SOE 06 2522-10

4/18/2005

UTAH STATE OFFICE OF EDUCATION

ANNUAL FINANCIAL REPORT

53A-3-303

Utah School Districts and Charter Schools

For Fiscal Year Ending June 30, ~~2007~~ 2008

[X] BUDGET 53A-19-101

6/21/2007 — Date of Hearing

6/21/2007 — Date of Adoption

[ ] ACTUAL 53A-3-404

6/21/2007 — Last Date Budget Amended by Board

83 AMES

Entity

Richard Clark — Prepared by

6/28/2007 — Date

rhyrumclark@juno.com

email address

I certify that the data contained in this report are true and correct to the best of my knowledge.

Nancy Carpenter — Signature of Business Administrator:

6/28/07 — Date

Return the **Budget** report (paper copy) by **July 15 (Aug 15)** to:

1. Utah State Auditor
   c/o Kent Godfrey
   Utah State Capitol Complex
   East Office Building, Suite E310
   Salt Lake City, Utah 84114

Return the **Actual** report by **October 1** to:

1. School Finance & Statistics
   Von Hortin
   von.hortin@schools.utah.gov
2. Utah State Auditor
   c/o Kent Godfrey
   Utah State Capitol Complex
   East Office Building, Suite E310
   Salt Lake City, Utah 84114

Date Received @ USOE

ANNUAL FINANCIAL REPORT

83 AMES 10 GENERAL FUND	ACTUAL FY 2006	FINAL BUDGET FY 2007	ACTUAL FY 2007	ORIGINAL BUDGET FY 2008

REVENUES

1000 REVENUES FROM LOCAL SOURCES				
1100 Property Taxes	-	-	-	-
1200 Local Governmental Units Other Than LEAs				
1310 Tuition From Pupils or Parents				
1320 Tuition from Other LEAs Within the State				
1330 Tuition From Other LEAs Outside the State				
1410 Transportation Fees From Pupils or Parents				
1420 Transportation Fees From Other LEAs Within the State				
1430 Transportation Fees From Other LEAs Outside the State				
1500 Earnings on Investments	14,215	26,200		26,307
1700 Student Activities		6,000		6,065
1900 Other Revenues From Local Sources				
1910 Rentals				
1920 Contributions and Donations from Private Sources/Foundation	47,893	34,474		47,211
1940 Textbooks (Sales and Rentals)	45,544	39,005		40,005
1950 Other Revenues From Other School Districts				
1960 Other Revenues from Other Local Governments				
1980 Refunds of Prior Year Expenditures				
1990 Miscellaneous	15,820	49,274		5,824
TOTAL REVENUES FROM LOCAL SOURCES	**123,472**	**154,953**	**-**	**125,412**

ANNUAL FINANCIAL REPORT

83 AMES 10 GENERAL FUND		ACTUAL FY 2006	FINAL BUDGET FY 2007	ACTUAL FY 2007	ORIGINAL BUDGET FY 2008
3000 REVENUES FROM STATE SOURCES					
	Minimum School Programs (From District Summary-Final)				
	Regular Basic Programs				
3010	Regular School Program K-12	1,157,328	1,232,670		1,282,140
3015	Necessary Existent Small Schools				
3020	Professional Staff	54,394	66,564		69,236
3025	Administrative Costs	2,091	1,341		13,175
	Restricted Basic Programs				
3105	Special Education -- Add-On	28,825	82,171		87,763
3110	Special Education -- Self-Contained				
3120	Extended Year Program -- Severely Disabled				
3125	Special Education -- State Programs				
3155	Applied Technology -- Add-On				
3160	Applied Technology -- Set-Aside				
3230	Class Size Reduction (State Funds)				
	TOTAL BASIC SCHOOL PROGRAM GENERATED	**1,242,638**	**1,382,746**	**-**	**1,452,314**
	Other Minimum School Programs				
3211	Gifted and Talented	2,070	2,100		2,227
3212	Advanced Placement				
3213	Concurrent Enrollment	8,357	26,820		29,806
3215	At-Risk -- Regular Program	4,541	4,228		4,480
3218	At-Risk -- Homeless and Minority	1,219	969		969
3219	At-Risk -- MESA	7,000	3,997		3,997
3220	At-Risk -- Gang Prevention				
3221	At-Risk -- Youth-in-Custody				
3255	Quality Teaching Block Grant	22,687	49,620		66,373
3260	Local Discretionary Block Grant	22,622	21,071		20,788
3270	Interventions for Student Success Block Grant	12,533	12,325		12,979
3405	Social Security and Retirement	230,696	257,217		265,587
3415	Pupil Transportation				
3423	Out-of-State Tuition				
3466	Highly Impacted Schools				
3471	Guarantee on Transportation Levy				
3520	School Land Trust Program	14,658	19,204		16,403
3521	Electronic High School				
3555	Voted Leeway				
3560	Board Leeway				
3805	K-3 Reading Achievement				
3522	Job Enhancement				
3867	Charter School Local Replacement	444,573	478,793		503,200
	TOTAL MINIMUM SCHOOL PROGRAM GENERATED	**2,013,594**	**2,259,090**	**-**	**2,379,123**
	Less Basic Local Levy				
	TOTAL STATE SUPPORT AMOUNT *	**2,013,594**	**2,259,090**	**-**	**2,379,123**
	Other State Sources				
3700	Other Revenues From State Sources (Non-MSP)				
3710	Driver Education (Behind-the-Wheel)				
3866	Charter School Startup (New in FY06)				
3800	Supplementals / Other Bills	8,411	198,664		292,894
3900	Revenues From Other State Agencies				
TOTAL REVENUES FROM STATE SOURCES		**2,022,005**	**2,457,754**	**-**	**2,672,017**

* Actual Total State Support Amount should correspond with amount reported on the District Summary-Final for the year

ANNUAL FINANCIAL REPORT

83 AMES 10 GENERAL FUND		ACTUAL FY 2006	FINAL BUDGET FY 2007	ACTUAL FY 2007	ORIGINAL BUDGET FY 2008
4000 REVENUES FROM FEDERAL SOURCES					
4101	Impact Aid (Title VII)				
4190	Other Unrestricted Revenue Direct From Federal				
4200	Unrestricted Federal Revenue Through State				
4300	Restricted Revenue Direct From Federal				
4500	Restricted Federal Through State				
4520	Programs for the Disabled (IDEA)	24,629	76,452		53,898
4530	Applied Technology Education				
4600	Other Restricted Federal Through State	344,106	150,326		63,877
4700	Federal Received Through Other Agencies				
4800	No Child Left Behind (NCLB)	61,880	59,602		65,853
4810	Federal Forest Service (in Lieu of Tax)				
TOTAL REVENUES FROM FEDERAL SOURCES		**430,615**	**286,380**	**-**	**183,628**
TOTAL REVENUES, 10 GENERAL FUND		**2,576,092**	**2,899,087**	**-**	**2,981,057**

ANNUAL FINANCIAL REPORT

83 AMES 10 GENERAL FUND		ACTUAL FY 2006	FINAL BUDGET FY 2007	ACTUAL FY 2007	ORIGINAL BUDGET FY 2008
EXPENDITURES					
1000 INSTRUCTION					
131	Salaries - Teachers	611,463	750,346		873,967
132	Salaries - Substitute Teachers	3,840	9,300		8,180
161	Salaries - Teacher Aides and Paraprofessionals	25,053	69,830		57,685
100	Salaries - All Other				
	Total Salaries (100)	**640,356**	**829,476**	-	**939,832**
210	Retirement	87,809	123,061		140,735
220	Social Security	46,674	63,441		71,898
240	Insurance (Health/Dental/Life)	86,411	126,837		139,695
200	Other Benefits	5,046	7,632		6,585
	Total Benefits (200)	**225,940**	**320,971**	-	**358,913**
300	Purchased Professional and Technical Services	116,005	161,908		151,949
400	Purchased Property Services	6,462			1,989
500	Other Purchased Services	36,839	9,173		18,465
561	Tuition to Other School Districts Within the State	284,725	353,600		361,689
562	Tuition to Other School Districts Outside the State				
563	Tuition to Private Schools				
564	Tuition to Educational Service Agencies Within the State				
565	Tuition to Educational Service Agencies Outside the State				
566	Tuition to Charter Schools				
567	Tuition to School Districts for Voucher Payments				
569	Tuition--Other				
	Total Other Purchased Services (500)	**321,564**	**362,773**	-	**380,154**
600	Supplies	88,348	72,809		86,511
641	Textbooks	63,779	42,055		34,600
	Total Supplies (600)	**152,127**	**114,864**	-	**121,111**
700	Property (Instructional Equipment)	107,204	38,435		55,646
800	Other Objects		486		2,521
810	Dues and Fees				1,545
	Total Other Objects (800)	-	**486**	-	**4,066**
TOTAL INSTRUCTION (1000)		**1,569,658**	**1,828,913**	-	**2,013,660**
2000 SUPPORT SERVICES					
2100 SUPPORT SERVICES - STUDENTS					
141	Salaries - Attendance and Social Work Personnel		5,100		
142	Salaries - Guidance Personnel	60,186	90,452		89,938
143	Salaries - Health Services Personnel				
144	Salaries - Psychological Personnel	525			
152	Salaries - Secretarial and Clerical	8,249	11,652		11,802
100	Salaries - All Other				
	Total Salaries (100)	**68,960**	**107,204**	-	**101,740**
210	Retirement	8,854	14,747		14,162
220	Social Security	5,257	7,965		7,783
240	Insurance (Health/Dental/Life)	8,229	6,443		916
200	Other Benefits	1,234	718		712
	Total Benefits (200)	**23,574**	**29,873**	-	**23,573**
300	Purchased Professional and Technical Services				
400	Purchased Property Services				
500	Other Purchased Services	940			500
591	Services Purchased From Another District Within the State				
592	Services Purchased From Another District Outside the State				
	Total Other Purchased Services (500)	**940**	-	-	**500**
600	Supplies	552			240
700	Property	893			
800	Other Objects				
810	Dues and Fees				
	Total Other Objects (800)	-	-	-	-
TOTAL STUDENTS (2100)		**94,919**	**137,077**	-	**126,053**

ANNUAL FINANCIAL REPORT

83 AMES 10 GENERAL FUND		ACTUAL FY 2006	FINAL BUDGET FY 2007	ACTUAL FY 2007	ORIGINAL BUDGET FY 2008
2200 SUPPORT SERVICES - INSTRUCTIONAL STAFF					
115	Salaries - Supervisors & Directors	3,030	8,901		4,280
133	Salaries - Sabbatical Leave				
145	Salaries - Media Personnel - Certificated				
152	Salaries - Secretarial and Clerical				
162	Salaries - Media Personnel - Noncertificated.				
100	Salaries - All Other	2,300	11,850		21,864
	Total Salaries (100)	**5,330**	**20,751**	-	**26,144**
210	Retirement	655	1,763		3,437
220	Social Security	584	1,588		2,000
240	Insurance (Health/Dental/Life)	14	71		131
200	Other Benefits	71	164		183
	Total Benefits (200)	**1,324**	**3,586**	-	**5,751**
300	Purchased Professional and Technical Services	2,500	350		
400	Purchased Property Services				
500	Other Purchased Services	22,036	27,270		13,777
591	Services Purchased From Another District Within the State				
592	Services Purchased From Another District Outside the State				
	Total Other Purchased Services (500)	**22,036**	**27,270**	-	**13,777**
600	Supplies	1,688	27,826		3,895
644	Library Books		1,661		
650	Periodicals				
660	Audio Visual Materials				
	Total Supplies (600)	**1,688**	**29,487**	-	**3,895**
700	Property	1,006			
800	Other Objects				
810	Dues and Fees	237			
	Total Other Objects (800)	**237**	-	-	-
TOTAL INSTRUCTIONAL STAFF (2200)		**34,121**	**81,444**	-	**49,567**
2300 SUPPORT SERVICES - DISTRICT ADMINISTRATION					
110	Salaries - District Board and Administration				
115	Salaries - Supervisors and Directors				
152	Salaries - Secretarial and Clerical				
100	Salaries - All Other				
	Total Salaries (100)	-	-	-	-
210	Retirement				
220	Social Security				
240	Insurance (Health/Dental/Life)				
200	Other Benefits				
	Total Benefits (200)	-	-	-	-
300	Purchased Professional and Technical Services	6,305	12,350		8,900
400	Purchased Property Services				
500	Other Purchased Services	7,162	8,900		9,000
591	Services Purchased From Another District Within the State				
592	Services Purchased From Another District Outside the State				
	Total Other Purchased Services (500)	**7,162**	**8,900**	-	**9,000**
600	Supplies	2,458	3,675		1,000
700	Property				
800	Other Objects				
810	Dues and Fees	5,124	3,616		3,616
	Total Other Objects (800)	**5,124**	**3,616**	-	**3,616**
TOTAL DISTRICT ADMINISTRATION (2300)		**21,049**	**28,541**	-	**22,516**

ANNUAL FINANCIAL REPORT

83 AMES 10 GENERAL FUND		ACTUAL FY 2006	FINAL BUDGET FY 2007	ACTUAL FY 2007	ORIGINAL BUDGET FY 2008
2400 SUPPORT SERVICES - SCHOOL ADMINISTRATION					
121	Salaries - Principals and Assistants	89,950	151,950		158,950
152	Salaries - Secretarial and Clerical	53,954	53,852		53,486
100	Salaries - All Other		73,671		43,050
	Total Salaries (100)	**143,904**	**279,473**	-	**255,486**
210	Retirement	20,440	32,262		39,365
220	Social Security	11,009	22,307		19,545
240	Insurance (Health/Dental/Life)	15,287	22,722		24,514
200	Other Benefits	928	2,196		1,583
	Total Benefits (200)	**47,664**	**79,487**	-	**85,007**
300	Purchased Professional and Technical Services	23,101			1,500
400	Purchased Property Services				
500	Other Purchased Services	5,345	26,942		8,140
591	Services Purchased From Another District Within the State				
592	Services Purchased From Another District Outside the State				
	Total Other Purchased Services (500)	**5,345**	**26,942**	-	**8,140**
600	Supplies	3,354	8,709		5,425
700	Property	1,186	8,656		2,238
800	Other Objects				
810	Dues and Fees	1,015	500		500
	Total Other Objects (800)	**1,015**	**500**	-	**500**
TOTAL SCHOOL ADMINISTRATION (2400)		**225,569**	**403,767**	-	**358,296**
2500 SUPPORT SERVICES - CENTRAL					
100	Salaries	31,161	56,096		49,916
210	Retirement	4,488	6,180		5,960
220	Social Security	2,384	4,291		3,819
240	Insurance (Health/Dental/Life)	1,942	2,688		2,690
200	Other Benefits	271	517		361
	Total Benefits (200)	**9,085**	**13,676**	-	**12,830**
300	Purchased Professional and Technical Services	12,037			
400	Purchased Property Services				
500	Other Purchased Services	16,284	19,200		20,557
591	Services Purchased From Another District Within the State				
592	Services Purchased From Another District Outside the State				
	Total Other Purchased Services (500)	**16,284**	**19,200**	-	**20,557**
600	Supplies	1,235	6,720		6,320
700	Property	7,733	5,000		
800	Other Objects				
810	Dues and Fees				
	Total Other Objects (800)	-	-	-	-
TOTAL CENTRAL (2500)		**77,535**	**100,692**	-	**89,623**
2600 SUPPORT SERVICES - OPERATION AND MAINTENANCE OF FACILITIES					
180	Salaries - Operation and Maintenance	5,877	3,200		
100	Salaries - All Other				
	Total Salaries (100)	**5,877**	**3,200**	-	-
210	Retirement		472		
220	Social Security	451	230		
240	Insurance (Health/Dental/Life)	447	18		
200	Other Benefits		221		
	Total Benefits (200)	**898**	**941**	-	-
300	Purchased Professional and Technical Services				
400	Purchased Property Services	90,942	89,245		93,378
500	Other Purchased Services	750	750		
591	Services Purchased From Another District Within the State				
592	Services Purchased From Another District Outside the State				
	Total Other Purchased Services (500)	**750**	**750**	-	-
600	Supplies	736			
700	Property	97,149	20,510		
800	Other Objects				
810	Dues and Fees				
	Total Other Objects (800)	-	-	-	-
TOTAL OPERATION AND MAINTENANCE OF FACILITIES (2600)		**196,352**	**114,646**	-	**93,378**

ANNUAL FINANCIAL REPORT

83 AMES 10 GENERAL FUND		ACTUAL FY 2006	FINAL BUDGET FY 2007	ACTUAL FY 2007	ORIGINAL BUDGET FY 2008
2700 SUPPORT SERVICES - STUDENT TRANSPORTATION					
152	Salaries - Secretarial and Clerical				
171	Salaries - Supervisors				
172	Salaries - Bus Drivers				
173	Salaries - Mechanics and Other Garage Employees				
174	Salaries - Other (Trainers, etc.)				
	Total Salaries (100)	-	-	-	-
210	Retirement				
220	Social Security				
240	Insurance (Health / Accident / Life)				
200	Other Benefits				
	Total Benefits (200)	-	-	-	-
400	Purchased Property Services				
511	Services from Other LEAs (In State)				
512	Services from Other LEAs (Out of State)				
513	Commercial	215,766	241,698		227,964
514	Student Allowance				
515	Payments in Lieu of Transportation - Subsistence				
516	Payments of Mileage in Lieu of Bus (Dead Miles)				
521	Property Insurance				
522	Liability Insurance				
530	Communications (Telephone and Other)				
580	Travel / Per Diem				
591	Services Purchased From Another District Within the State				
592	Services Purchased From Another District Outside the State				
	Total Other Purchased Services (500)	215,766	241,698	-	227,964
624	Motor Fuel				
625	Natural Gas				
626	Electricity				
600	Other Supplies				
	Total Supplies (600)	-	-	-	-
730	Equipment				
732	School Buses				
	Total Property (700)	-	-	-	-
890	Miscellaneous Expenditures				
891	Training				
	Total Other Objects (800)	-	-	-	-
TOTAL STUDENT TRANSPORTATION (2700)		215,766	241,698	-	227,964

ANNUAL FINANCIAL REPORT

83 AMES 10 GENERAL FUND	ACTUAL FY 2006	FINAL BUDGET FY 2007	ACTUAL FY 2007	ORIGINAL BUDGET FY 2008
2900 OTHER SUPPORT SERVICES				
100 Salaries				
210 Retirement				
220 Social Security				
240 Insurance (Health / Accident / Life)				
200 Other Benefits				
Total Benefits (200)	-	-	-	-
300 Purchased Professional and Technical Services				
400 Purchased Property Services				
500 Other Purchased Services				
591 Services Purchased From Another District Within the State				
592 Services Purchased From Another District Outside the State				
Total Other Purchased Services (500)	-	-	-	-
600 Supplies				
700 Property				
800 Other Objects				
810 Dues and Fees				
Total Other Objects (800)	-	-	-	-
TOTAL OTHER SUPPORT (2900)	-	-	-	-
TOTAL SUPPORT SERVICES (2000)	**865,311**	**1,107,865**	-	**967,397**
5200 DEBT SERVICE (TAX ANTICIPATION NOTES)				
830 Interest				
TOTAL EXPENDITURES, 10 GENERAL FUND	**2,434,969**	**2,936,778**	-	**2,981,057**

OTHER FINANCING

5000 OTHER FINANCING SOURCES (USES)				
5200 Transfers In from Other Funds				
5210 Transfers Out to Other Funds				
5300 Proceeds From Sale of Capital Assets				
5400 Loan Proceeds				
5500 Capital Lease Proceeds				
5900 Other Financing Sources (Uses) (Add Explanation)				
6000 OTHER ITEMS				
6100 Capital Contributions				
6300 Special Items				
6400 Extraordinary Items				
TOTAL OTHER FINANCING SOURCES (USES) AND OTHER ITEMS	-	-	-	-

ANNUAL FINANCIAL REPORT

83 AMES 10 GENERAL FUND	ACTUAL FY 2006	FINAL BUDGET FY 2007	ACTUAL FY 2007	ORIGINAL BUDGET FY 2008

SUMMARY - 10 GENERAL FUND

REVENUES BY SOURCE				
1000 Total Local	123,472	154,953	-	125,412
3000 Total State	2,022,005	2,457,754	-	2,672,017
4000 Total Federal	430,615	286,380	-	183,628
TOTAL REVENUES	**2,576,092**	**2,899,087**	**-**	**2,981,057**
EXPENDITURES BY OBJECT				
100 Salaries	895,588	1,296,200	-	1,373,118
200 Employee Benefits	308,485	448,534	-	486,074
300 Purchased Professional and Technical Services	159,948	174,608	-	162,349
400 Purchased Property Services	97,404	89,245	-	95,367
500 Other Purchased Services	589,847	687,533	-	660,092
600 Supplies	162,150	163,455	-	137,991
700 Property	215,171	72,601	-	57,884
800 Other Objects	6,376	4,602	-	8,182
TOTAL EXPENDITURES	**2,434,969**	**2,936,778**	**-**	**2,981,057**
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	**141,123**	**(37,691)**	**-**	**-**
OTHER FINANCING SOURCES (USES) AND OTHER ITEMS	**-**	**-**	**-**	**-**
NET CHANGE IN FUND BALANCE	**141,123**	**(37,691)**	**-**	**-**
FUND BALANCE - BEGINNING (From Prior Year)	**229,140**	**370,071**		**332,380**
Adjustments to Beginning Fund Balance (Attach Detail)				
FUND BALANCE - ENDING	**370,263**	**332,380**	**-**	**332,380**

Explanation (5900 and Adjustment to Beginning Fund Balance)

ANNUAL FINANCIAL REPORT

83 AMES SUMMARY - ALL FUNDS	ACTUAL FY 2006	FINAL BUDGET FY 2007	ACTUAL FY 2007	ORIGINAL BUDGET FY 2008
REVENUES BY SOURCE				
1000 Total Local	123,472	154,953	-	125,412
3000 Total State	2,022,005	2,457,754	-	2,672,017
4000 Total Federal	430,615	286,380	-	183,628
TOTAL REVENUES	**2,576,092**	**2,899,087**	**-**	**2,981,057**
EXPENDITURES BY OBJECT				
100 Salaries	895,588	1,296,200	-	1,373,118
200 Employee Benefits	308,485	448,534	-	486,074
300 Purchased Professional and Technical Services	159,948	174,608	-	162,349
400 Purchased Property Services	97,404	89,245	-	95,367
500 Other Purchased Services	589,847	687,533	-	660,092
600 Supplies	162,150	163,455	-	137,991
700 Property	215,171	72,601	-	57,884
800 Other Objects	6,376	4,602	-	8,182
TOTAL EXPENDITURES	**2,434,969**	**2,936,778**	**-**	**2,981,057**
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	**141,123**	**(37,691)**	**-**	**-**
OTHER FINANCING SOURCES (USES) AND OTHER ITEMS	**-**	**-**	**-**	**-**
NET CHANGE IN FUND BALANCE	**141,123**	**(37,691)**	**-**	**-**
FUND BALANCE - BEGINNING (From Prior Year)	**229,140**	**370,071**	**-**	**332,380**
Adjustments to Beginning Fund Balance	**-**	**-**	**-**	**-**
FUND BALANCE - ENDING	**370,263**	**332,380**	**-**	**332,380**

EOF

ANNUAL FINANCIAL REPORT INSTRUCTIONS

GENERAL INSTRUCTIONS:

a. **Rounding:** Round all amounts to the nearest whole dollar.

b. **Blank Spaces:** If a cell on the report is not needed, please leave the cell entirely blank. (No space characters please, use the delete key to clear the cell.)

c. **Actual Revenues and Expenditures Column (FY2006):** The 2006 Actuals have been pre-loaded as well as the 2007 budget. The cells are not locked however so you can change them. Please complete the fiscal year 2006 actual and fiscal year 2007 budget columns.

d. To switch from Budget to Actual or from Actual to Budget reporting, select **Tools, Toggle Budget\Actual** from the menu.

e. To make an unprotected Draft copy (for District use only), select **Tools, Draft Copy** from the menu while on the desired sheet.

BUDGET

1. **SPECIFIC INSTRUCTIONS:**

   a. **Verify that an "X" is in the BUDGET square on the Cover Page.** If not, toggle to the Budget Report (see item [d] of the General Instructions).

   b. **Final Budget (Current Year):** Report final budget amounts adopted by the Board. Please complete the fiscal year 2006 budget column

   c. **Original Budget (FY2006):** Report projected amounts for the upcoming year.

   d. **Balance Sheet not required to be completed for budget report.**

2. **DUE DATE:**

   School Districts,

   a. **July 15** if the adopted tax rate is equal to or less than the certified rate.

   b. **August 15** if the adopted tax rate is greater than the certified rate.

   Charter Schools, July 15

3. **ACCOUNT CODING:**

   The classifications and definitions used in budgeting for revenues and expenditures in the various funds should be in accordance with those found in the School Finance and Statistics Workshop Book, the AICPA Audit and Accounting Guide, "Audits of State and Local Governments", or the NCES Financial Accounting for School Systems manual. Fiscal year 2005 eliminates function codes 2800 and combines them in function code 2500. Also, local revenue has been expanded, sources and uses of funds have been combined, and additional expenditure codes have been added.

4. **UNDISTRIBUTED RESERVE:**

   Undistributed Reserve is limited to 5% of the current or past General Fund budgeted expenditures under 53A-19-103. (Interpretation per State Auditor's office)

5. USE OF CAPITAL OUTLAY LEVY PROCEEDS FOR 10% OF BASIC PROGRAM:

Section 53A-17a-145 authorizes school districts to increase their local levy to provide for an amount equal to ten percent of the yield of the basic program. The proceeds are to be used for debt service, the construction or remodeling of school buildings, or the purchase of school sites, buses, equipment, textbooks, and supplies. Revenues and expenditures (or transfers) from this levy are currently reported in the Capital Projects Fund.

6. DISTRIBUTION OF THE BUDGET REPORT:

Please send a completed (paper copy) report to:

* Utah State Auditor
  c/o Kent Godfrey
  Utah State Capitol Complex
  East Office Building, Suite E310
  Salt Lake City, Utah 84114

ANNUAL FINANCIAL REPORT INSTRUCTIONS

ACTUAL

1. **SPECIFIC INSTRUCTIONS:**
   a. **Verify that an "X" is in the ACTUAL square on the Cover Page.** If not, toggle to the Actual Report (see item [d] on the General Instructions).
   b. Submit two separate reports: **(1)** an independently audited financial report consistent with generally accepted accounting principles (51-2-1), and **(2)** an Annual Financial Report (AFR), which reflects the requirements of the USOE (53A-3-404). Corresponding amounts in each report, such as fund revenue, expenditure, and equity amounts should be exactly the same.
   c. After being reviewed and reconciled, AFR data are compiled and published in the **Annual Report of the State Superintendent of Public Instruction.** Detailed financial data are used in the school finance legislative process.

2. **SIGNATURES:**

   The AFR shall be signed by the Business Administrator, indicating that the report is accurate to the best of his/her knowledge. Submit the signed cover page to the State Office of Education as per address found under Distribution of the Annual Financial Report (AFR).

3. **DUE DATES (UCA 53A-3-404 & 53A-1a-507):**
   a. The AFR is due **October 1**.
   b. School District Audit Report is due **November 30.**
   c. Charter School Audit Report is due **November 30**.

4. **ACCOUNT CODING:**

   The classifications and definitions used in accounting for assets, liabilities, revenues, expenditures, and fund equity of the various funds and programs shall be in accordance with those found in the School Finance and Statistics Workshop Book, the AICPA Audit and Accounting Guide, "Audits of State and Local Governments", or the NCES Financial Accounting for School Systems manual (2003 edition).

5. **GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP):**

   State law (53A-3-303) requires that school districts use uniform budgeting, accounting, and auditing procedures which shall be in accordance with generally accepted accounting principles and auditing standards. Interpretations and statements by the National Council on Governmental Accounting, the Governmental Accounting and Standards Board, and the UASBO Accounting and Reporting Practices Committee provide further guidance.

6. **UNDISTRIBUTED RESERVE:**
   If an undistributed reserve has been established as allowed in section 53A-19-103, the amount designated should be shown on the balance sheet of the Annual Financial Report.

ANNUAL FINANCIAL REPORT INSTRUCTIONS

7. DISTRIBUTION OF THE ANNUAL FINANCIAL REPORT (AFR):

Please email the completed report to:

* School Finance & Statistics
  Von Hortin
  von.hortin@schools.utah.gov

Please send the signature page to:

* School Finance & Statistics
  c/o Von Hortin
  Utah State Office of Education
  250 East 500 South
  P. O. Box 144200
  Salt Lake City, UT 84114-4200

Please send the completed (paper copy) report to:

* Utah State Auditor
  c/o Kent Godfrey
  Utah State Capitol Complex
  East Office Building, Suite E310
  Salt Lake City, Utah 84114

8. DISTRIBUTION OF THE AUDIT REPORT:

Please send one copy to:

* School Finance & Statistics
  c/o Von Hortin
  Utah State Office of Education
  250 East 500 South
  P.O. Box 144200
  Salt Lake City, Utah 84114-4200

* Utah State Auditor
  c/o Kent Godfrey
  Utah State Capitol Complex
  East Office Building, Suite E310
  Salt Lake City, Utah 84114

* Bureau of the Census
  Attention: Single Audit Clearinghouse
  Data Preparation Division
  1201 East 10th Street
  Jeffersonville, Indiana 47132
  (include signed copy of Data Collection Form)