**Overview**

Pursuant to [**C.R.S. 22-30.5-112**](http://www.lexisnexis.com/hottopics/colorado?app=00075&view=full&interface=1&docinfo=off&searchtype=get&search=C.R.S.+22-30.5-112)**(7)**, a charter school is required to comply with all of the state financial and budget rules, regulations, and financial reporting requirements with which the chartering school district is required to comply.  This form may be used to provide assurances related to those requirements. This form may be required by an authorizer when an authorizer does not provide assurances for the charter school(s) within the authorizer’s FORM AFA2017 or to support compliance monitoring by the authorizer.

**Completion and submission**

1. Open header and select the charter school from drop down. Schools are ordered by authorizer numeric code then by school name.
2. Select the appropriate response for each assurance. **Note:** Select “N/A” when item is not applicable.
3. Complete an Attachment A for each “No” response.
4. Scan to PDF the completed and signed CHARTER FORM AFA2017 with, if applicable, an Attachment A for each “No” response.
5. Forms executed by a charter school should be submitted to the authorizer. Forms executed by an authorizer should be submitted to CDE with the following items as PDF files via email attachments to: **schoolfinance@cde.state.co.us**
	* FORM AFA2017 for the authorizer
	* Audited financial statements for year ended June 30, 2017 (including audit reports for charter schools, if applicable)
	* Grant Revenue Reconciliation Report with responses for all differences in column 9
	* Finance December Error Detail Report - Rollup with confirmation or responses for all warning edits

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ref.** | **Description** | **Statute** | **Assurance** | **Response** |
| 44-1 | Ongoing deficit | [**C.R.S. 22-44-102**](http://www.lexisnexis.com/hottopics/colorado?app=00075&view=full&interface=1&docinfo=off&searchtype=get&search=C.R.S.+22-44-102)**(7.3)** | Each governmental fund reported positive or zero unassigned fund balance and each proprietary fund reported positive or zero unrestricted net position.  | Select One |
| 44-2 | Detail of budget | [**C.R.S. 22-44-105**](http://www.lexisnexis.com/hottopics/colorado?app=00075&view=full&interface=1&docinfo=off&searchtype=get&search=C.R.S.+22-44-105) **(1)(c)** | The budget for fiscal year 2016-17 itemizes expenditures by fund and by pupil. | Select One |
| 44-3 | TABOR | [**C.R.S. 22-44-105**](http://www.lexisnexis.com/hottopics/colorado?app=00075&view=full&interface=1&docinfo=off&searchtype=lt&search=C.R.S.+22-44-105)**(1)(c.5)** | The three percent emergency reserve required by TABOR has been properly reported. | Select One |
| 44-4 | Uniform summary sheet | [**C.R.S. 22-44-105**](http://www.lexisnexis.com/hottopics/colorado?app=00075&view=full&interface=1&docinfo=off&searchtype=lt&search=C.R.S.+22-44-105)**(1)(d.5)** | The budget for fiscal year 2016-17 includes a uniform summary sheet for each fund. | Select One |
| 44-5 | Use of beginning fund equity | [**C.R.S. 22-44-105**](http://www.lexisnexis.com/hottopics/colorado?app=00075&view=full&interface=1&docinfo=off&searchtype=lt&search=C.R.S.+22-44-105)**(1.5)(a)&(c)** | For budgets that include the use of beginning fund equity, a resolution was adopted by the board specifically authorizing this use. | Select One |
| 44-6 | Budgetary reserves | [**C.R.S. 22-44-106**](http://www.lexisnexis.com/hottopics/colorado?app=00075&view=full&interface=1&docinfo=off&searchtype=get&search=C.R.S.+22-44-106)**(2)** | Non-appropriated operating reserves plus any non-appropriated beginning fund balance was less than 15% of total general fund budgeted expenditures. | Select One |
| 44-7 | Appropriation resolution | [**C.R.S. 22-44-107**](http://www.lexisnexis.com/hottopics/colorado?app=00075&view=full&interface=1&docinfo=off&searchtype=get&search=C.R.S.+22-44-107) | The board adopted an appropriation resolution for the amounts of the adopted budget. | Select One |
| 44-8 | Preparation of budget | [**C.R.S. 22-44-108**](http://www.lexisnexis.com/hottopics/colorado?app=00075&view=full&interface=1&docinfo=off&searchtype=get&search=C.R.S.+22-44-108)**(1)(c)** | A proposed budget for fiscal year 2016-17 was submitted to the board by May 31, 2016. | Select One |
| 44-9 | Notice of proposed budget | [**C.R.S. 22-44-109**](http://www.lexisnexis.com/hottopics/colorado?app=00075&view=full&interface=1&docinfo=off&searchtype=get&search=C.R.S.+22-44-109) | Notice was made in accordance with law that the proposed budget is available for public inspection. | Select One |
| 44-10 | Adoption of budget | [**C.R.S. 22-44-110**](http://www.lexisnexis.com/hottopics/colorado?app=00075&view=full&interface=1&docinfo=off&searchtype=get&search=C.R.S.+22-44-110)**(4)** | The budget for fiscal year 2016-17 was adopted by the board by June 30, 2016. | Select One |
| 44-11 | Supplemental budget | [**C.R.S. 22-44-110**](http://www.lexisnexis.com/hottopics/colorado?app=00075&view=full&interface=1&docinfo=off&searchtype=get&search=C.R.S.+22-44-110)**(5)** | Modifications to the budget after January 31, 2017 were made through adoption of a supplemental budget by the board. | Select One |
| 44-12 | Interfund borrowing | [**C.R.S. 22-44-113**](http://www.lexisnexis.com/hottopics/colorado?app=00075&view=full&interface=1&docinfo=off&searchtype=get&search=C.R.S.+22-44-113)**(1)** | Interfund borrowings were repaid within 3 months of the fiscal year end. | Select One |
| 44-13 | Spending in excess of appropriations | [**C.R.S. 22-44-115**](http://www.lexisnexis.com/hottopics/colorado?app=00075&view=full&interface=1&docinfo=off&searchtype=get&search=C.R.S.+22-44-115)**(1)** | Spending did not exceed amounts appropriated for each fund. | Select One  |
| 44-14 | Use of handbook and chart of accounts | [**C.R.S. 22-44-204**](http://www.lexisnexis.com/hottopics/colorado?app=00075&view=full&interface=1&docinfo=off&searchtype=get&search=C.R.S.+22-44-204)**(3)** | The financial policies and procedures handbook and chart of accounts were used for budget development, maintaining financial records, and periodic presentation of financial information to the board. | Select One  |
| 44-15 | Financial transparency | [**C.R.S. 22-44-304**](http://www.lexisnexis.com/hottopics/colorado?app=00075&view=full&interface=1&docinfo=off&searchtype=get&search=C.R.S.+22-44-304) | Information required by the Public School Financial Transparency Act was made available on-line in a downloadable format. **Note:** *Check the organization’s website to ensure all required documents are posted and current.* | Select One |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ref.** | **Description** | **Statute** | **Assurance** | **Response** |
| 45-1 | Enterprise fund accounting | [**C.R.S. 22-45-102**](http://www.lexisnexis.com/hottopics/colorado?app=00075&view=full&interface=1&docinfo=off&searchtype=get&search=C.R.S.+22-45-102)**(1)(a)** | The full accrual basis of accounting was used for budgeting and accounting for enterprise funds. | Select One |
| 45-2 | Generally Accepted Accounting Principles | [**C.R.S. 22-45-102**](http://www.lexisnexis.com/hottopics/colorado?app=00075&view=full&interface=1&docinfo=off&searchtype=get&search=C.R.S.+22-45-102)**(1)(a)** | Financial records are kept in accordance with generally accepted principles of governmental accounting. | Select One |
| 45-3 | Board review of financial condition | [**C.R.S. 22-45-102**](http://www.lexisnexis.com/hottopics/colorado?app=00075&view=full&interface=1&docinfo=off&searchtype=get&search=C.R.S.+22-45-102)**(1)(a) & (b)** | The board required the preparation of financial reports that included at a minimum the information required by state law. The board used these reports to review the financial condition of the entity at least quarterly during the fiscal year. | Select One |
| 45-4 | Financial records | [**C.R.S. 22-45-102**](http://www.lexisnexis.com/hottopics/colorado?app=00075&view=full&interface=1&docinfo=off&searchtype=get&search=C.R.S.+22-45-102)**(2)** | All financial records are maintained at the principal administrative offices and general ledger accounts are posted and reconciled at least monthly. | Select One |

**SECTION 3 - Certification of assurances**

I certify, to the best of my knowledge and belief, that the assurances provided in Sections 1 and 2 are true and correct. I further certify that all information provided with Attachment A(s), if applicable, is true and correct.

Chief Financial Officer/Business Manager (signature) (printed name)

Date:

Principal/Executive Director (signature) (printed name)

Date:

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

President of the Board (signature) (printed name)

Date: