**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)(a).** The Colorado Department of Education and the U.S. Department of Education must determine annually if substantial and good-faith compliance was achieved with relevant provisions of state law, generally accepted accounting principles, and the terms and conditions of federal awards. 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.

**Completion and submission**

1. Update header with entity legal name and four digit entity numeric code. **(link to list of legal names and codes).**
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. **(link to Attachment A).**
4. Scan to PDF the completed and signed Form AFA2015 with, if applicable, an Attachment A for each “No” response.
5. Submit AFA2015 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, 2015 (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 with confirmation or responses for all warning edits

**SECTION 1 - Assurances required by state statute**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ref** | **Description** | **Statute** | **Assurance** | **Response** |
| A-1 | Bond redemption fund | [**C.R.S. 22-45-103**](http://www.lexisnexis.com/hottopics/colorado?app=00075&view=full&interface=1&docinfo=off&searchtype=lt&search=C.R.S.+22-45-103)**(1)(b)** | A third party custodian was designated to administer the bond redemption fund. | Select One |
| A-2 | Board review of financial condition | 22-45-102(1)(b) | The board reviewed the financial condition at least quarterly. | Select One |
| A-3 | 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 |
| A-4 | Generally accepted accounting principles | 22-45-102(1)(a) | Financial records are kept in accordance with generally accepted principles of governmental accounting. | Select One |
| A-5 | Financial transactions, budget entries, and accounts | 22-45-102(1)(a) | Financial transactions are recorded in general, appropriation, revenue and expenditure records. Amounts from the adopted budget were recorded in the funds. | Select One |
| A-6 | Financial record maintenance and reconciliation | 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 |
| B-1 | Preparation of budget | 22-44-108(1)(c) | A proposed budget for fiscal year 2014-15 was submitted to the board by May 31, 2014. | Select One |
| B-2 | 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 |
| B-3 | Adoption of budget | 22-44-110(4) | The budget for fiscal year 2015-16 was adopted by the board by June 30, 2015. | Select One |
| B-4 | Detail of budget | 22-44-105(c) | The budget for fiscal year 2014-15 itemizes expenditures by fund and by pupil. | Select One |
| B-5 | Uniform summary sheet | 22-44-105(d.5) | The budget for fiscal year 2014-15 includes a uniform summary sheet for each fund. | Select One |
| B-6 | Appropriation resolution | 22-44-107 | The board adopted an appropriation resolution for the amounts of the adopted budget. | Select One |
| B-7 | Spending in excess of appropriations | 22-44-115(1) | Spending did not exceed amounts appropriated for each fund. | Select One |
| B-8 | Use of beginning fund equity | 22-44-105(1.5)(a)&(c) | For budgets that include the planned or actual use of beginning fund equity, a resolution was adopted by the board specifically authorizing this use. | Select One |
| B-9 | Ongoing deficit | 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 |
| B-10 | Budget contents | 22-44-105(1.5)(b) | Itemized reconciliations between budgetary and GAAP-basis fund balances were included with the final version of the amended budget and with the audited financial statements for fiscal year 2014-15. | Select One |
| B-11 | Financial transparency | 22-44-304 | Information required by the Public School Financial Transparency Act was made available on-line in a downloadable format. | Select One |
| B-12 | Supplemental budget | 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 |
| B-13 | TABOR | 22-44-105(1)(c.5) | The 3% emergency reserve as required by TABOR is satisfied. | Select One |
| B-14 | Budgetary reserves | 22-44-106(2) | Non-appropriated operating reserves plus non-appropriated beginning fund balance is no greater than 15% of appropriated general fund expenditures plus appropriated reserves. | Select One |
| B-15 | Use of handbook and chart of accounts | 22-44-204(3) | The financial policies and procedures handbook and chart of accounts was used for budget development, maintaining financial records, and periodic presentation of financial information to the board. | Select One |
| B-16 | Interfund borrowing | 22-44-113(1) | Interfund borrowings were repaid when needed by the lending fund and revenues credited to the borrowing fund were first used to repay the loan. All interfund loans from fiscal year 2014-15 were repaid by September 30, 2015. | Select One |
| C-1 | Charter school financial transparency | 22-44-303(2)(d), 22-44-304 | Information required by the Public School Financial Transparency Act was made available on-line in a downloadable format by all authorized charter schools. | Select One |
| C-2 | Charter school itemized accounting | 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 |
| F-1 | Cash flow loans | 22-54-110(2)(a) | Cash flow loans for fiscal year 2014-15 were repaid to the state treasurer by June 25, 2015. | Select One |
| F-2 | Supplemental assistance | 22-54-117(1)(a) | Funding received from the State Public Education Contingency Reserve for supplemental assistance has been repaid as required. | Select One |
| G-1 | Publication of bargaining agreements | 22-32-109.4 | All collective bargaining agreements currently in effect are available to the public and any new agreements entered into by the board during fiscal year 2014-15 were made available to the public within 30 days of ratification. | Select One |
| T-1 | Certification of tax revenues | 22-40-102(6) | The treasurer for all counties from which tax revenue is received were informed of the general fund mill levy that would be required to fund total program in the absence of state funding. | Select One |

**SECTION 2 - Assurances required by federal regulation**

|  |  |  |
| --- | --- | --- |
| **Ref.** | **Authority** | **Assurance** |
| US-01 | 2 C.F.R., Section 200.415 | All costs included in the fiscal year 2014-15 finance December data pipeline submission used to establish indirect costs rates for fiscal year 2016-17 are allowable in accordance with the requirements of the Federal award(s) to which they apply and the provisions of the indirect cost rate agreement approved for use by CDE. Unallowable costs have been adjusted for in allocating costs as indicated in the indirect cost rate agreement approved for use by CDE. |
| US-02 | 2 C.F.R., Section 200.415 | All costs included in the fiscal year 2014-15 finance December data pipeline submission are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and CDE and the Federal government will be notified of any accounting changes that would affect the fiscal year 2016-17 rate being developed by CDE. |

**SECTION 3 - Required Disclosures**

Accounting general ledger software information

Company/vendor name: Enter name

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

**SECTION 4 - Certification of Assurances**

I certify, to the best of my knowledge and belief that the assurances provided in SECTION 1 and SECTION 2 and information provided with Attachment A, if applicable, are 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: