (Function 1000, except line 2 amount)	\$15,841,499
2. Classroom Supplies (Function 1000, Object Code 6600)	\$296,795
3. Administration (Functions 2300, 2400, 2500, & 2900)	\$2,793,871
4. Support Services—Students (Function 2100)	\$1,742,575
5. All Other Support Services & Operations (Functions 2200, 2600, 2700, 3100, & 3400)	\$6,690,364
6. Total Current Expenditures	\$27,365,104
7. Total Current Expenditures from Federal Funds, excluding those funds intended to replace local tax revenues (e.g., impact aid funds)	\$1,362,213
8. Total Current Expenditures from State and Local Funds, including those funds intended to replace local tax revenues (e.g., impact aid funds)	\$26,002,891

E. Total salaries and benefits expenditures related to an agreement with Department of Labor to settle a decision based on the Fair Labor Standards Act \$0

F. Rewards, Discounts, Incentives, and Other Financial Consideration Received from Credit Card Companies (A.R.S. §35-391) \$0

**G. Cash and Investments held at June 30, 2019**

1. Sinking funds	\$0
2. Bond funds	\$0
3. Other funds, except for any employee retirement funds	\$0

**H. AVERAGE TEACHER SALARY (A.R.S. §15-903.E)**

1. Average salary of all teachers employed in FY 2019	\$44,855
2. Average salary of all teachers employed in FY 2018	\$40,704
3. Increase in average teacher salary from prior year	\$4,151
4. Percentage increase	10.2%

Comments on Average Salary Calculation (Optional):

A committee was established to review information, communicate with their respective groups, and provide recommendations. Additionally, input was provided by the Governing Board. As a result, monies received from the additional State allocation for teacher salaries will be paid to teachers under a similar eligibility as the Classroom Site Fund. Additionally, the monies will be paid in a tiered model; 10.75% increase for returning teachers with greater than 10 years with the District, 10.25% increase for returning teachers with 6 to 10 years with the District, and 9.75% increase for returning teachers with 1 to 5 years with the District. An increase of \$2,900 will be added to the levels within the Certified Hiring Schedule for teachers new to the District and returning teachers with less than 1 year with the District. Teachers will receive a 1% increase from District monies and the equivalent of 1% of increases to teacher compensation will be used for non-admin support position increases as determined by updates to the Support Staff Salary Schedule.



**A. ENROLLMENT OF GIFTED PUPILS BY GRADE (A.R.S. §15-779.02)**

Areas of Identification [A.R.S. §15-203(A)(15)]

- 1. Quantitative Reasoning
- 2. Verbal Reasoning
- 3. Nonverbal Reasoning
- 4. Total Duplicated Enrollment (lines 1-3)

	GRADE												TOTAL	
	K	1	2	3	4	5	6	7	8	9	10	11		12
1. Quantitative Reasoning	2	1	5	3	0	11	14	8	7					51
2. Verbal Reasoning	4	2	6	7	3	9	16	9	12					68
3. Nonverbal Reasoning	6	3	4	3	2	5	7	8	16					54
4. Total Duplicated Enrollment (lines 1-3)	12	6	15	13	5	25	37	25	35	0	0	0	0	173

**B. M&O SPECIAL EDUCATION PROGRAMS BY TYPE**

(A.R.S. § 15-761)

- 1. Total All Disability Classifications
- 2. Gifted Education
- 3. Remedial Education
- 4. ELL Incremental Costs
- 5. ELL Compensatory Instruction
- 6. Vocational and Technological Education (non-CTED)
- 7. Career Education
- 8. Career Technical Education (CTED, 300s range)
- 9. Total (lines 1-8)

PROGRAM	PROGRAM
200 & 300	200 & 300
BUDGET	ACTUAL
3,590,714	3,483,609
176,220	180,378
0	
112,160	96,140
0	
0	
0	
0	
3,879,094	3,760,127

- 10. IEP required pupil transportation costs coded within Program 400

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**C. MAINTENANCE AND OPERATION FUND EXPENDITURES FOR GIFTED PUPILS (ELEMENTARY, SECONDARY, AND TOTAL)**

Actual Expenditures for all Gifted Programs:

K-8	\$	180,378
9-12	\$	
Total	\$	180,378

**D. EXPENDITURES FOR AUDIT SERVICES**

- 1. Nonfederal Audit Expenditures - M&O Fund
- 2. Federal Audit Expenditures - All Funds

	BUDGET	ACTUAL
6350	35,637	29,439
6330	9,363	7,731

**E. MAINTENANCE AND OPERATION FUND EXPENDITURES FOR PERFORMANCE PAY (A.R.S. §15-920)**

Actual Expenditures made in FY 2019

\$ \_\_\_\_\_

**F. TUITION**

**Type 03 Districts Only**

- 1. Tuition to Other Arizona Districts for high school students only (objects 6561 & 6565)
- 2. Tuition to Other Arizona Districts for all other students (objects 6561)
- 3. Tuition to Out-of-State Districts for high school students only (objects 6562 & 6565)
- 4. Tuition to Out-of-State Districts for all other students (objects 6562)

**Non-Type 03 Districts**

- 5. Tuition to Other Arizona Districts (object 6561)
- 6. Tuition to Out-of-State Districts (object 6562)

**All Districts**

- 7. Tuition to Private Schools (object 6563)
- 8. Tuition to Ed Services\Coops\IGAs (object 6564)
- 9. Tuition Other (object 6569) (1)
- 10. Total (lines 1-9)

Tuition Expenditures			
Operations	Capital	Debt	Total
			0
			0
			0
			0
2,160			2,160
			0
409,788			409,788
			0
			0
411,948	0	0	411,948

(1) Tuition paid to the State and other governmental organizations, such as the Arizona School for the Deaf and Blind, as reimbursement for providing specialized instructional services to students residing within the boundaries of the paying district.

**ADDITIONAL INFORMATION FOR NATIONAL PUBLIC EDUCATION FINANCIAL SURVEY (NPEFS) REPORTING**

	Programs 100-630										Programs 700-900	Total
	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Property 6700	Dues and Fees 6810	Judgments Against a District 6820	Redemption of Principal 6831, 6832	Interest 6841, 6842, 6850	Miscellaneous 6890	All Object Codes (excluding 6900)	
<b>Funds 001-799 (excluding 575)</b>												
1000 Instruction	1. 10,940,869	3,520,505	1,376,528	296,458	275,377	2,975				1,827		16,414,539
2000 Support Services												
2100 Students	2. 731,954	216,324	774,627	19,650	9,858	20				0		1,752,433
2200 Instructional Staff	3. 783,656	233,577	173,259	19,101	378	3,508						1,213,479
2300 General Administration	4. 227,356	69,642	155,201	7,362	31,334	2,772	0					493,667
2400 School Administration	5. 862,962	296,446	34,272	18,956	1,292	17,504						1,231,432
2500, 2900 Central Services, Other	6. 645,536	228,483	201,073	19,616	139,810	3,960		2,624		0		1,241,102
2600 Operation and Maintenance of Plant	7. 363,314	139,013	1,276,179	631,219	20,381	700				0		2,430,806
2700 Student Transportation	8. 831,284	363,903	188,955	305,281	184,005	200						1,873,628
3000 Operation of Noninstructional Services												
3100 Food Service Operations	9. 442,932	194,302	706,813	35,760	21,797	81				874		1,402,559
3200 Enterprise Operations	10.											0
3300 Community Services Operations	11.											0
3400 Bookstore Operations	12.											0
4000 Facilities Acquisition and Construction	13.	0	2,174,542	0	30,142	0				0		2,204,684
5000 Debt Service	14.							1,550,000	584,025			2,134,025
Total (lines 1-14)	15. 15,829,863	5,262,195	7,061,449	1,353,403	714,374	31,720	0	1,550,000	586,649	2,701	0	32,392,354

**Teacher Salaries (Funds 001-799 excluding 575, Function 1000)**

	Certified Teachers (in Object 6100)	Certified Substitutes (in Object 6100)	Contract Teachers (in Object 6300)	Contract Substitutes (in Object 6300)
1. Regular Education (Programs 100, 280, 520, and 550)	8,878,441	200,963	0	
2. Special Education (Programs 200-230, 250, 512, 514, and 515)	951,572	11,145	946,014	
3. Vocational Education (Programs 270, 300-399, and 540)				
4. Other Programs (Programs 240, 260, 265, 510, 511, 513, and 530)	130,235	855	0	
5. Cocurricular Activities, Athletics, and Other (Program 600-630)	158,794		82,360	

**Other Items (Funds 001-799, excluding 575)**

6. Textbooks used for Instruction (Function 1000, Object 6640)	85,425
7. Number of FTE-Certified Teachers	201
8. Number of FTE-Contract Teachers	4

**Utilities and Energy Detail (Funds 001-799 excluding 575, Only Function 2600)**

1. 6410-6411 Utility Services	241,901
2. 6620-6629 Energy	521,776

**CTED Districts Only (Funds 001-799 excluding 575, All Functions)**

1. 6591 Services Purchased from Other Arizona Districts	
2. 6870 Pass-through Payments	
3. 6880 Sub-awards	

**Programs 700-900 Expenditure Detail (Funds 001-799, excluding 575)**

Funds 020-799	Property 6700	All Other (excluding 6900)	Total
1. Program 700			0
2. Program 800			0
3. Program 900			0
4. Total (lines 1-3)	0	0	0

**Property Detail for Function 4000 (Funds 001-799, excluding 575)**

1. 6710 Land and Improvements	0
2. 6720 Buildings and Improvements	0
3. 6731-39 Equipment	30,142
4. Total (lines 1-3)	30,142
5. 6450 Construction	2,149,567

**Technology (Funds 001-799 excluding 575, All Functions)**

1. 6531 Telecommunications	201,973
2. 6650 Supplies-Technology-Related	9,216
3. 6737-38 Technology-Related Hardware & Software (less than \$5,000)	356,014
4. Subtotal (Lines 1-3)	567,203
5. 6739 Technology-Related Hardware & Software (\$5,000 or more)	36,569

SUMMARY OF SCHOOL DISTRICT ANNUAL FINANCIAL REPORT

CTDS NUMBER 070425000

I certify that the Annual Financial Report of Liberty Elementary School District, Maricopa County, for fiscal year 2019 was approved by the Governing Board on October 14, 2019, and that the complete Annual Financial Report may be reviewed by contacting Kelley Baysinger at the District Office, telephone 623-474-6600, during normal business hours.

Avg. Daily Membership

2018

2019

Attending 3,293.194

3,421.046

2019 Tax Rates:

Primary 2.0098

Secondary 1.5253

Rev. 9/19 Arizona Department of Education and Auditor General

President of the Governing Board

Fund/Program	Beginning Fund Balance	Revenues	Net Other Financing Sources and Uses Including Transfers	Budgeted Expenditures	Actual Expenditures	Ending Fund Balance
Regular Education				17,817,083	16,665,233	
Special Education				3,879,094	3,760,127	
Pupil Transportation				1,830,491	1,684,879	
Desegregation				0	0	
Dropout Prevention Programs				0	0	
Joint Career & Tech. Ed. & Voc. Ed. Center				0	0	
K-3 Reading Program				201,560	201,560	
Maintenance and Operation Total	2,191,138	22,198,855	0	23,728,228	22,311,799	2,078,194
Classroom Site Funds	406,581	1,630,670		1,938,416	1,589,269	447,982
Instructional Improvement	189,526	151,515		100,000	78,301	262,740
Unrestricted Capital Outlay	220,722	531,167	0	751,890	751,887	2
Adjacent Ways	105,011	2,249	0	100,000	0	107,260
Bond Building	217,048	0	0	0	217,048	0
Other Capital Funds	0	0	0	0	0	0
New School Facilities	1,070	0		0	0	1,070
Federal Projects	965,394	1,363,036	(42,293)	2,256,801	1,469,016	817,121
State Projects	14,739	6,921	0	6,921	6,921	14,739
County, City, and Town Grants	0	0	0	0	0	0
Structured English Immersion	0	0	0	0	0	0
Compensatory Instruction	0	0	0	0	0	0
School Plant Fund	1,485	25,588	0	0	0	27,073
Food Service	362,417	1,403,725	(21,114)	1,594,804	1,348,406	396,622
Civic Center	492,082	77,551	0	300,000	7,749	561,884
Community School	168,908	319,808	0	385,000	319,166	169,550
Auxiliary Operations	108,738	331,866	0	375,000	316,112	124,492
Extracurricular Activities Fees	90,533	126,968	0	120,000	86,906	130,595
Gifts and Donations	71,183	65,009	0	131,150	99,880	36,312
Career & Tech. Ed. & Voc. Ed. Projects	0	0	0	0	0	0
Fingerprint	3,241	498	0	6,000	3,415	324
School Opening	0	0	0	0	0	0
Insurance Proceeds	40,339	14,926	0	60,000	42,087	13,178
Textbooks	5,261	676	0	5,000	614	5,323
Litigation Recovery	383	126	0	25,000	0	509
Indirect Costs	212,691	296	63,407	230,000	78,923	197,471
Unemployment Insurance	157,376	0	0	70,000	2,729	154,647
Teacherae	0	0	0	0	0	0
Insurance Refund	0	0	0	0	0	0
Grants and Gifts to Teachers	0	0	0	0	0	0
Advertisement	0	0	0	0	0	0
Career Technical Education	0	0	0	0	0	0
Impact Aid Revenue Bond Building	0	0	0	0	0	0
Debt Service	1,882,751	1,851,137	0	0	2,136,075	1,597,813
Emergency Deficiencies Correction	0	287,739	0	300,000	287,739	0
Building Renewal Grant	(177,683)	1,727,283	0	1,995,764	1,559,928	(10,328)
Impact Aid Rev. Bond Debt Service	0	0	0	0	0	0
Student Activities	50,905	55,838			57,314	49,429
Self-Insurance	0	0	0	0	0	0
Intergovernmental Agreements	0	0	0	0	0	0
OPEB	0	0	0	0	0	0
Other Funds	253,659	39,085	0	244,500	5,650	287,094

**SUPPLEMENT TO SCHOOL DISTRICT ANNUAL FINANCIAL REPORT FOR DISTRICTS THAT INCURRED EXPENDITURES FOR  
ENGLISH LANGUAGE LEARNERS (A.R.S. §§15-756.04 and 15-756.11)**

Revenue Object Codes/Expenditure Function Codes	Actual Revenues	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Property 6700	Other 6800	Total Expenditures	
								Budget	Actual
<b>Structured English Immersion Fund 071</b>									
<b>Revenues</b>									
3200 Restricted Revenue from State Sources	1. 0								1. 0
1500 Investment Income	2.								2.
Total Revenues (lines 1 and 2)	3. 0								3. 0
<b>Expenditures</b>									
1000 Instruction	4.	0	0	0	0			0	4. 0
2000 Support Services									
2100 Students	5.							0	5. 0
2200 Instructional Staff	6.	0	0	0				0	6. 0
2300 General Administration	7.							0	7. 0
2400 School Administration	8.			0				0	8. 0
2500 Central Services	9.							0	9. 0
2600 Operation & Maintenance of Plant	10.							0	10. 0
2700 Student Transportation	11.							0	11. 0
2900 Other	12.							0	12. 0
<b>Total (must agree with the AFR page 6, line 3)</b>	13. 0	0	0	0	0	0	0	0	13. 0
<b>Compensatory Instruction Fund 072</b>									
<b>Revenues</b>									
3200 Restricted Revenue from State Sources	14. 0								14. 0
1500 Investment Income	15. 0								15. 0
Total Revenues (lines 14 and 15)	16. 0								16. 0
<b>Expenditures</b>									
1000 Instruction	17.	0	0	0	0			0	17. 0
2000 Support Services									
2100 Students	18.	0	0					0	18. 0
2200 Instructional Staff	19.	0	0					0	19. 0
2300 General Administration	20.							0	20. 0
2400 School Administration	21.							0	21. 0
2500 Central Services	22.							0	22. 0
2600 Operation & Maintenance of Plant	23.							0	23. 0
2700 Student Transportation	24.							0	24. 0
2900 Other	25.							0	25. 0
<b>Total (must agree with the AFR page 6, line 4)</b>	26. 0	0	0	0	0	0	0	0	26. 0

**AFR Instructions**

Page	Reference	Instructions
	Instructions	These instructions are provided to help school districts prepare the 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. <b>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.</b>
	Reconciling	All revenues, expenditures, and fund balances presented on the AFR must agree with the district's final accounting records for the year ended June 30, 2019. Before completing the AFR, districts must reconcile their accounting records to the County School Superintendent's (CSS) records after the CSS has reconciled to the County Treasurer. (Districts in the accounting responsibility program must reconcile to the County Treasurer before completing the AFR.) Accrued revenues and expenditures at June 30, 2019, not recorded by the CSS should be identified as reconciling items on the reconciliation and must be included in the revenues and expenditures reported in the AFR.
	Budget Amounts	Budget amounts should be taken from the district's most recently revised, adopted FY 2019 expenditure budget, which has been submitted to ADE.  All budget and actual amounts reported throughout the AFR should be rounded to the nearest dollar.
	Beginning Fund Balances	The beginning balance for each fund at July 1, 2018, should agree to the fund's ending balance reported on the AFR for FY 2018, if the ending balance was reported correctly. If the ending balance on the FY 2018 AFR was incorrect for any fund, districts should compute the beginning balance for such funds as follows:  Cash, prepaid, and inventory balances (object codes 0100, 0150, and 0160) at 6/30/18. Plus: Accrued revenues as of 6/30/18, received during the 60-day period following 6/30/18. Less: Payments made during the 60-day period following 6/30/18, for goods and services received on or before 6/30/18, but not paid for by that date.
	Reporting Sub-funds	<b>Any district using funds for internal management purposes that are not included in the USFR Chart of Accounts should combine revenues and expenditures from those funds into the appropriate bold-level fund for proper reporting on the AFR. For example, if the District uses a sub-fund such as 611 to account for its capital override, that sub-fund's activity should be included in the amounts reported for Fund 610—Unrestricted Capital Outlay.</b>
	Revenue General	Revenues must include cash receipts through June 30, 2019, and accrued revenues received during the 60-day encumbrance period following fiscal year-end. Examples of accrued revenues are:  1) federal reimbursements received for meals served in FY 2019; 2) property taxes collected for levies of prior fiscal years; 3) tuition received for students attending the district during FY 2019; 4) FY 2019 CSF revenues received; 5) FY 2019 state aid apportionment rollover payments made in the beginning of July 2019 (FY 2020), pursuant to Laws 2018, Ch. 276, §144. 6) the district's portion of the FY 2019 \$50,000,000 from 2016 Prop 123 additional funding.  In addition, revenues must include any cash receipts of FY 2019 that relate to a prior fiscal year but were not received in the prior year's encumbrance period; such as, FY 2018 Statewide recalculation adjustments made in September 2018, as described in School Finance Memorandum 18-015.
	Expenditure General	Expenditures must include cash disbursements through June 30, 2019, and payments made after fiscal year-end, but prior to August 30, 2019, for goods and services received on or before June 30, 2019.

**AFR Instructions**

<b>Page</b>	<b>Reference</b>	<b>Instructions</b>
Cover	Name, County, CTDS Number	The district 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.
Cover	Alert	An Alert will appear on the Cover of the AFR when commonly missed areas of the AFR are not completed. The Alert will disappear as the related areas of the AFR are completed. Districts should complete all areas of the AFR that apply to their district operations, whether or not an item is listed in the Alert. This Alert does not replace the need for a separate district employee to review the AFR for accuracy and completeness.
1	Footnotes 1 and 3	The beginning and ending fund balances for the M&O Fund should include the amount of the M&O Fund revolving account cash balance at July 1, 2018, and June 30, 2019, respectively. The revolving account balances should also be recorded in the spaces provided in footnotes (1) and (3).
1	Footnote 4	Debt Service Fund expenditures reported on line 44 should include principal, interest, and related debt costs paid from the Debt Service Fund. Report the portion of Debt Service Fund total actual expenditures that were for interest costs in footnote (4).
1	Line 16	Districts receiving transportation fees from other government sources within Arizona should report those revenues on this line. Districts should have increased their M&O budget capacity for these amounts on page 7, line 8i of the expenditure budget.
1	Lines 5 through 17 General Tuition Guidance	Districts charging tuition for full-day kindergarten or preschool programs should not record such revenues in the M&O or UCO funds. These tuition revenues should be recorded in the Community School Fund (520) on page 6 of the AFR.
1	Line 26	Include revenues received from the State that can be used for any legal purpose without restriction, such as the district's portion of the FY 2019 \$50,000,000 from 2016 Prop 123 additional funding.  <b>Do not include</b> state equalization or additional state aid amounts as they are reported on lines 27 and 28.
1	Lines 27 and 28	The amounts reported on these lines (from the district's accounting records) should be compared to the total state equalization assistance and total additional state aid amounts through payment 13 as shown on the district's most recent APOR 64-1 report. Reconciling these amounts to the APOR report will help districts ensure that all appropriate revenues are included in the correct FY's accounting records.
1	Line 31	<b>Do not include</b> Federal Impact Aid revenues received on this line. These revenues should be reported in Fund 378 on page 5. See line 41 for instructions for reporting transfers from the Impact Aid Fund.
1	Line 41	This line should include Impact Aid monies transferred to the M&O or UCO Funds. Impact Aid revenues should be recorded in the Impact Aid Fund, but may be transferred to the M&O or UCO Funds to provide cash for the difference between the Transportation Revenue Control Limit and Transportation Support Level or to reduce or eliminate the amount levied as property taxes.
1	Line 44	Total expenditures for the M&O and UCO Funds are pulled from page 2, line 32 and page 4, line 10, respectively.

**AFR Instructions**

<b>Page</b>	<b>Reference</b>	<b>Instructions</b>
3	General	Expenditures coded during the fiscal year to any of the individual Classroom Site Funds (011-013) that would have caused the district to exceed the Classroom Site Fund Budget Limit or the appropriate percentage allocation for the individual fund should be reclassified to the M&O or other appropriate fund before the AFR is completed.
3	Interest Income and Other Revenues	The Classroom Site Funds are budget-controlled funds. There is no mechanism to add budget capacity for revenues other than for the CSF allocation received from ADE and interest earned on those monies.
3	Difference in Reported Expenditures and Accounting Data	Districts must separately enter total actual expenditures from their accounting records made in Funds 011, 012, and 013 on the Total Expenditures – Accounting Data line of the detail table to the right of the main table for each respective fund. This amount is compared to the allowable expenditure amounts reported in the main table and any difference will be calculated in the detail table. Districts with these difference amounts for any Classroom Site Fund should examine their accounting records and correct any coding errors or journal entry any unallowable expenditures out of the Classroom Site Fund.
4	UCO Override Line 1	Enter the actual expenditure amounts from any Unrestricted Capital Outlay Override authorized by A.R.S. §15-481. Amounts included on line 1 must also be included on lines 2-9, as appropriate.
4	UCO Fund Expenditures Lines 2-9	Enter <u>all</u> expenditures from the UCO Fund including Joint Career and Technical Education and Vocational Education Center, as reported on page 2, and Desegregation, as reported on the Desegregation Supplement-Districtwide, page 3.
4	Other Funds—Required Capital Expenditure Detail for Funds 610, 630, 695, & 620	In accordance with A.R.S. §15-904(B), detailed budgeted and actual expenditures for only the items listed in lines 2-11 must be reported from the UCO (610), Bond Building (630), New School Facilities (695), and Adjacent Ways (620) funds. <b>The amounts reported on lines 2-11 may not include all expenditures of these funds as shown on line 1.</b> Total expenditures for the UCO Fund should also be reported in the UCO Fund Expenditures table at the top of page 4. Total expenditures for the UCO, Bond Building, and Adjacent Ways funds should also be reported on page 1, line 44. Total expenditures in the New School Facilities Fund should also be reported on page 6, line 30.  In addition, the detailed expenditures reported in lines 2-11 must be <b>separately</b> reported as new construction or renovation on lines 13-15. If the designation of new construction or renovation does not apply to a particular expenditure reported on lines 2-11, the amount should be reported as "Other." Therefore, the total budgeted and actual expenditures for each fund reported on line 12 must agree to the total amounts reported on line 16, by fund.
4	New construction cost per square foot	Report the cost per square foot for new construction projects in progress or completed during the fiscal year for Funds 610, 630, 695, and 620. For projects still in progress at year-end, districts should calculate the cost per square foot by dividing the <u>anticipated</u> total cost of all projects upon completion by the <u>anticipated</u> total square footage of all projects upon completion. For projects that were completed during the fiscal year, districts should calculate the cost per square foot by dividing the total <u>actual</u> cost of all projects upon completion by the total <u>actual</u> square footage of all projects.
4	Capital Assets, Lines 1-3	Enter the total costs (before depreciation), by asset classification, for all assets recorded on the capital assets list as of June 30, 2019. Assets with costs below \$5,000 should not be included on the capital assets list or in amounts reported here unless the district's governing board has established a capitalization threshold of less than \$5,000. Do not include stewardship list items in these amounts.
4	Capital Assets, Line 4	Enter the total cost of construction in progress as of June 30, 2019. This amount will not appear on the capital assets list as of June 30, 2019, as these amounts are not recorded on the list until the project(s) is completed.

**AFR Instructions**

<b>Page</b>	<b>Reference</b>	<b>Instructions</b>
5	Federal Projects	Any district using funds for internal management purposes that are not included in the USFR Chart of Accounts should combine revenues and expenditures from those funds into the appropriate bold-level fund for proper reporting on the AFR. For example, if the District uses a sub-fund such as 135 to account for ESEA Title I monies, that sub-fund's activity should be included in the amounts reported on line 1, Fund 100-130—ESEA Title I—Helping Disadvantaged Children.
5	Federal Projects, Line 16	Districts with amounts recorded in Fund 699—Federal Impact Aid Construction should include those amounts along with amounts for Fund 378—Impact Aid on this line. Previously, Fund 699 had been reported on line 33 of page 6.
5	Net Other Financing Sources and Uses Including Transfers	<p>Monies received from other financing sources and transfers-in should <b>not</b> be included in the revenues column. Outlays for other financing uses and transfers-out should <b>not</b> be included in the expenditures column.</p> <p>Amounts received from other financing sources and transfers-in (object codes in the 5000 range) should be separately reported from amounts for other financing uses and transfers-out (object codes in the 6900 range) in the respective columns to the right of page 5. All amounts in both columns should be entered as positive numbers. Amounts entered in these columns will pull into Net Other Financing Sources and Uses Including Transfers in column G.</p> <p>If total other financing uses and transfers-out are greater than total other financing sources and transfers-in, the net amount will display as a negative number in column G.</p> <p>In accordance with the USFR Chart of Accounts, transfers of monies between funds should be made only when specifically authorized by statute or allowed by a federal grant. Currently, there are no allowable transfers to or from any state projects.</p>
5	State Projects	Any district using funds for internal management purposes that are not included in the USFR Chart of Accounts should combine revenues and expenditures from those funds into the appropriate bold-level fund for proper reporting on the AFR. For example, if the District uses a sub-fund such as 401 to account for a portion of its vocational education monies, that sub-fund's activity should be included in the amounts reported on line 19, Fund 400—Vocational Education.
6	Net Other Financing Sources and Uses Including Transfers	<p>Amounts received from other financing sources and transfers-in (object codes in the 5000 range) should be separately reported from amounts for other financing uses and transfers-out (object codes in the 6900 range) in the respective columns to the right of page 6. All amounts in both columns should be entered as positive numbers. Amounts entered in these columns will pull into Net Other Financing Sources and Uses Including Transfers in column F.</p> <p>If total other financing uses and transfers-out are greater than total other financing sources and transfers-in, the net amount will display as a negative number in column F.</p>
6	Other Funds— Instructional Improvement Line 1	<p>Districts must enter detailed actual expenditure amounts for teacher compensation increases, class size reduction, dropout prevention programs, and/or instructional improvement programs in, accordance with A.R.S. §15-979, in lines 1 through 4 of the side table to the right of the main table. These amounts will total into line 5 of the side table.</p> <p>Districts must separately enter total actual expenditures made in Fund 020 on line 6 of the side table. This amount will be pulled to line 1 of the Other Funds table.</p>
6	Other Funds—School Plant Line 5	Actual expenditures made in the School Plant Fund (500) in accordance with A.R.S. §15-1102. Districts that established subfunds for School Plant in funds 501-504 to account for monies received that were restricted for different purposes by statute, should report all expenditures from those funds on this line.



**AFR Instructions**

<b>Page</b>	<b>Reference</b>	<b>Instructions</b>
6	Other Funds—Indirect Costs Line 17	Indirect Costs Fund revenues should only consist of interest earned on any existing balance in the fund. Interest earned on monies in federal funds that is not required to be reverted should be reported in the respective federal fund on page 5. If a district chooses to transfer interest to the Indirect Costs Fund, it should be reported in the Other Financing Sources Including Transfers-in column to the right of page 6.
6	Other Funds—New School Facilities Line 30	Actual expenditures for the New School Facilities (695) Fund should include all expenditures from this fund, which may exceed the detailed expenditures reported on page 4.
6	Other Line 33	Expenditures related to monies remaining in Fund 080—Student Success should be reported on line 33—Other, along with any other funds not included elsewhere in the AFR. Amounts recorded in Fund 750—Permanent Funds, Fund 855—Employee Insurance Program Withholdings, and Fund 865—State Income Tax Withholdings should also be included in this line.
6	Internal Service Funds—IGAs Line 2	If fund numbers other than 955 are used for Intergovernmental Agreements, include activity from all intergovernmental agreement funds on this line.
7	General	Page 7 includes several sections that are independent from one another and serve separate purposes. Be sure to read any instructions available for each individual section, as some expenditures may be reported in more than one section.
7	Section A—Bonds and Short-term Debt	<p>This information is included in the AFR to assist with Form 33 reporting to the National Center for Education Statistics. For more information on Form 33, please refer to the Page 9 General instructions below.</p> <p><b>Bonds</b>—Report beginning and ending balances for all general obligation bonds, revenue bonds, refunding bonds, and certificates of participation. Report all such debt issued during the fiscal year on line 2. Report all principal payments made on such debt during the fiscal year on line 3. Any amount reported on line 3 <b>must</b> be entered as a negative number (with a minus sign).</p> <p><b>Short-term Debt</b>—Report beginning and ending balances for interest-bearing debt with a term of one year or less such as bank revolving lines of credit, tax anticipation notes, and other short-term debt. Districts with short-term debt activity during the fiscal year but no balances at the beginning or end of the fiscal year 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>
7	Section C—Liabilities in Excess of the Budget	If the actual expenditures incurred in excess of the budget were less than the amount approved by the county, include only the actual expenditures incurred in excess of the budget in this section, <b>not</b> the amount approved by the county.

**AFR Instructions**

Page	Reference	Instructions
7	Section D— Current Expenditures by Category	<p>A.R.S. §15-255 requires the Superintendent of Public Instruction’s Annual Report to include total current expenditures per pupil and separate per pupil amounts by type of district for (1) classroom instruction excluding classroom supplies, (2) classroom supplies, (3) district and school 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 expenditures reported on lines 1 through 5 in this section.</p> <p>The Every Student Succeeds Act (ESSA) requires the reporting of current expenditures from federal funds. On line 7, districts should report the portion of total current expenditures calculated on line 6 that were made from federal funds, excluding those intended to replace local tax revenues (funds 100 through 399, <b>excluding</b> applicable impact aid fund monies).</p> <p>Current expenditures include expenditures from all funds for elementary and secondary education (e.g., M&amp;O, CSF, Auxiliary Operations, Extracurricular Activities Tax Credit, most federal and state projects, etc., for PSD-12). Current expenditures do not include expenditures for tuition paid to other Arizona school districts, capital (land and improvements, buildings and improvements, furniture, equipment, technology, vehicles), Internal Service Fund operations, Community School Fund operations, debt retirement, student activities, and non-PSD-12 school programs appropriately recorded in Program Codes 700, 800, and 900 (e.g., adult/continuing education, community college education, community services, and day care centers).</p>
7	Section F—Rewards, Discounts, Incentives, and Other Financial Considerations Received from Credit Card Companies	<p>A.R.S. §35-391 requires districts to report the amount of any reward, discount, incentive or other financial consideration received as a result of making payments to vendors with a credit card. For this requirement, credit card is defined as:</p> <p>(a) Any instrument or device, whether known as a credit card, charge card, credit plate, courtesy card or identification card or by any other name, issued with or without a fee by an issuer for the use of the cardholder in obtaining money, goods, services or anything else of value, either on credit or in possession or in consideration of an undertaking or guaranty by the issuer of the payment of a check drawn by the cardholder, on a promise to pay in part or in full at a future time, whether or not all or any part of the indebtedness represented by this promise to make deferred payment is secured or unsecured.</p> <p>(b) Any debit card, electronic benefit transfer card or other access instrument or device, other than a check that is signed by the holder or other authorized signatory on the deposit account, that draws monies from a deposit account in order to obtain money, goods, services or anything else of value.</p> <p>(c) Any stored value card, smart card or other instrument or device that enables a person to obtain goods, services or anything else of value through the use of value stored on the instrument or device.</p> <p>(d) The number assigned to an instrument or device described in subdivision (a), (b) or (c) of this paragraph even if the physical instrument or device is not used or presented.</p>

**AFR Instructions**

<b>Page</b>	<b>Reference</b>	<b>Instructions</b>
7	Section G—Cash and Investments held at fiscal year end	<p>ADE will use this information to complete Form 33, issued by the National Center for Education Statistics (NCES). NCES's instructions for these amounts indicate that districts 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>For more information on Form 33, please refer to the Page 9 General instruction below.</p>
7	Section H—Average Teacher Salary	<p>Enter the average teacher salary of all teachers employed in FY 2019 and FY 2018. Each district should be consistent in the type of salary information included in this table and in the budget table from year to year. An optional comment box is available to provide any additional detail regarding the average teacher salary calculation.</p>
8	Section B— M&O Fund Special Education Programs by Type	<p>Report all M&amp;O Fund monies spent for special education (Programs 200 and 300) operational expenditures in the Actual column. Documentation supporting the cost allocation method should be retained at the district and should include the reasoning behind the allocation, a list of the programs, the number of teachers and students by program, and all computation work sheets.</p> <p><b>Districts should report actual total expenditures in Program 200—Special Education for disability classifications defined in A.R.S. §15-761 on line 1, Total All Disability Classifications.</b> The amounts entered on line 1 and line 10 are used by ADE in the calculation of maintenance of effort. State statute also includes the programs listed on lines 2-8 in the M&amp;O Fund Special Education Subsection for budgetary purposes. The total expenditures for all of these programs on line 9 must agree to the total M&amp;O Fund, Programs 200 and 300 expenditures reported on page 2, line 24.</p>
8	Section D— Expenditures for Audit Services	<p>Do not include the costs of non-audit services such as consulting and application fees paid for submission of district's Comprehensive Annual Financial Report to ASBO and GFOA for certification or fees for preparation of the Meritorious Budget Award application to ASBO in the nonfederal or federal audit services actual expenditures in this section.</p> <p>On Line D.1, enter the actual M&amp;O Fund expenditures paid in FY 2019 related to nonfederal program and compliance audits.</p> <p>On Line D.2, enter the total actual federal audit service expenditures paid in FY 2019 from all funds.</p>
8	Sections E—Performance Pay	<p>Do not report expenditures for the Performance Pay Component of the Classroom Site Fund or the Instructional Improvement Fund on this line.</p>
8	Section F—Tuition	<p>Districts should use this table to report expenditures for all tuition object codes, 6561 through 6569, based on <b>paid tuition invoices</b>, including amounts paid for operations, capital, and debt related billing.</p> <p>-Type 03 districts should fill in lines 1 through 4 and 7 through 9, as applicable.</p> <p>-All Districts, other than Type 03 districts, should fill in lines 5 through 9, as applicable.</p>

**AFR Instructions**

<b>Page</b>	<b>Reference</b>	<b>Instructions</b>
8	Section F—Tuition (continued)	<p>Type 03 districts should submit copies of the final tuition invoices and corresponding calculation worksheets to ADE School Finance for the total tuition expenditure amounts reported for operations, capital, and debt service only for high school students that attend other Arizona districts.</p> <p>Districts should scan final tuition invoices and corresponding calculation worksheets and save as a .pdf file. Please email the .pdf file to the School Finance budget team by October 31 at the link below. The email subject line should include the fiscal year, district name, CTD number, and "Type 03 tuition".</p>
		<a href="mailto:sfbudgetteam@azed.gov">sfbudgetteam@azed.gov</a>
9	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. Data from NPEFS 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 school districts, including: Title I, Impact Aid, and Indian Education. Other programs make use of 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 are also used by researchers and government policymakers to address important education policy and research issues.
9	Additional Information for NPEFS Reporting	<p>Report <b>all</b> expenditures from <b>funds 020 through 799 (excluding 575)</b>. The total expenditures included on line 15 should be used as a check figure against the total expenditures for these funds in the districts' accounting records.</p> <p><b>Do not include</b> expenditures from Funds 800 and above as they are fiduciary (trust and agency) or proprietary (enterprise and internal service) funds and are not reported in the NPEFS.</p>
9	Programs 700-900 Expenditure Detail	The total expenditures reported in this table for programs 700-900 should agree to the total expenditures reported in the "Programs 700-900" column in the table above.
9	Property Detail for Function 4000	The total expenditures reported in this table should agree to function 4000 expenditures reported on line 13 for the "Property" column in the table above.
9	Technology Detail	Do <b>not</b> include expenditures for nontechnology-related equipment such as machinery, vehicles, and furniture (object codes 6731 through 6736) in this table.
9	Teacher Salaries Lines 1-5	<p>Report base salaries (including CSF Performance Pay), overtime, and additional compensation paid to certified teachers, certified substitute teachers, and retired and returned to work as contract/leased teachers from all funds for the specified programs. Do not include salaries paid to instructional aides or assistants or any noncertified teachers. If a teacher is paid from more than one program, allocate the salary based on the amount of time instructing in each program.</p> <p>If the district has used the optional object codes in the Chart of Accounts for teachers and substitute teachers, amounts for certified teachers should be recorded in object code 6112 and amounts for certified substitutes should be recorded in object code 6113.</p>
9	Other Items—Textbooks Line 6	Report expenditures for textbooks, periodicals, and other print medium used for classroom instruction. Do not include expenditures relating to on-line texts or tools.
9	CTED Districts Only	To assist ADE in collecting accurate information for the NPEFS, CTED districts should report all amounts from object codes 6591—Services Purchased from Other Arizona Districts, 6870—Pass-through Payments, and 6880—Sub-awards from all funds and all functions.

**AFR Instructions**

<b>Page</b>	<b>Reference</b>	<b>Instructions</b>
Summary	General	The Summary condenses the information in the AFR for more economical publication. Most information in the Summary automatically pulls from the AFR, so the AFR should be completed before the Summary.
Summary	ADM	Obtain total Attending ADM for FY 2018 and FY 2019 from ADE's ADM Attending Summary reports (ADMS 45-2), available on ADE's website at the link below: <a href="http://www.ade.az.gov/districts">www.ade.az.gov/districts</a>
Summary	Other Capital Funds	Record the total of Funds 660 and 665 as reported on AFR page 6, Other Funds, lines 26 and 27.
Summary	Federal Projects	Record the total of Funds 100-399 as reported on AFR page 5, Federal Projects, line 18.
Summary	State Projects	Record the total of Funds 400-499 as reported on AFR page 5, State Projects, line 30.
Summary	Gifts and Donations	Record the combined total of Funds 530 and 650, as reported on AFR page 6, Other Funds, lines 10 and 25.
Summary	Other Funds	Record the combined total of the Other Funds on AFR page 6, line 33 and the other Internal Service Funds on AFR page 6, line 4.

## Helpful Hints for Using the AFR Forms in Excel

### Protected View and Enabling Content

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 making the files "trusted documents," 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.

### Format and View Options

To ensure the accuracy of the calculations, each sheet is protected and cells with formulas have been locked. Information should **not** be manually entered in the shaded areas or protected cells. When the sheet is protected you can move from one unprotected cell to the next using the Tab key. Formulas should not be changed or deleted unless specifically instructed to do so by the Arizona Auditor General's Office or ADE. Row height, column width, and cell format may be modified without unprotecting the sheet. Grid lines have been turned off in order to make the forms easier to read. Users may turn the grid lines back on without affecting the calculations or printing of the spreadsheet. Significant changes from last year's forms are highlighted in yellow throughout the spreadsheets. Users may remove highlights if they prefer before finalizing.

### File Integrity

Please keep the following in mind when using the forms in Excel to ensure that the district's data can be properly processed by ADE:

- File names should **not** be changed. If the file names are changed, the files may not appropriately link to each other.
- Rows and columns should **not** be added to or deleted from the forms.
- Information should **not** be copied and pasted from prior year's forms, as it can cause merged cells to unmerge and may result in duplicate reporting of expenditures, and/or the value being placed into a cell reference that is different than where ADE's processing system is expecting it.
- Sheet tabs should **not** be renamed.

\*\* Users with an Excel version newer than Excel 2003 should save the file in the “Excel 97-2003 Workbook (\*.xls)” format. ADE's computer system is not able to process files with the .xlsx file extension.

### Printing

The Excel files have been formatted to print on legal size paper (8 ½” by 14”), except for the Instructions and AFR Summary which are formatted to print on 8 ½” x 11” paper. If your printer's settings are different from those used to set up the files, a little experimentation may be needed to get each sheet to print on one page. Users should try changing the “scaling” under page setup if needed.

- To print the entire file including the instructions—Select File/Print/Entire Workbook
- To print one page—Select File/Print/Active Sheets
- To print a group of pages (for example to print all sheets without the instructions)—Click on the Excel tab for the first page to be printed and hold the Shift key while clicking on the Excel tab for the last page to be printed – this selects the sheets as a group. Then select File/Print/Active Sheets

If you have any questions or suggestions for improving the forms in future years, please contact Chris Votroubek of the Auditor General's Office at (602) 553-0333, or email us at the address below:

[asd@azauditor.gov](mailto:asd@azauditor.gov).