**Overview**

This form is required pursuant to [**C.R.S. 22-11-206**](http://www.lexisnexis.com/hottopics/colorado?app=00075&view=full&interface=1&docinfo=off&searchtype=get&search=C.R.S.+22-11-206)**(4).** The Colorado Department of Education must determine annually if substantial and good-faith compliance was achieved with relevant provisions of state law and generally accepted accounting principles. Substantial compliance is determined through review of the finance data pipeline submission, audited financial statements, and responses from management to inquiries related to those reviews. Good-faith compliance is determined, in part, by the assurances provided below as certified by those charged with governance.

**Additional information for charter school authorizers**

The assurances provided with this form are also applicable to all charter schools unless a separate CHARTER FORM AFA2016 is executed by or on behalf of a charter school and provided to CDE. The provision of a CHARTER FORM AFA2016 by an authorizer communicates that the authorizer does not provide the assurances for that charter school within the authorizer’s FORM AFA2016. If applicable, CHARTER FORM AFA2016(s) should be submitted with an authorizer’s FORM AFA2016.

**Completion and submission**

1. Open header and select entity from drop down.
2. Select the appropriate response for each assurance. **Note:** Select “N/A” when item is not applicable.
3. Complete an Attachment A for each “No” response.
4. Scan to PDF the completed and signed FORM AFA2016 with, if applicable, an Attachment A for each “No” response.
5. Submit with the following items as PDF files via email attachments to: [**schoolfinance@cde.state.co.us**](mailto:schoolfinance@cde.state.co.us)
   * Audited financial statements for year ended June 30, 2016 (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 2014-15 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 2014-15 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 2014-15 was submitted to the board by May 31, 2014. | 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 2015-16 was adopted by the board by June 30, 2015. | 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, 2014 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 |
| 45-5 | Bond redemption fund | [**C.R.S. 22-45-103**](http://www.lexisnexis.com/hottopics/colorado?app=00075&view=full&interface=1&docinfo=off&searchtype=get&search=C.R.S.+22-45-103)**(1)(b)** | A third party custodian was designated to administer the bond redemption fund. | Select One |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ref.** | **Description** | **Statute** | **Assurance** | **Response** |
| 30.5-1 | Itemized accounting to charter schools | [**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)**(2)(a.4)** | An itemized accounting of all costs charged to charter schools was provided to those schools by September 30, 2015. | Select One |

**SECTION 4 - Optional disclosures**

Accounting general ledger software information:

Company/vendor name: Enter name

Company/vendor contact: Name: Enter Contact Name Email: Enter Email

**SECTION 5 - Certification of assurances**

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

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

Date:

Superintendent/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: