



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
2018

SIGNATURE/DATE

SIGNATURE/DATE

The Annual Financial Report file(s) for FY 2018 uploaded to the Arizona Department of Education's website on
October 12, 2018 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
E-mail

TOTAL EXPENDITURES BY FUND

1. Maintenance & Operation (from page 2, line 32)	\$ 20,016,877
2. Classroom Site Funds (from page 3, line 49)	\$ 1,346,560
3. Unrestricted Capital Outlay (from page 4, UCO Fund line 10)	\$ 446,220

DISTRICT NAME Liberty Elementary School District #25

COUNTY Maricopa

CTDS NUMBER 070425000

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) 1990

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
4500 Restricted 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 31-37)

Total Fund Revenue (lines 20, 25, 30, and 38)

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

TOTAL FUNDS AVAILABLE (lines 1 and 39 through 42)

Total Expenditures

6900 Other Financing Uses and Other Items Including Transfers-Out

TOTAL EXPENDITURES AND OTHER USES (lines 44 plus 45)

ENDING FUND BALANCE (line 43 minus line 46) (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. 2,586,192	490,682	103,904	1,986,462	2,072,615

2. 5,785,154	7,680	211		2,029,862
3. 0				
4. 44,038	0	0		13,925
5. 0	0			0
6. 0	0			0
7. 0	0			0
8. 0	0			0
9. 0	0			0
10. 0	0			0
11. 0	0			0
12. 0	0			0
13. 0	0			0
14. 0	0			0
15. 0	0			0
16. 0	0			0
17. 0	0			0
18. 13,237	2,430	1,107	0	17,798
19. 1,007	0	0	0	0
20. 5,843,436	10,110	1,318	0	2,061,585

21. 0	0			
22. 857,641	0			
23. 0	0			
24. 0	0			
25. 857,641	0			

26. 140,170	0			
27. 12,295,601	142,241			
28. 1,147,061	30,012			
29. 0	0			0
30. 13,582,832	172,253			0

31. 0				
32. 0				
33.				
34. 0				
35. 0				
36. 0				
37. 0				
38. 0				0

39. 20,283,909	182,363	1,318	0	2,061,585
40.			0	0
41. 0	0	0	0	0
42. 0	0	0	0	0
43. 22,870,101	673,045	105,222	1,986,462	4,134,200
44. 20,016,877	446,220	0	1,769,414	2,203,675
45. 0				0
46. 20,016,877	446,220	0	1,769,414	2,203,675
47. 2,853,224	226,825	105,222	217,048	1,930,525

(1) The Maintenance and Operation Fund beginning fund balance includes the revolving account cash balance of \$2,177 at 7/1/17.

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

(3) The Maintenance and Operation Fund ending fund balance includes the revolving account cash balance of \$1,904 at 6/30/18.

(4) Debt Service Fund expenditures include interest expenditures of \$626,625

DISTRICT NAME Liberty Elementary School District #25

COUNTY Maricopa

CTDS NUMBER

070425000

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	
100 Regular Education										
1000 Instruction	1.	6,820,031	2,248,479	22,596	128,347	0	10,067,167	9,219,453	8,028,752	14.8%
2000 Support Services										
2100 Students	2.	256,914	78,136	0	5,699	0	374,598	340,749	270,601	25.9%
2200 Instructional Staff	3.	331,749	100,160	60,786	3,162	8,324	641,273	504,181	507,879	-0.7%
2300 General Administration	4.	550,219	110,004	81,883	1,676	3,706	797,487	747,488	444,114	68.3%
2400 School Administration	5.	802,312	242,124	96,402	6,672	27,521	1,212,941	1,175,031	1,146,649	2.5%
2500 Central Services	6.	436,242	135,868	145,470	11,715	2,059	818,498	731,354	741,608	-1.4%
2600 Operation & Maintenance of Plant	7.	314,593	119,646	1,200,201	648,524	0	2,302,806	2,282,964	2,149,887	6.2%
2900 Other	8.	0	0	0	0	0	0	0	0	0.0%
3000 Operation of Noninstructional Services	9.	0	0	13,615	28,214	0	42,000	41,829	43,278	-3.3%
610 School-Sponsored Cocurricular Activities	10.	11,566	2,196	0	0	0	14,612	13,762	4,313	219.1%
620 School-Sponsored Athletics	11.	117,953	22,352	21,325	2,936	0	168,667	164,566	150,785	9.1%
630 Other Instructional Programs	12.	0	0	0	0	0	0	0	0	0.0%
700, 800, 900 Other Programs	13.	0	0	0	0	0	0	0	0	0.0%
Regular Education Subtotal (lines 1-13)	14.	9,641,579	3,058,965	1,642,278	836,945	41,610	16,440,049	15,221,377	13,487,866	12.9%
200 and 300 Special Education										
1000 Instruction	15.	853,221	266,893	582,993	2,830		2,055,234	1,705,937	1,728,958	-1.3%
2000 Support Services										
2100 Students	16.	315,656	96,927	710,439	9,242	150	1,155,178	1,132,414	1,012,837	11.8%
2200 Instructional Staff	17.	129,300	37,657	10,880	3,440	3,526	197,692	184,803	171,102	8.0%
2300 General Administration	18.	0	0	0	0	0	0	0	24,400	-100.0%
2400 School Administration	19.	0	0	0	0	0	0	0	0	0.0%
2500 Central Services	20.	0	0	0	0	0	0	0	0	0.0%
2600 Operation & Maintenance of Plant	21.	0	0	0	0	0	0	0	0	0.0%
2900 Other	22.	0	0	0	0	0	0	0	0	0.0%
3000 Operation of Noninstructional Services	23.	0	0	0	0	0	0	0	0	0.0%
Subtotal (lines 15-23)	24.	1,298,177	401,477	1,304,312	15,512	3,676	3,408,104	3,023,154	2,937,297	2.9%
400 Pupil Transportation	25.	770,641	324,156	175,899	317,386	1,950	1,651,609	1,590,032	1,427,379	11.4%
510 Desegregation										
(from Districtwide Desegregation Expenditures, page 2, line 44)	26.	0	0	0	0	0	0	0	0	0.0%
530 Dropout Prevention Programs										
1000 Instruction	27.	0	0	0	0	0		0	0	0.0%
2000-3000 Support Serv. & Oper. of Noninstructional Serv.	28.	0	0	0	0	0		0	0	0.0%
Subtotal (lines 27 and 28)	29.	0	0	0	0	0	0	0	0	0.0%
540 Joint Career and Technical Education and Vocational Education Center	30.	0	0	0	0	0	0	0	0	0.0%
550 K-3 Reading Program	31.	137,745	44,569	0	0		182,314	182,314	184,478	-1.2%
Total Expenditures (lines 14, 24-26, 29-31)	32.	11,848,142	3,829,167	3,122,489	1,169,843	47,236	21,682,076	20,016,877	18,037,020	11.0%

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		
Classroom Site Fund 011 - Base Salary													
Revenues													
CSF Allocation (20%)	1.		290,787										
Interest Income	2.		1,551										
Total Revenues (lines 1 and 2)	3.		292,338										
Expenditures													
100 Regular Education													
1000 Instruction	4.			199,745	39,354				251,038	239,099	221,486	8.0%	
2100 Support Services - Students	5.			0	0				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.			199,745	39,354				251,038	239,099	221,486	8.0%	
200 and 300 Special Education													
1000 Instruction	8.			19,670	3,852				59,655	23,522	27,277	-13.8%	
2100 Support Services - Students	9.			3,877	739				8,330	4,616	4,058	13.8%	
2200 Support Services - Instructional Staff	10.			0	0				0	0	0	0.0%	
Program 200 and 300 Subtotal (lines 8-10)	11.			23,547	4,591				67,985	28,138	31,335	-10.2%	
Other Programs (Specify) __550_____													
1000 Instruction	12.			3,750	734				4,595	4,484	3,885	15.4%	
2100 Support Services - Students	13.			0	0				0	0	0	0.0%	
2200 Support Services - Instructional Staff	14.			0	0				0	0	0	0.0%	
Other Programs Subtotal (lines 12-14)	15.			3,750	734				4,595	4,484	3,885	15.4%	
Total Classroom Site Fund 011 - Base Salary	16.	48,940	292,338	227,042	44,679			0	323,618	271,721	256,706	5.8%	
Classroom Site Fund 012 - Performance Pay													
Revenues													
CSF Allocation (40%)	17.		581,573										
Interest Income	18.		3,103										
Total Revenues (lines 17 and 18)	19.		584,676										
Expenditures													
100 Regular Education													
1000 Instruction	20.			388,399	75,631				554,890	464,030	425,751	9.0%	
2100 Support Services - Students	21.			0	0				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.			388,399	75,631				554,890	464,030	425,751	9.0%	
200 and 300 Special Education													
1000 Instruction	24.			39,325	7,700				106,560	47,025	52,243	-10.0%	
2100 Support Services - Students	25.			7,500	1,469				12,000	8,969	4,543	97.4%	
2200 Support Services - Instructional Staff	26.			0	0				0	0	0	0.0%	
Program 200 and 300 Subtotal (lines 24-26)	27.			46,825	9,169				118,560	55,994	56,786	-1.4%	
Other Programs (Specify) __550_____													
1000 Instruction	28.			7,500	1,469				2,400	8,969	7,771	15.4%	
2100 Support Services - Students	29.			0	0				0	0	0	0.0%	
2200 Support Services - Instructional Staff	30.			0	0				0	0	0	0.0%	
Other Programs Subtotal (lines 28-30)	31.			7,500	1,469				2,400	8,969	7,771	15.4%	
Total Classroom Site Fund 012 - Performance Pay	32.	126,486	584,676	442,724	86,269			0	675,850	528,993	490,308	7.9%	
Classroom Site Fund 013 - Other													
Revenues													
CSF Allocation (40%)	33.		581,573										
Interest Income	34.		3,103										
Total Revenues (lines 33 and 34)	35.		584,676										
Expenditures													
100 Regular Education													
1000 Instruction	36.			402,020	78,457	0	0		544,426	480,477	434,279	10.6%	
2100 Support Services - Students	37.			0	0	0	0		0	0	0	0.0%	
2200 Support Services - Instructional Staff	38.			0	0	0	0		0	0	0	0.0%	
Program 100 Subtotal (lines 36-38)	39.			402,020	78,457	0	0		544,426	480,477	434,279	10.6%	
200 and 300 Special Education													
1000 Instruction	40.			39,345	7,704	0	0		106,560	47,049	52,183	-9.8%	
2100 Support Services - Students	41.			7,854	1,497	0	0		12,000	9,351	5,726	63.3%	
2200 Support Services - Instructional Staff	42.			0	0	0	0		0	0	0	0.0%	
Program 200 and 300 Subtotal (lines 40-42)	43.			47,199	9,201	0	0		118,560	56,400	57,909	-2.6%	
530 Dropout Prevention Programs													
1000 Instruction	44.			0	0	0	0		0	0	0	0.0%	
Other Programs (Specify) __550_____													
1000 Instruction	45.			7,500	1,469	0	0		2,400	8,969	7,770	15.4%	
2100, 2200 Support Serv. Students & Instructional Staff	46.			0	0	0	0		0	0	0	0.0%	
Other Programs Subtotal (lines 45 and 46)	47.			7,500	1,469	0	0		2,400	8,969	7,770	15.4%	
Total Classroom Site Fund 013 - Other	48.	116,025	584,676	456,719	89,127	0	0	0	665,386	545,846	499,958	9.2%	
Total Classroom Site Funds (lines 16, 32, and 48)	49.	291,451	1,461,690	1,126,485	220,075	0	0	0	1,664,854	1,346,560	1,246,972	8.0%	

(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		
Unrestricted Capital Outlay Override (1)	1.	0	0	0	0	0	0	0	0	0	0.0%	1.
Unrestricted Capital Outlay Fund 610 (2)												
1000 Instruction	2.	0	68,354	23,297			0	369,444	91,651	515,056	-82.2%	2.
2000 Support Services												
2100, 2200 Students and Instructional Staff	3.	0	250	1,254			415	5,050	1,919	3,833	-49.9%	3.
2300, 2400, 2500, 2900 Administration	4.	0		71,195			0	37,710	71,195	41,293	72.4%	4.
2600 Operation & Maintenance of Plant	5.	0		28,370			0	37,950	28,370	15,613	81.7%	5.
2700 Student Transportation	6.	0		63,993			0	25,000	63,993	1,878	3307.5%	6.
3000 Operation of Noninstructional Services	7.	0		0				0	0	0	0.0%	7.
4000 Facilities Acquisition and Construction	8.	0		0			122,710	128,167	122,710	50,619	142.4%	8.
5000 Debt Service	9.				62,658	3,724		66,386	66,382	66,382	0.0%	9.
Total Unrestricted Capital Outlay Fund (lines 2-9)	10.	0	68,604	188,109	62,658	3,724	123,125	669,707	446,220	694,674	-35.8%	10.

(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\$0Actual\$0

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

Selected Expenditures by Object Code	UNRESTRICTED CAPITAL OUTLAY			BOND BUILDING		NEW SCHOOL FACILITIES		ADJACENT WAYS	
	Fund 610		Fund 630	Fund 695		Fund 620			
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	
Total Fund Expenditures	1.	669,707	446,220	1,986,462	1,769,414	377,295	376,295	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.	128,167	113,276	711,462	516,564	0	0	0	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.	88,505	107,810	100,000	67,139	0	0	0	0
673X Vehicles	8.	0	0	425,000	423,242	0	0	0	0
673X Technology-Related Hardware and Software	9.	63,295	80,299	750,000	492,648	0	0	0	0
6831, 6832 Redemption of Principal	10.	62,661	62,658	0	0	0	0	0	0
6841, 6842, 6850 Interest	11.	3,725	3,724	0	0	0	0	0	0
Total (lines 2-11)	12.	346,353	367,767	1,986,462	1,499,593	0	0	0	0
Total amounts reported on lines 2 through 11 above for:									
Renovation	13.	128,167	113,276	711,462	516,564			0	0
New Construction	14.	0	0	0	0	0	0	0	0
Other	15.	218,186	254,491	1,275,000	983,029	0	0	0	0
Total (lines 13-15)	16.	346,353	367,767	1,986,462	1,499,593	0	0	0	0

Funds 610, 630, 695, and 620

1. New construction cost per square foot\$

2. Land acquisition costs\$

CAPITAL ASSETS AS OF JUNE 30, 2018	
Land and Improvements	\$9,521,983
Buildings and Improvements	\$52,310,887
Furniture, Equipment, Vehicles, and Technology	\$6,179,482
Construction in Progress	\$505,661
Total	\$68,518,013

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 Impact Aid
300-399 Other Federal Projects (Besides E-Rate & Impact Aid)

Total Federal Project Funds (lines 1-17)

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)

Total Federal and State Projects (lines 18 and 30)

	BEGINNING FUND BALANCE	REVENUES	NET OTHER FINANCING SOURCES AND USES INCLUDING TRANSFERS (1)	EXPENDITURES		ENDING FUND BALANCE	
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	
1.	77,092	422,905	(16,933)	579,343	442,940	40,124	1.
2.	3,757	58,624	(2,283)	70,983	58,950	1,148	2.
3.	0	0	0	0	0	0	3.
4.	0	0	0	0	0	0	4.
5.	1,522	30,401	0	45,918	28,533	3,390	5.
6.	0	0	0	0		0	6.
7.			0	0		0	7.
8.	40,672	522,208	(20,502)	584,381	541,234	1,144	8.
9.			0	0		0	9.
10.			0	0		0	10.
11.	0	0	0	0		0	11.
12.			0	0		0	12.
13.	0	0	0	0	0	0	13.
14.	316,838	129,824	0	202,500	25,458	421,204	14.
15.	353,790	166,501	0	240,000	21,906	498,385	15.
16.			0	0		0	16.
17.	0	0	0	0	0	0	17.
18.	793,671	1,330,463	(39,718)	1,723,125	1,119,021	965,395	18.
19.				0		0	19.
20.	0	0		0	0	0	20.
21.	0	0		0		0	21.
22.				0		0	22.
23.	0	0		0	0	0	23.
24.				0		0	24.
25.	0	0		0	0	0	25.
26.				0		0	26.
27.				0		0	27.
28.	0	0		0		0	28.
29.	(20,282)	43,799		10,000	8,780	14,737	29.
30.	(20,282)	43,799		10,000	8,780	14,737	30.
31.	773,389	1,374,262	(39,718)	1,733,125	1,127,801	980,132	31.

(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).

OTHER FUNDS

020 Instructional Improvement
050 County, City, and Town Grants
071 Structured English Immersion (1)
072 Compensatory Instruction (1)
500 School Plant
515 Civic Center
520 Community School
525 Auxiliary Operations
526 Extracurricular Activities Fees Tax Credit
530 Gifts and Donations
535 Career & Tech. Ed. & Voc. Ed. Projects
540 Fingerprint
545 School Opening
550 Insurance Proceeds
555 Textbooks
565 Litigation Recovery
570 Indirect Costs
575 Unemployment Insurance
580 Teacherage
585 Insurance Refund
590 Grants and Gifts to Teachers
595 Advertisement
596 Joint Technical Education
639 Impact Aid Revenue Bond Building
650 Gifts and Donations—Capital
660 Condemnation
665 Energy and Water Savings
686 Emergency Deficiencies Correction
691 Building Renewal Grant
695 New School Facilities
720 Impact Aid Revenue Bond Debt Service
850 Student Activities
Other _506 -539 _____

INTERNAL SERVICE FUNDS 950-989

9__ Self Insurance
955 Intergovernmental Agreements
9__ OPEB
9__ _____

BEGINNING FUND BALANCE		REVENUES		NET OTHER FINANCING SOURCES AND USES INCLUDING TRANSFERS		EXPENDITURES		ENDING FUND BALANCE	
ACTUAL		ACTUAL		ACTUAL		BUDGET		ACTUAL	
1.	195,804	141,537				190,000		147,815	189,526
2.	0	0	0			0		0	0
3.	0	0				0		0	0
4.	0	0				0		0	0
5.	0	0	0			0		0	0
6.	415,280	94,802	0			250,000		18,000	492,082
7.	123,353	336,818	0			385,000		291,263	168,908
8.	64,389	295,753	0			315,000		249,416	110,726
9.	71,259	100,953	0			120,000		81,071	91,141
10.	79,217	51,630	0			100,000		65,814	65,033
11.	0	0	0			0		0	0
12.	5,441	0	0			3,000		2,200	3,241
13.	0	0	0			0		0	0
14.	36,237	15,161	0			30,000		11,059	40,339
15.	3,404	1,857	0			5,200		0	5,261
16.	383	0	0			25,000		0	383
17.	240,931	0	39,718			150,000		67,958	212,691
18.	172,521	0	0			70,000		15,144	157,377
19.	0	0	0			0		0	0
20.	0	0	0			0		0	0
21.	0	0	0			0		0	0
22.	0	0	0			0		0	0
23.	0	0	0			0		0	0
24.	0	0	0			0		0	0
25.	6,150	0	0			30,000		0	6,150
26.	0	0	0			0		0	0
27.	0	0	0			0		0	0
28.	0	0	0			0		0	0
29.	(42,050)	1,409,833	0			3,157,009		1,468,016	(100,233)
30.	374,166	3,199				377,295		376,295	1,070
31.	0	0	0			0		0	0
32.	64,443	52,522						66,060	50,905
33.	255,144	1,485	0			244,500		1,485	255,144

1.	0	0	0	0	0	0
2.	0	0	0	0	0	0
3.	0	0	0	0	0	0
4.	0	0	0	0	0	0

Instructional Improvement Fund 020	BUDGET	ACTUAL
Expenditures		
Teacher Compensation Increases	70,000	65,273
Class Size Reduction	0	
Dropout Prevention Programs	0	
Instructional Improvement Programs	120,000	82,542
Total Expenditures (lines 1-4)	190,000	147,815

(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, 2017	\$17,970,000	1.
2. Bonds issued during FY 2018	0	2.
3. Bonds retired during FY 2018	(1,550,000)	3.
4. Bonds Outstanding, June 30, 2018	\$16,420,000	4.
5. Short-term Debt Outstanding, July 1, 2017	\$0	5.
6. Short-term Debt Outstanding, June 30, 2018	\$0	6.

B. District Assessed Valuation and Other District Information

1. FY 2018 Assessed Valuations and Tax Rates		
a. Primary	\$226,442,533	Tax Rate 2.0650
b. Secondary	\$226,442,533	Tax Rate 1.6584
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 2018)

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

	M & O	Unrestricted Capital Outlay	
1. Destruction or damage	0	0	1.
2. Excessive/unexpected legal expenses	0	0	2.
3. Mitigation or removal of health or safety hazard	0	0	3.

D. Current Expenditures by Category

1. Classroom Instruction excl. Supplies (Function 1000, except line 2 amount)	\$13,629,731
2. Classroom Supplies (Function 1000, Object Code 6600)	\$271,686
3. Administration (Functions 2300, 2400, 2500, & 2900)	\$2,738,614
4. Support Services—Students (Function 2100)	\$1,583,419
5. All Other Support Services & Operations (Functions 2200, 2600, 2700, 3100, & 3400)	\$6,272,343
6. Total Current Expenditures	\$24,495,793
7. Total Current Expenditures from Federal Funds, excluding those funds intended to replace local tax revenues (e.g., most impact aid funds)	\$1,100,045
8. Total Current Expenditures from State and Local Funds, including those funds intended to replace local tax revenues (e.g., most impact aid funds)	\$23,395,748

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	\$
---	----

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

G. Cash and Investments held at June 30, 2018

1. Sinking funds	\$
2. Bond funds	\$1,930,524
3. Other funds, except for any employee retirement funds	\$

H. FY 2018 Additional Teacher Salary Increases (Laws 2017, Ch. 305, §33)

1. Total FY 2017 salary amounts of teachers that received the 1.06% salary increase	7,508,152
2. Amount of funding received to pay eligible teachers for 1.06% increase in FY 2018	94,826
3. Actual amount paid to eligible teachers for 1.06% salary increase in FY 2018	94,176
4. Difference (line 2 minus line 3)	\$650

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													
K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
0	4	6	0	8	12	7	7	11	0	0	0	0	55
0	2	2	2	7	8	4	6	4	0	0	0	0	35
2	1	2	2	6	7	9	12	8	0	0	0	0	49
2	7	10	4	21	27	20	25	23	0	0	0	0	139

1.
2.
3.
4.

B. M&O SPECIAL EDUCATION PROGRAMS BY TYPE

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-JTED)
7. Career Education
8. Joint Technical Education (JTED)
9. Total (lines 1-8)

PROGRAM 200 & 300 BUDGET	PROGRAM 200 & 300 ACTUAL
3,215,786	2,866,019
108,312	95,521
0	
84,006	61,614
0	
0	
0	
3,408,104	3,023,154

1.
2.
3.
4.
5.
6.
7.
8.
9.

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

Actual Expenditures for all Gifted Programs:

K-8	\$	95,521
9-12	\$	
Total	\$	95,521

D. EXPENDITURES FOR AUDIT SERVICES

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

BUDGET	ACTUAL
35,500	24,330
0	2,144

1.
2.

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

Actual Expenditures made in FY 2018 \$

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
0	0		0
0	0	0	0
0	0		0

1.
2.
3.
4.

0	0		0
0	0		0

5.
6.

362,359	0		362,359
0	0		0
0	0		0
362,359	0	0	362,359

7.
8.
9.
10.

(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 100-600										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)	
Funds 020-799													
1000 Instruction	1.	553,902	179,224	501,241	137,573	725,214	0				4,439	0	2,101,593
2000 Support Services													
2100 Students	2.	65,234	19,715	365	2,007	575	0				0	0	87,896
2200 Instructional Staff	3.	111,460	31,677	45,432	6,571	1,597	0				0	0	196,737
2300 General Administration	4.	0	0	0	3,480	321	0	0			0	0	3,801
2400 School Administration	5.	0	0	12,264	12,157	6,538	0				0	0	30,959
2500, 2900 Central Services, Other	6.	17,481	6,201	33,216	49	149,872	0				0	0	206,819
2600 Operation and Maintenance of Plant	7.	18,156	4,566	11,059	1,908	115,334	0				160	0	151,183
2700 Student Transportation	8.	13,831	2,988	0	742	487,235	0				0		504,796
3000 Operation of Noninstructional Services													
3100 Food Service Operations	9.	441,801	180,502	708,930	10,218	8,710	0				700	0	1,350,861
3200 Enterprise Operations	10.	0	0	0	0	0	0				0	0	0
3300 Community Services Operations	11.											0	0
3400 Bookstore Operations	12.	0	0	0	0	0	0				0	0	0
4000 Facilities Acquisition and Construction	13.	0	0	2,109,360	0	0	0				376,295	0	2,485,655
5000 Debt Service	14.								1,637,658	630,349		0	2,268,007
Total (lines 1-14)	15.	1,221,865	424,873	3,421,867	174,705	1,495,396	0	0	1,637,658	630,349	381,594	0	9,388,307

Teacher Salaries (All Funds, Function 1000)

	Certified Teachers (in Object 6100)	Certified Substitutes (in Object 6100)	Contract Teachers (in Object 6300)	
1. Regular Education (Programs 100, 280, 520, and 550)	7,909,986	216,258	0	1.
2. Special Education (Programs 200-230, 250, and 300-399)	774,588	27,291	257,895	2.
3. Vocational Education (Programs 270 and 540)	0	0	0	3.
4. Other Programs (Programs 240, 260, 265, 510-515 and 530)	3,896	18,055	0	4.
5. Cocurricular Activities, Athletics, and Other (Program 600-630)	142,458	0	0	5.

Other Items (All Funds)

6. Textbooks (Function 1000, Object 6640)	\$	86,607	6.
7. Number of FTE-Certified Teachers		190	7.
8. Number of FTE-Contract Teachers		5	8.

Utilities and Energy Detail (Only Function 2600)

1. 6410-6411 Utility Services	295,481	1.
2. 6620-6629 Energy	533,429	2.

JTED Districts Only (All Funds, All Functions)

1. 6591 Services Purchased from Other Arizona Districts	0	1.
2. 6870 Pass-through Payments	0	2.
3. 6880 Sub-awards	0	3.

Programs 700-900 Expenditure Detail (Funds 020-799)

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

Property Detail for Function 4000 (Funds 020-799)

1. 6710 Land and Improvements	0	1.
2. 6720 Buildings and Improvements	0	2.
3. 6731-39 Equipment	0	3.
4. Total (lines 1-3)	0	4.
5. 6450 Construction	2,040,576	5.

Technology (All Funds, All Functions)

1. 6531 Telecommunications	211,194	1.
2. 6650 Supplies–Technology-Related	10,663	2.
3. 6737-38 Technology-Related Hardware & Software (less than \$5,000)	580,099	3.
4. Subtotal (Lines 1-3)	801,956	4.
5. 6739 Technology-Related Hardware & Software (\$5,000 or more)	17,332	5.

SUMMARY OF SCHOOL DISTRICT ANNUAL FINANCIAL REPORT

CTDS NUMBER

070425000

I certify that the Annual Financial Report of Liberty Elementary School District 25, Maricopa County, for fiscal year 2018 was approved by the Governing Board on October 11, 2018, 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

2017

2018

Attending

3,251.540

3,293.194

2018 Tax Rates:

Primary

Secondary

2.0650

1.6584

ADE/AG 41-202S Rev. 8/18-FY 2018

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				16,440,049	15,221,377	
Special Education				3,408,104	3,023,154	
Pupil Transportation				1,651,609	1,590,032	
Desegregation				0	0	
Dropout Prevention Programs				0	0	
Joint Career & Tech. Ed. & Voc. Ed. Center				0	0	
K-3 Reading Program				182,314	182,314	
Maintenance and Operation Total	2,586,192	20,283,909	0	21,682,076	20,016,877	2,853,224
Classroom Site Funds	291,451	1,461,690		1,664,854	1,346,560	406,581
Instructional Improvement	195,804	141,537		190,000	147,815	189,526
Unrestricted Capital Outlay	490,682	182,363	0	669,707	446,220	226,825
Adjacent Ways	103,904	1,318	0	100,000	0	105,222
Bond Building	1,986,462	0	0	0	1,769,414	217,048
Other Capital Funds	0	0	0	0	0	0
New School Facilities	374,166	3,199		377,295	376,295	1,070
Federal Projects	793,671	1,330,463	(39,718)	1,723,125	1,119,021	965,395
State Projects	(20,282)	43,799		10,000	8,780	14,737
County, City, and Town Grants	0	0	0	0	0	0
Structured English Immersion	0	0		0	0	0
Compensatory Instruction	0	0		0	0	0
School Plant Fund	0	0	0	0	0	0
Food Service	411,682	1,291,118	0	1,594,804	1,340,333	362,467
Civic Center	415,280	94,802	0	250,000	18,000	492,082
Community School	123,353	336,818	0	385,000	291,263	168,908
Auxiliary Operations	64,389	295,753	0	315,000	249,416	110,726
Extracurricular Activities Fees	71,259	100,953	0	120,000	81,071	91,141
Gifts and Donations	85,367	51,630	0	130,000	65,814	71,183
Career & Tech. Ed. & Voc. Ed. Projects	0	0	0	0	0	0
Fingerprint	5,441	0	0	3,000	2,200	3,241
School Opening	0	0	0	0	0	0
Insurance Proceeds	36,237	15,161	0	30,000	11,059	40,339
Textbooks	3,404	1,857	0	5,200	0	5,261
Litigation Recovery	383	0	0	25,000	0	383
Indirect Costs	240,931	0	39,718	150,000	67,958	212,691
Unemployment Insurance	172,521	0	0	70,000	15,144	157,377
Teacherage	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
Joint Technical Education	0	0	0	0	0	0
Impact Aid Revenue Bond Building	0	0	0	0	0	0
Debt Service	2,072,615	2,061,585	0	0	2,203,675	1,930,525
Emergency Deficiencies Correction	0	0	0	0	0	0
Building Renewal Grant	(42,050)	1,409,833	0	3,157,009	1,468,016	(100,233)
Impact Aid Rev. Bond Debt Service	0	0	0	0	0	0
Student Activities	64,443	52,522			66,060	50,905
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	255,144	1,485	0	244,500	1,485	255,144

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

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. 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.
	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, 2018. 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, 2018, 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 2018 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, 2017, should agree to the fund's ending balance reported on the AFR for FY 2017, if the ending balance was reported correctly. If the ending balance on the FY 2017 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 6/30/17. Plus: Accrued revenues as of 6/30/17, received during the 60-day period following 6/30/17. Less: Payments made during the 60-day period following 6/30/17, for goods and services received on or before 6/30/17, but not paid for by that date.
	Reporting Sub-funds	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.
	Revenue General	Revenues must include cash receipts through June 30, 2018, 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 2018; 2) property taxes collected for levies of prior fiscal years; 3) tuition received for students attending the district during FY 2018; 4) FY 2018 CSF revenues received; 5) FY 2018 state aid apportionment rollover payments made in the beginning of July 2018 (FY 2019), pursuant to Laws 2017, Ch. 305, §145. 6) the district's portion of the FY 2018 \$50,000,000 from 2016 Prop 123 additional funding. In addition, revenues must include any cash receipts of FY 2018 that relate to a prior fiscal year but were not received in the prior year's encumbrance period; such as, FY 2017 Statewide recalculation adjustments made in September 2017, as described in School Finance Memorandum 18-015.
	Expenditure General	Expenditures must include cash disbursements through June 30, 2018, and payments made after fiscal year-end, but prior to August 30, 2018, for goods and services received on or before June 30, 2018.

AFR Instructions

Page	Reference	Instructions
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, 2017, and June 30, 2018, 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 2018 \$50,000,000 from 2016 Prop 123 additional funding. Do not include 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	Do not include 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 Fund. Impact Aid revenues should be recorded in the Impact Aid Fund, but may be transferred to the M&O fund 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

Page	Reference	Instructions
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.
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	<p>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. The amounts reported on lines 2-11 may not include all expenditures of these funds as shown on line 1. 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.</p> <p>In addition, the detailed expenditures reported in lines 2-11 must be separately 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.</p>
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, 2018. 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, 2018. This amount will not appear on the capital assets list as of June 30, 2018, as these amounts are not recorded on the list until the project(s) is completed.
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.

AFR Instructions

Page	Reference	Instructions
5	Net Other Financing Sources and Uses Including Transfers	<p>Monies received from other financing sources and transfers-in should not be included in the revenues column. Outlays for other financing uses and transfers-out should not 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>
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>Monies received from other financing sources and transfers-in should not be included in the revenues column. Outlays for other financing uses and transfers-out should not 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 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—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.
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.
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.

AFR Instructions

Page	Reference	Instructions
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>Bonds—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 must be entered as a negative number (with a minus sign).</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, 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>DO NOT INCLUDE 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, not the amount approved by the county.
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, excluding applicable impact aid fund monies).</p> <p>Current expenditures include expenditures from all funds for elementary and secondary education (e.g., M&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>

Page	Reference	Instructions
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>
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>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>For more information on Form 33, please refer to the Page 9 General instruction below.</p>
7	Section H—FY 2018 Additional Teacher Salary Increases	<p>This section is used to report information related to the calculation and payment of the intended 1.06% teacher salary increase provided by Laws 2017, Ch. 305, §33. Districts should report actual amounts for each line:</p> <ol style="list-style-type: none"> 1. Report the actual FY 2017 total salary amounts of those teachers that received payments for the intended 1.06% salary increase. 2. The amount of funding received from ADE or through levy to pay eligible teachers for the intended 1.06% salary increase in FY 2018. 3. The total amount paid to eligible teachers for the intended 1.06% salary increase in FY 2018. <p>Line 4 will calculate the difference between lines 2 and 3. Any audit findings regarding the miscalculation of these amounts shall be reported to ADE and are subject to a budget correction pursuant to §15-915.</p>

Page	Reference	Instructions
8	Section B— M&O Fund Special Education Programs by Type	<p>Report all M&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>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. State statute also includes the programs listed on lines 2-8 in the M&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&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&O Fund expenditures paid in FY 2018 related to nonfederal program and compliance audits.</p> <p>On Line D.2, enter the total actual federal audit service expenditures paid in FY 2018 from all funds.</p>
8	Sections E—Performance Pay	Do not report expenditures for the Performance Pay Component of the Classroom Site Fund or the Instructional Improvement Fund on this line.
8	Section F—Tuition	<p>Districts should use this table to report expenditures for all tuition object codes, 6561 through 6569, based on paid tuition invoices, 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>
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>
		sfbudgetteam@azed.gov
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.

AFR Instructions

Page	Reference	Instructions
9	Additional Information for NPEFS Reporting	Report all expenditures from funds 020 through 799 . 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. Do not include expenditures from Funds 001, 011, 012, and 013, as detailed information for NPEFS reporting for those funds will be obtained by ADE from pages 2 and 3 of the AFR. In addition, do not include 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.
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 not 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	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. 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.
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	JTED Districts Only	To assist ADE in collecting accurate information for the NPEFS, JTED 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.
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 2017 and FY 2018 from ADE's ADM Attending Summary reports (ADMS 45-2), available on ADE's website at the link below: www.ade.az.gov/districts
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.