



Overview

This form is required pursuant to Section 22-11-206(4), C.R.S. The school district must submit an assurance form certifying the school district's substantial and good-faith compliance with the a) School District Budget Law, b) Financial Policies and Procedures Act, c) Public School Financial Transparency Act, and d) accounting and reporting. The Colorado Department of Education monitors the district's compliance by reviewing the district's finance data pipeline submission, audited financial statements, financial transparency website, and responses from management to inquiries related to those reviews. Good-faith compliance is determined, in part, by the assurances provided below as certified by those charged with governance.

Additional information for charter school authorizers

The assurances provided with this form are also applicable to all charter schools unless a separate CHARTER FORM AFA2018 is executed by or on behalf of a charter school and provided to CDE. The submission of a CHARTER FORM AFA2018 by an authorizer communicates that the authorizer does not provide the assurances for that charter school within the authorizer's FORM AFA2018. If applicable, CHARTER FORM AFA2018(s) should be submitted with an authorizer's FORM AFA2018.

Completion and submission

1. Open header and select entity from the drop down.
2. Select the appropriate response for each assurance. Note: select "N/A" when item is not applicable.
3. Complete an Attachment A for each "No" response.
4. Scan to PDF the completed and signed FORM AFA2018 with, if applicable, an Attachment A for each "No" response.
5. Submit with the following items as PDF files via email attachments to: schoolfinance@cde.state.co.us
 - a. Audited financial statements for year ended June 30, 2018 (including audit reports for charter schools, if applicable)
 - b. Grant Revenue Reconciliation Report from data pipeline with responses for all differences in column 9
 - c. Finance December Error Detail Report - Rollup from data pipeline with confirmation or responses for all warning edits

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

Ref.	Description	C.R.S. Section	Assurance	Response
44-1	Adopt budget and an appropriation resolution	22-44-103(1) 22-44-107	The board of education adopted a budget and an appropriation resolution prior to June 30, 2017. If no, please address compliance with Section 22-44-104, C.R.S., in an Attachment A. <i>Note:</i> the appropriation resolution may by reference incorporate the budget as adopted.	Select One





Ref.	Description	C.R.S. Section	Assurance	Response
44-2	Detail of budget	22-44-105(1)(c)	The budget for fiscal year 2017-18 itemizes expenditures by fund and by pupil.	Select One
44-3	TABOR	22-44-105(1)(c.5)	The three percent emergency reserve required by TABOR has been properly reported using a) unrestricted general funds, b) cash fund emergency reserves, or c) a statutorily approved alternative.	Select One
44-4	Uniform summary sheet	22-44-105(1)(d.5)	The budget for fiscal year 2017-18 includes a uniform summary sheet for each fund.	Select One
44-5	Use of beginning fund balance	22-44-105(1.5)(a)&(c)	For budgets that include the use of beginning fund balance, a resolution was adopted by the board specifically authorizing this use and stating the district's plan to ensure that use will not lead to an ongoing deficit.	Select One
44-6	Contingency reserve - operating reserve	22-44-106(2)	If applicable, the board of education adopted a board resolution committing fund balance, which is limited to 15% of total general fund budgeted expenditures, considered as a beginning general fund balance for the 2018-19 fiscal year and thereby unavailable for appropriation during the 2017-18 fiscal year.	Select One
44-7	Preparation of budget	22-44-108(1)(c)	A proposed budget for fiscal year 2017-18 was submitted to the board by May 31, 2017.	Select One
44-8	Notice of proposed budget	22-44-109	Notice was made in accordance with law that the proposed budget is available for public inspection.	Select One
44-9	Adoption of budget	22-44-110(4)	The budget for fiscal year 2017-18 was adopted by the board by June 30, 2017.	Select One
44-10	Supplemental budget	22-44-110(5)	Modifications to the budget after January 31, 2018, were made through adoption of a supplemental budget by the board.	Select One
44-11	Interfund borrowing	22-44-113(1)	Interfund borrowings were repaid within 3 months of the fiscal year end.	Select One
44-12	Spending in excess of appropriations	22-44-115(1)	Spending did not exceed amounts appropriated for each fund.	Select One
44-13	Use of handbook and chart of accounts	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





Ref.	Description	C.R.S. Section	Assurance	Response
44-14	Financial transparency	22-44-304	Information required by the Public School Financial Transparency Act was made available on-line in a downloadable format. <i>Note:</i> Check the organization's website to ensure all required documents are posted and current.	Select One

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

Ref.	Description	C.R.S. Section	Assurance	Response
45-1	Enterprise fund accounting	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	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	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 reviewed the financial condition of the entity at least quarterly during the fiscal year.	Select One
45-4	Financial records	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
45-5	Bond redemption fund	22-45-103(1)(b)	A third party custodian was designated to administer the bond redemption fund.	Select One

PART 3 - Assurance required pursuant to Section 22-11-206(4)(b), C.R.S.

Ref.	Description	C.R.S. Section	Assurance	Response
30.5-1	Itemized accounting to charter schools	22-30.5-112(2)(a.4)	An itemized accounting of all costs charged to charter schools was provided to those schools by September 30, 2018.	Select One

PART 4 - Optional disclosures

Accounting general ledger software information:

Company/vendor name: Replace with name

Company/vendor contact: Name: Replace with name

Email: Replace with email





PART 5 - Certification of assurances

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

Chief Financial Officer/Business Manager (signature)

(printed name)

Date: _____

Superintendent/Executive Director (signature)

(printed name)

Date: _____

I certify that the board reviewed the assurances and approved the related responses.

President of the Board (signature)

(printed name)

Date: _____

