

Form AFA2015  
Assurances for Financial Accreditation

Fiscal Year 2014-15  
Select One

Overview

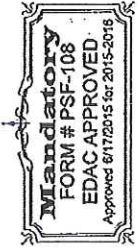
This form is required pursuant to C.R.S. 22-11-206(4). The Colorado Department of Education must determine annually if substantial and good-faith compliance was achieved with relevant provisions of state law and generally accepted accounting principles. Substantial compliance is determined through review of the finance data pipeline submission, audited financial statements, and responses from management to inquiries related to those reviews. Good-faith compliance is determined, in part, by the assurances provided below as certified by those charged with governance.

Completion and submission

1. Open header and select entity from drop down.
2. Select the appropriate response for each assurance. Note: Select "N/A" when item is not applicable.
3. Complete an Attachment A for each "No" response.
4. Scan to PDF the completed and signed Form AFA2015 with, if applicable, an Attachment A for each "No" response.
5. Submit with the following items as PDF files via email attachments to: [schoolfinance@cde.state.co.us](mailto:schoolfinance@cde.state.co.us)
  - o Audited financial statements for year ended June 30, 2015 (including audit reports for charter schools, if applicable)
  - o Grant Revenue Reconciliation Report with responses for all differences in column 9
  - o Finance December Error Detail Report with confirmation or responses for all warning edits

SECTION 1 – Assurances for Article 44 Budget Policy and Procedures required pursuant to C.R.S. 22-11-206(4)(a)(i)

Ref.	Description	Statute	Assurance	Response
44-1	Ongoing deficit	<u>C.R.S. 22-44-102(7.3)</u>	Each governmental fund reported positive or zero unassigned fund balance and each proprietary fund reported positive or zero unrestricted net position.	Yes
44-2	Detail of budget	<u>C.R.S. 22-44-105 (1)(c)</u>	The budget for fiscal year 2014-15 itemizes expenditures by fund and by pupil.	Yes
44-3	TABOR	<u>C.R.S. 22-44-105(1)(c.5)</u>	The three percent emergency reserve required by TABOR has been properly reported.	Yes



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44-4	Uniform summary sheet	<u>C.R.S. 22-44-105(1)(d.5)</u>	The budget for fiscal year 2014-15 includes a uniform summary sheet for each fund.	Yes
44-5	Use of beginning fund equity	<u>C.R.S. 22-44-105(1.5)(a)&amp;(c)</u>	For budgets that include the use of beginning fund equity, a resolution was adopted by the board specifically authorizing this use.	Yes
44-6	Budgetary reserves	<u>C.R.S. 22-44-106(2)</u>	Non-appropriated operating reserves plus any non-appropriated beginning fund balance was less than 15% of total general fund budgeted expenditures.	Yes
44-7	Appropriation resolution	<u>C.R.S. 22-44-107</u>	The board adopted an appropriation resolution for the amounts of the adopted budget.	Yes
44-8	Preparation of budget	<u>C.R.S. 22-44-108(1)(c)</u>	A proposed budget for fiscal year 2014-15 was submitted to the board by May 31, 2014.	Yes
44-9	Notice of proposed budget	<u>C.R.S. 22-44-109</u>	Notice was made in accordance with law that the proposed budget is available for public inspection.	Yes
44-10	Adoption of budget	<u>C.R.S. 22-44-110(4)</u>	The budget for fiscal year 2015-16 was adopted by the board by June 30, 2015.	Yes
44-11	Supplemental budget	<u>C.R.S. 22-44-110(5)</u>	Modifications to the budget after January 31, 2014 were made through adoption of a supplemental budget by the board.	N/A
44-12	Interfund borrowing	<u>C.R.S. 22-44-113(1)</u>	Interfund borrowings were repaid within 3 months of the fiscal year end.	N/A
44-13	Spending in excess of appropriations	<u>C.R.S. 22-44-115(1)</u>	Spending did not exceed amounts appropriated for each fund.	Yes
44-14	Use of handbook and chart of accounts	<u>C.R.S. 22-44-204(3)</u>	The financial policies and procedures handbook and chart of accounts were used for budget development, maintaining financial records, and periodic presentation of financial information to the board.	Yes
44-15	Financial transparency	<u>C.R.S. 22-44-304</u>	Information required by the Public School Financial Transparency Act was made available on-line in a downloadable format. Note: Check the organization's website to ensure all required documents are posted and current.	Yes
44-16	Financial transparency - charter schools	<u>C.R.S. 22-44-304</u>	Information required by the Public School Financial Transparency Act was made available on-line in a downloadable format by all authorized charter schools. Note: Check all charter school websites to ensure required financial transparency documents are posted and current.	N/A



**SECTION 2 - Assurances for Article 45 Accounting and Reporting required pursuant to C.R.S. 22-11-206(4)(a)(ii)**

Ref.	Description	Statute	Assurance	Response
45-1	Enterprise fund accounting	<u>C.R.S. 22-45-102(1)(a)</u>	The full accrual basis of accounting was used for budgeting and accounting for enterprise funds.	Yes
45-2	Generally Accepted Accounting Principles	<u>C.R.S. 22-45-102(1)(a)</u>	Financial records are kept in accordance with generally accepted principles of governmental accounting.	Yes
45-3	Board review of financial condition	<u>C.R.S. 22-45-102(1)(a) &amp; (b)</u>	The board required the preparation of financial reports that included at a minimum the information required by state law. The board used these reports to review the financial condition of the entity at least quarterly during the fiscal year.	Yes
45-4	Financial records	<u>C.R.S. 22-45-102(2)</u>	All financial records are maintained at the principal administrative offices and general ledger accounts are posted and reconciled at least monthly.	Yes
45-5	Bond redemption fund	<u>C.R.S. 22-45-103(1)(b)</u>	A third party custodian was designated to administer the bond redemption fund.	N/A

**SECTION 3 - Assurance required pursuant to C.R.S. 22-11-206(4)(b)**

Ref.	Description	Statute	Assurance	Response
30.5-1	Itemized accounting to charter schools	<u>C.R.S. 22-30.5-112(2)(a.4)</u>	An itemized accounting of all costs charged to charter schools was provided to those schools by September 30, 2015.	N/A

**SECTION 4 - Optional disclosures**

Accounting general ledger software information:

Company/vendor name: Specialized Data Systems

Company/vendor contact: Name: \_\_\_\_\_ Email: schooloffice.com



SECTION 5 - Certification of assurances

I certify, to the best of my knowledge and belief, that the assurances provided in Sections 1 through 3 are true and correct. I further certify that all information provided with Attachment A(s), if applicable, is true and correct.

Chief Financial Officer/Business Manager (signature)

*Vic Craven*

(printed name)

Vic Craven

Date: 9/30/15

Superintendent/Executive Director (signature)

*Kendra Ewing*

(printed name)

Kendra Ewing

Date: 9/30/15

I certify that the board has reviewed the assurances and approve the related responses.

President of the Board (signature)

*Lyndon D. Burnett*

(printed name)

Lyndon D. Burnett

Date: 9/30/15

