

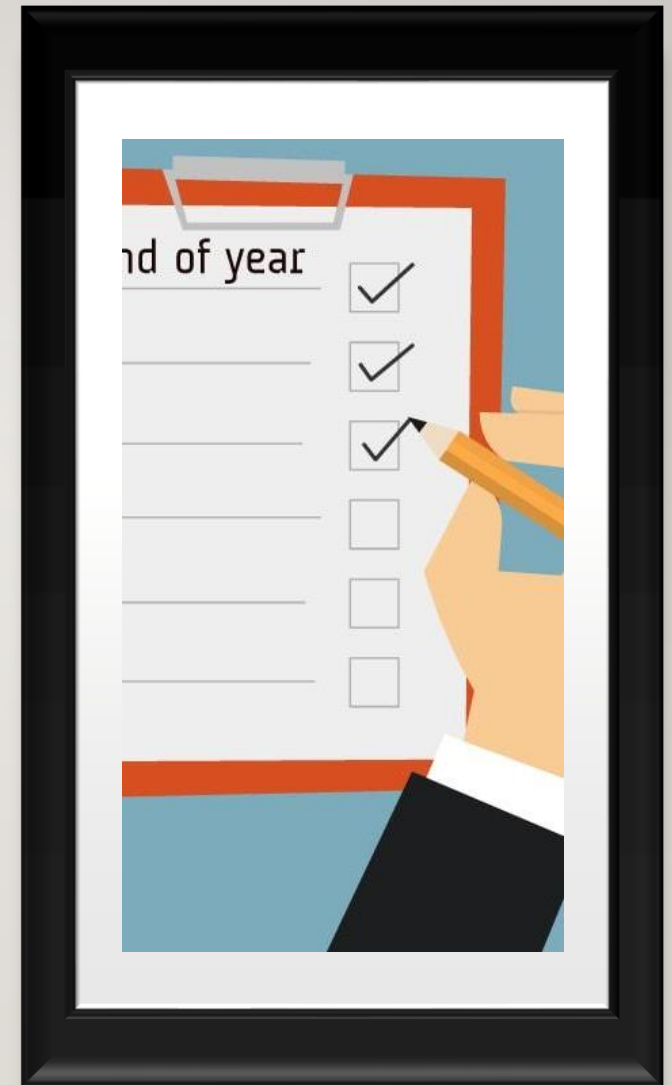
SEPTEMBER 2023

LEAH JOHNSTON
(LJOHNSTON@ALSDE.EDU)

YEAR END CLOSE

REQUIRED DOCUMENTS

- The forms and instructions to be used in preparing Fiscal Year 2022-2023 General Purpose Financial Statements are available for download from the State Department of Education web site (www.alabamaachieves.org, Divisions & Offices, Division of Administration and Financial, LEA Accounting, Financial Statement).



MICROSOFT TEAMS

Email your accountant requesting an invite to the TEAMS App.

Your Accountant will email you the specific instructions to login to the App.

Once your Accountant adds you as a Guest User, you should receive an email with a link.

Follow the link and use the directions provided

FYI...you may want to use Microsoft Edge to set this up

FINANCIAL STATEMENT CHECKLIST

Cover Page with
original signature of
the Superintendent

Financial
Statements (F-I-A
through F-VI-B)

Completed
Supplemental
Report I

Completed
Supplemental
Report II

Completed
Supplemental
Report III with
required signatures

Completed
Supplemental
Report IV

FY 2023 Schedule
of Debt

Flexibility Form (If
Applicable)

State Refunds (If
Applicable)

Upload the financial
data file via AIM

Completed Desk
Review – signed
and dated

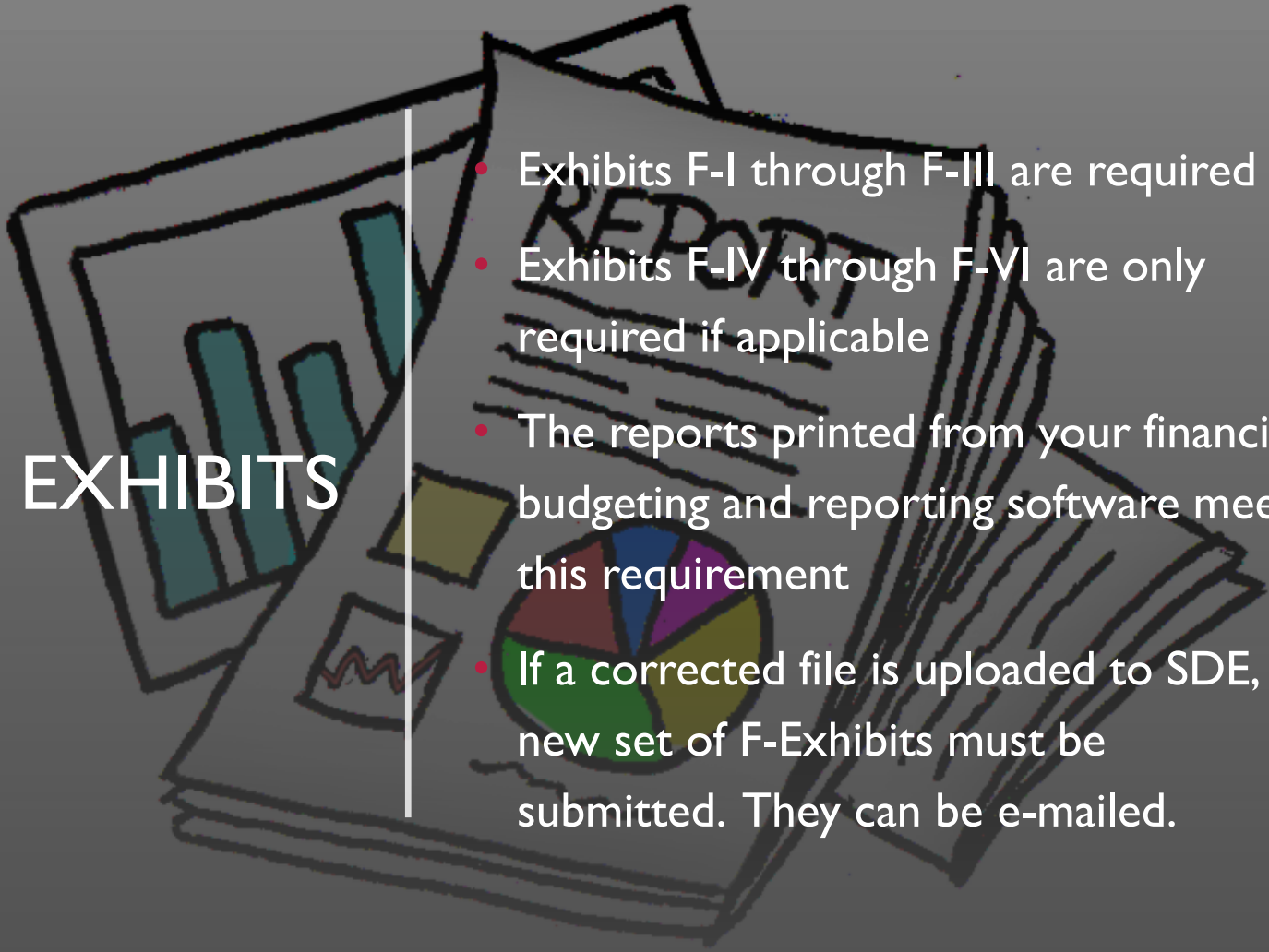
COVER PAGE

- Required to be signed by Superintendent
- Required to be notarized
- Please sign with blue ink to indicate original signatures
- The cover page is stamped with the date received by LEA Financial Assistance



F - EXHIBITS

- Exhibits F-I through F-III are required
- Exhibits F-IV through F-VI are only required if applicable
- The reports printed from your financial budgeting and reporting software meet this requirement
- If a corrected file is uploaded to SDE, a new set of F-Exhibits must be submitted. They can be e-mailed.



SUPPLEMENTAL REPORT I



Print the final allocation sheet for your system from AIM (Optional Reports – System and State Allocations)



These amounts +/- transfers in/out + carryover from prior year are “Funds Available”



“Expenditures per GPFS File” are final expenditures less transfers out



If you use the excel spreadsheet, your system’s carryover will be calculated



The dollar amounts must equal the balance in the listed Revenue Code for **ALL** fund sources



If the line has a dollar amount, it must also have a Mills/Rate – even if it’s “various”



If you use the excel spreadsheet, the formulas will complete certain cells for you



Complete the Pledged Dollars Column



If you are not meeting the deadline date for the submission of GPFS – email a completed copy of SR11 to your accountant no later than November 7th

SUPPLEMENTAL REPORT II

PLEDGED DOLLARS- SUPPLEMENTAL REPORT II

- Note: “Pledged Dollars” are included in the document for the determination of local tax revenues that will be available to charter schools. The pledged revenues include funds earmarked through a vote of the local school board for debt service, capital expenditures, or transportation. Additionally, pledged revenues include any local revenues restricted, earmarked, or committed by statutory provision, constitutional provision, or board covenant that are pledged or imposed by formal action of the board of education or other authorizing body of government. Do not include the local revenues designated as the Foundation Program Local Matching Funds in the Annual School Budget



SUPPLEMENTAL REPORT III

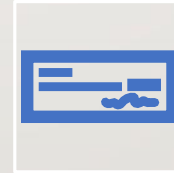
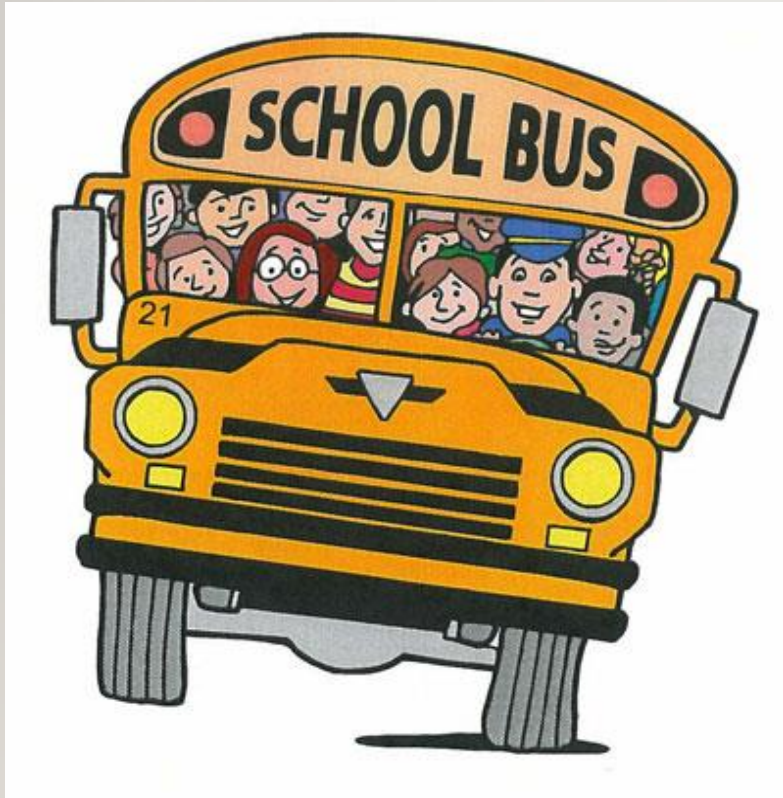
Required to be signed by
Superintendent

Required to be notarized

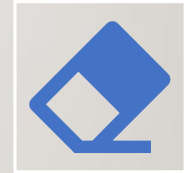
Please sign with blue ink to
indicate original signatures

Information must be entered into
Part B, even if it's "0" or "N/A"

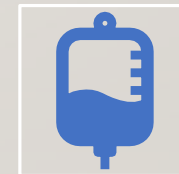
SUPPLEMENTAL REPORT IV



Only applies to fund sources
listed on the Supplemental
Report I (Federal Funds)



Should agree with items
coded to Object 5xx
(exclude 510-519)



NOTE: CNP equipment
does not go on SR IV

SCHEDULE OF DEBT

“Principal Paid” =
Object 931

“Interest Paid” =
Object 932

“Balance Remaining”
= Fund Type 89 /
Account Code 029x

If information on the
schedule differs from
the file, an explanation
should be included on
the Debt Schedule



FLEXIBILITY FORM

Applies to state funds

Must be signed by Superintendent and CSFO

Prevents refunding unexpended state funds

Submitted with Budget but allowed through financial statement approval

Please reach out to your accountant for questions on funds allowed to be flexed.



STATE REFUNDS

- Unexpended state funds must be refunded unless you have permission to carryover.
- Debit the Revenue and credit an intergovernmental payable at year end. This will reflect a critical error in the file that we will clear once refund is received.
- Must complete form provided in financial statement packet
- Include check in financial statement packet

FILE SUBMITTED & ACCEPTED VIA INTERNET

- The “preprocess” procedure checks for invalid coding only
- The “process” procedure will not complete its cycle if any critical invalid coding is detected
- All critical invalid coding must be resolved, and the file re-submitted through the “process” procedure
- Generally, all critical business rule edits must be corrected before the file is considered accepted
- All warning edits should be reviewed & corrected or explained
- After November 1st, all files should be **processed**



COMPLETED DESK REVIEW

- Read & Answer all questions
- Coding specifics included in the Desk Review will help decrease edits
- If you have an explanation for an “N” (no) answer, include the explanation on the desk review. Additional supporting documentation can be included in the financial statement package

CNP OPERATING BALANCE PASS-THRU RELIEF REQUEST

REQUIRED!! You must submit the form through DocuSign even if you are not requesting relief

If not received by the time the financial statements are reviewed it will be an edit

Must be received or financial statements will not be approved



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ES-2 REQUEST OF FUNDS AT YEAR END



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Only request
obligated amounts



Avoid deferred
revenue where
possible



If funds are not
obligated and in an
excess amount of
what is needed-
REFUND



Mail checks in with
financial statement
package



If uncertain on
refunding, contact
your accountant

DUE DATE – NOVEMBER 1, 2023

All Financial Statements are due November 1, 2023

Partial submission of reports due will not be accepted

Late or inaccurate submission of this information could affect funding for FY 2025 and/or disbursement of FY 2024 funds



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FINANCIAL EXPENDITURE REPORT

- E-GAP – Should mirror the SRI
- Open applications and ES-2's prevent the FER from being started
- The FER should NOT be started until your accountant clears the CSFO to do so. **NOTE:** Once the FER is started, revisions CANNOT be made in e-GAP
- FER cannot be approved if there is a federal refund pending
- The approval of the FER automatically generates an ES-2 (if needed). For the 2024 e-Gap applications, carryover will load into e-Gap 2.0 once the FER is final approved.
- Note: Be sure of your flexibility transfer amounts prior to starting the FER
- Note: When preparing the FER, call accountant if you receive an error stating you are not entitled to full carryover

COMMON FINANCIAL STATEMENT EDITS



Salaries paid from federal funds not budgeted (must revise e-Gap)



10% variance by major program function code in SRI funds (must correct or submit waiver)



Maintenance of Effort not met (contact Brady Vaughn)



Excess Cost not met (contact Brady Vaughn)



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COMMON FINANCIAL STATEMENT EDITS

- Encumbrances (0341) not equal to open purchase order report (rule takes the absolute value for negative encumbrances and federal funds cannot be encumbered – exception for ESSER Funds)
- State expenditures encumbered in prior fiscal year not coded to appropriation year 9 (1000-1999 fund sources only – excludes 1277, 1279, 1320, 1710, 1715, 1720, 1721, 1760, 1765 and 1766)



WHERE TO GET MORE INFORMATION

- www.alabamaachievers.org; Divisions & Offices/Division of Administration and Financial/LEA Accounting
 - Accounting Manual
 - Coding Guidance
 - Allocations
 - Leveraged Tables
 - Budget and Financial Statement
- For additional information, contact your system's accountant at 334-694-4617

