



ANNUAL FINANCIAL REPORT

We, the Governing Board of the District, hereby certify the  
Annual Financial Report per A.R.S. §15-904  
for the Fiscal Year  
**2018**

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The Annual Financial Report file(s) for FY 2018 uploaded to the Arizona Department of Education's website on  
October 4, 2018 contain(s) the data for the AFR described above.  
Date

Superintendent Signature

Diana Asseier  
Superintendent (Typed Name)

Michael Murray  
District Contact Employee

Business Manager Signature

Michael Murray  
Business Manager (Typed Name)

928-505-6936  
Telephone Number

mmurray@lhusd.org  
E-mail

TOTAL EXPENDITURES BY FUND

1. Maintenance & Operation (from page 2, line 32)	\$ 29,293,953
2. Classroom Site Funds (from page 3, line 49)	\$ 3,693,955
3. Unrestricted Capital Outlay (from page 4, UCO Fund line 10)	\$ 166,870

FUNDS AVAILABLE

Beginning Fund Balance (1)

REVENUES

1000 Local

- 1110 Property Taxes
- 1140 Penalties and Interest on Taxes
- 1280 Revenue in Lieu of Taxes
- 1311 Tuition from Individuals Excluding Summer School
- 1312 Tuition from Individuals for Summer School
- 1320 Tuition from Other Arizona Districts
- 1330 Tuition from Out-of-State Districts
- 1340 Tuition from Other Private Sources (Other than Individuals)
- 1350 Tuition from Other Government Sources Within Arizona
- 1360 Tuition from Other Government Sources Outside Arizona
- 1410 Transportation Fees from Individuals
- 1420 Transportation Fees from Other Arizona Districts
- 1430 Transportation Fees from Out-of-State Districts
- 1440 Transportation Fees from Other Private Sources (Other than Individuals)
- 1450 Transportation Fees from Other Government Sources Within Arizona
- 1460 Transportation Fees from Other Government Sources Outside Arizona
- 1500 Investment Income

Other (Specify) (2)

Subtotal (lines 2-19)

2000 Intermediate

- 2110 County School Fund
- 2120 County Equalization Assistance
- 2210 Special County School Reserve Fund
- Other (Specify)

Subtotal (lines 21-24)

3000 State

- 3100 Unrestricted
- 3110 State Equalization Assistance
- 3120 Additional State Aid
- Other (Specify)

Subtotal (lines 26-29)

4000 Federal

- 4100 Unrestricted Revenue Received Directly from the Federal Government
- 4200 Unrestricted Revenue Received from the Federal Government through the State
- 4500 Restricted Revenue Received from the Federal Government through the State
- 4700 Revenue Received from the Federal Government through Other Intermediate Agencies
- 4800 Revenue in Lieu of Taxes
- 4900 Revenue for/on Behalf of the District
- Other (Specify)

Subtotal (lines 31-37)

Total Fund Revenue (lines 20, 25, 30, and 38)

- 5100 Issuance of Bonds
- 5200 Fund Transfers-In
- Other (Specify)

TOTAL FUNDS AVAILABLE (lines 1 and 39 through 42)

Total Expenditures

- 6900 Other Financing Uses and Other Items Including Transfers-Out

TOTAL EXPENDITURES AND OTHER USES (lines 44 plus 45)

ENDING FUND BALANCE (line 43 minus line 46) (3)

MAINTENANCE AND OPERATION FUND 001	UNRESTRICTED CAPITAL OUTLAY FUND 610	ADJACENT WAYS FUND 620	BOND BUILDING FUND 630	DEBT SERVICE FUND 700 (4)
ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
1. 4,666,313	1,577,828	653,641	16,805,407	0

2. 20,489,001	316,310	0		5,918,031	2.
3. 0					3.
4. 0	0	0		0	4.
5. 0	0			0	5.
6. 0	0			0	6.
7. 0	0			0	7.
8. 0	0			0	8.
9. (94,701)	0			0	9.
10. 0	0			0	10.
11. 0	0			0	11.
12. 0	0			0	12.
13. 0	0			0	13.
14. 0	0			0	14.
15. 0	0			0	15.
16. 0	0			0	16.
17. 0	0			0	17.
18. 115,168	0	0	0	209,976	18.
19. 10,028	0	0	0	0	19.
20. 20,519,496	316,310	0	0	6,128,007	20.

21. 0	0				21.
22. 614,649	7,610				22.
23. 0	0				23.
24. 0	0				24.
25. 614,649	7,610				25.

26. 240,310	0				26.
27. 2,536,413	31,404				27.
28. 4,814,094	0				28.
29. 0	0			0	29.
30. 7,590,817	31,404			0	30.

31. 0					31.
32. 0					32.
33.					33.
34. 0					34.
35. 0					35.
36. 0					36.
37. 0				0	37.
38. 0				0	38.

39. 28,724,962	355,324	0	0	6,128,007	39.
40.			0	0	40.
41. 0	0	0	0	0	41.
42. 3,987,287	0	0	0	(3,987,287)	42.
43. 37,378,562	1,933,152	653,641	16,805,407	2,140,720	43.
44. 29,293,953	166,870	0	8,307,179	2,048,707	44.
45. 0	0	0	0	0	45.
46. 29,293,953	166,870	0	8,307,179	2,048,707	46.
47. 8,084,609	1,766,282	653,641	8,498,228	92,013	47.

- (1) The Maintenance and Operation Fund beginning fund balance includes the revolving account cash balance of \$10,000 at 7/1/17.
- (2) The Government Property Lease Excise Tax revenue included on line 19 is \$0
- (3) The Maintenance and Operation Fund ending fund balance includes the revolving account cash balance of \$10,000 at 6/30/18.
- (4) Debt Service Fund expenditures include interest expenditures of \$2,048,707

DISTRICT NAME Lake Havasu Unified School District #1

COUNTY Mohave

CTDS NUMBER

080201000

MAINTENANCE AND OPERATION FUND (001)—EXPENDITURES

Expenditures		Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals			% Increase/ Decrease in Actual
							Budget	Actual	Prior Year Actual	
<b>100 Regular Education</b>										
1000 Instruction	1.	7,941,319	3,177,776	597,120	124,977	32	13,221,926	11,841,224	11,639,460	1.7%
2000 Support Services										
2100 Students	2.	568,748	252,297	28,134	20,999	0	926,739	870,178	912,073	-4.6%
2200 Instructional Staff	3.	527,491	283,835	53,125	30,892	824	890,445	896,167	833,622	7.5%
2300 General Administration	4.	206,089	235,761	57,912	254	7,064	1,206,672	507,080	416,090	21.9%
2400 School Administration	5.	1,454,624	460,403	19,639	2,735	1,405	1,943,126	1,938,806	1,765,209	9.8%
2500 Central Services	6.	842,053	316,925	584,479	10,203	17,762	1,753,188	1,771,422	1,429,423	23.9%
2600 Operation & Maintenance of Plant	7.	1,564,706	768,827	1,186,346	1,446,657	35,760	5,157,925	5,002,296	4,229,865	18.3%
2900 Other	8.	0	0	0	0	0	0	0	0	0.0%
3000 Operation of Noninstructional Services	9.	35,540	14,755	0	55,696	0	107,819	105,991	102,172	3.7%
610 School-Sponsored Cocurricular Activities	10.	33,596	6,880	0	0	0	98,344	40,476	99,808	-59.4%
620 School-Sponsored Athletics	11.	181,768	46,055	55,575	0	0	331,847	283,398	73,967	283.1%
630 Other Instructional Programs	12.	0	0	0	0	0	0	0	0	0.0%
700, 800, 900 Other Programs	13.	0	0	0	0	0	0	0	0	0.0%
Regular Education Subsection Subtotal (lines 1-13)	14.	13,355,934	5,563,514	2,582,330	1,692,413	62,847	25,638,031	23,257,038	21,501,689	8.2%
<b>200 and 300 Special Education</b>										
1000 Instruction	15.	2,389,636	992,411	27,911	2,901	0	3,889,196	3,412,859	3,015,515	13.2%
2000 Support Services										
2100 Students	16.	568,087	183,862	353,830	6,685	35,116	1,187,617	1,147,580	1,042,978	10.0%
2200 Instructional Staff	17.	102,689	39,749	1,173	69	1,150	158,658	144,830	115,621	25.3%
2300 General Administration	18.	0	0	0	0	0	0	0	0	0.0%
2400 School Administration	19.	0	0	0	0	0	0	0	0	0.0%
2500 Central Services	20.	0	0	0	0	0	3,750	0	1,248	-100.0%
2600 Operation & Maintenance of Plant	21.	0	0	0	0	0	0	0	0	0.0%
2900 Other	22.	0	0	0	0	0	0	0	0	0.0%
3000 Operation of Noninstructional Services	23.	0	0	0	0	0	0	0	0	0.0%
Subtotal (lines 15-23)	24.	3,060,412	1,216,022	382,914	9,655	36,266	5,239,221	4,705,269	4,175,362	12.7%
<b>400 Pupil Transportation</b>	25.	645,109	323,381	27,288	131,122	4	1,517,288	1,126,904	1,078,874	4.5%
<b>510 Desegregation</b>										
(from Districtwide Desegregation Expenditures, page 2, line 44)	26.	0	0	0	0	0	0	0	0	0.0%
<b>530 Dropout Prevention Programs</b>										
1000 Instruction	27.	0	0	0	0	0		0	0	0.0%
2000-3000 Support Serv. & Oper. of Noninstructional Serv.	28.	0	0	0	0	0		0	0	0.0%
Subtotal (lines 27 and 28)	29.	0	0	0	0	0	0	0	0	0.0%
<b>540 Joint Career and Technical Education and Vocational Education Center</b>	30.	0	0	0	0	0	0	0	0	0.0%
<b>550 K-3 Reading Program</b>	31.	144,548	60,194	0	0	0	209,455	204,742	198,724	3.0%
<b>Total Expenditures (lines 14, 24-26, 29-31)</b>	32.	17,206,003	7,163,111	2,992,532	1,833,190	99,117	32,603,995	29,293,953	26,954,649	8.7%

CLASSROOM SITE FUNDS (011, 012, AND 013)—REVENUES, EXPENDITURES, AND FUND BALANCES													
Revenues and Expenditure Function Codes		Beginning Fund Balance	Actual Revenues	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400,6500 6810, 6890 (1)	Supplies 6600	Interest on Short-Term Debt 6850 (1)	Total Expenditures			% Increase/Decrease in Actual	Ending Fund Balance
									Budget	Actual	Prior Year Actual		
<b>Classroom Site Fund 011 - Base Salary</b>													
Revenues													
CSF Allocation (20%)	1.		498,596										
Interest Income	2.		1,452										
Total Revenues (lines 1 and 2)	3.		500,048										
Expenditures													
100 Regular Education													
1000 Instruction	4.			428,257	84,712				536,666	512,969	300,289	70.8%	
2100 Support Services - Students	5.			8,316	1,602				14,529	9,918	4,246	133.6%	
2200 Support Services - Instructional Staff	6.			2,235	442				0	2,677	6,572	-59.3%	
Program 100 Subtotal (lines 4-6)	7.			438,808	86,756				551,195	525,564	311,107	68.9%	
200 and 300 Special Education													
1000 Instruction	8.			103,419	19,883				100,358	123,302	74,875	64.7%	
2100 Support Services - Students	9.			0	0				0	0	0	0.0%	
2200 Support Services - Instructional Staff	10.			2,857	566				2,644	3,423	3,227	6.1%	
Program 200 and 300 Subtotal (lines 8-10)	11.			106,276	20,449				103,002	126,725	78,102	62.3%	
Other Programs (Specify) _____													
1000 Instruction	12.			7,510	1,487				46,181	8,997	4,840	85.9%	
2100 Support Services - Students	13.			0	0				0	0	0	0.0%	
2200 Support Services - Instructional Staff	14.			0	0				0	0	0	0.0%	
Other Programs Subtotal (lines 12-14)	15.			7,510	1,487				46,181	8,997	4,840	85.9%	
Total Classroom Site Fund 011 - Base Salary	16.	228,417	500,048	552,594	108,692			0	700,378	661,286	394,049	67.8%	
<b>Classroom Site Fund 012 - Performance Pay</b>													
Revenues													
CSF Allocation (40%)	17.		997,192										
Interest Income	18.		5,533										
Total Revenues (lines 17 and 18)	19.		1,002,725										
Expenditures													
100 Regular Education													
1000 Instruction	20.			1,180,353	233,461				1,479,606	1,413,814	635,300	122.5%	
2100 Support Services - Students	21.			21,889	4,209				39,994	26,098	6,841	281.5%	
2200 Support Services - Instructional Staff	22.			6,230	1,234				0	7,464	20,522	-63.6%	
Program 100 Subtotal (lines 20-22)	23.			1,208,472	238,904				1,519,600	1,447,376	662,663	118.4%	
200 and 300 Special Education													
1000 Instruction	24.			279,768	54,212				276,110	333,980	181,205	84.3%	
2100 Support Services - Students	25.			0	0				0	0	0	0.0%	
2200 Support Services - Instructional Staff	26.			9,260	1,834				7,273	11,094	6,841	62.2%	
Program 200 and 300 Subtotal (lines 24-26)	27.			289,028	56,046				283,383	345,074	188,046	83.5%	
Other Programs (Specify) _____													
1000 Instruction	28.			20,290	4,017				127,059	24,307	10,261	136.9%	
2100 Support Services - Students	29.			0	0				0	0	0	0.0%	
2200 Support Services - Instructional Staff	30.			0	0				0	0	0	0.0%	
Other Programs Subtotal (lines 28-30)	31.			20,290	4,017				127,059	24,307	10,261	136.9%	
Total Classroom Site Fund 012 - Performance Pay	32.	983,626	1,002,725	1,517,790	298,967			0	1,930,042	1,816,757	860,970	111.0%	
<b>Classroom Site Fund 013 - Other</b>													
Revenues													
CSF Allocation (40%)	33.		997,192										
Interest Income	34.		2,962										
Total Revenues (lines 33 and 34)	35.		1,000,154										
Expenditures													
100 Regular Education													
1000 Instruction	36.			589,552	351,190	0	0		1,066,034	940,742	602,580	56.1%	
2100 Support Services - Students	37.			11,453	6,856	0	0		28,847	18,309	8,773	108.7%	
2200 Support Services - Instructional Staff	38.			3,088	1,878	0	0		0	4,966	13,417	-63.0%	
Program 100 Subtotal (lines 36-38)	39.			604,093	359,924	0	0		1,094,881	964,017	624,770	54.3%	
200 and 300 Special Education													
1000 Instruction	40.			142,572	86,228	0	0		199,299	228,800	151,408	51.1%	
2100 Support Services - Students	41.			0	0	0	0		0	0	0	0.0%	
2200 Support Services - Instructional Staff	42.			3,987	2,473	0	0		5,248	6,460	6,634	-2.6%	
Program 200 and 300 Subtotal (lines 40-42)	43.			146,559	88,701	0	0		204,547	235,260	158,042	48.9%	
530 Dropout Prevention Programs													
1000 Instruction	44.			0	0	0	0		0	0	0	0.0%	
Other Programs (Specify) _____													
1000 Instruction	45.			10,359	6,276	0	0		91,670	16,635	9,534	74.5%	
2100, 2200 Support Serv. Students & Instructional Staff	46.			0	0	0	0		0	0	0	0.0%	
Other Programs Subtotal (lines 45 and 46)	47.			10,359	6,276	0	0		91,670	16,635	9,534	74.5%	
Total Classroom Site Fund 013 - Other	48.	448,355	1,000,154	761,011	454,901	0	0	0	1,391,098	1,215,912	792,346	53.5%	
Total Classroom Site Funds (lines 16, 32, and 48)	49.	1,660,398	2,502,927	2,831,395	862,560	0	0	0	4,021,518	3,693,955	2,047,365	80.4%	

(1) Include amounts expended for registered warrant expense in Funds 011, 012, and 013 on lines 16, 32, and 48, respectively.

UNRESTRICTED CAPITAL OUTLAY (610) FUND—EXPENDITURES

Expenditures		Rentals 6440	Library Books, Textbooks, & Instructional Aids 6641-6643	Property 6700	Redemption of Principal 6831, 6832	Interest 6841, 6842, 6850	All Other Object Codes (excluding 6900)	Totals			% Increase/ Decrease in Actual	
								Budget	Actual	Prior Year Actual		
Unrestricted Capital Outlay Override (1)	1.	0	0	0	0	0	0	0	0	0	0.0%	1.
Unrestricted Capital Outlay Fund 610 (2)												
1000 Instruction	2.	0	33,318	1,338			0	400,000	34,656	0	--	2.
2000 Support Services												
2100, 2200 Students and Instructional Staff	3.	0	259	0			0	60,000	259	6,587	-96.1%	3.
2300, 2400, 2500, 2900 Administration	4.	0		125,941		0	0	375,000	125,941	38,611	226.2%	4.
2600 Operation & Maintenance of Plant	5.	0		3,321			0	33,114	3,321	0	--	5.
2700 Student Transportation	6.	0		2,693			0	83,114	2,693	0	--	6.
3000 Operation of Noninstructional Services	7.	0		0			0	0	0	0	0.0%	7.
4000 Facilities Acquisition and Construction	8.	0		0			0	525,252	0	6,635	-100.0%	8.
5000 Debt Service	9.				0	0		0	0	55,139	-100.0%	9.
Total Unrestricted Capital Outlay Fund (lines 2-9)	10.	0	33,577	133,293	0	0	0	1,476,480	166,870	106,972	56.0%	10.

(1) Amounts in the Unrestricted Capital Outlay Override, line 1 above, must also be included in the Unrestricted Capital Outlay Fund (610) individual line items.

(2) Expenditures, if any, in the Unrestricted Capital Outlay Fund on lines 2-9 for the K-3 Reading Program as described in A.R.S. §15-211:

Budget \$0

Actual \$0

OTHER FUNDS—REQUIRED CAPITAL EXPENDITURE DETAIL [A.R.S. §15-904(B)]

Selected Expenditures by Object Code		UNRESTRICTED CAPITAL OUTLAY		BOND BUILDING		NEW SCHOOL FACILITIES		ADJACENT WAYS	
		Fund 610		Fund 630		Fund 695		Fund 620	
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
Total Fund Expenditures	1.	1,476,480	166,870	0	8,307,179	0	0	600,000	0
6150 Classified Salaries	2.	0	0	0	0	0	0	0	0
6200 Employee Benefits	3.	0	0	0	0	0	0	0	0
6450 Construction Services	4.	0	0	0	4,941,337	0	0	0	0
6710 Land and Improvements	5.	0	0	0	0	0	0	600,000	0
6720 Buildings and Improvements	6.	0	0	0	0	0	0	0	0
673X Furniture and Equipment	7.	200,000	20,296	0	30,086	0	0	0	0
673X Vehicles	8.		0	0	835,108	0	0	0	0
673X Technology-Related Hardware and Software	9.	75,000	112,998	0	1,748,551	0	0	0	0
6831, 6832 Redemption of Principal	10.	0	0	0	0	0	0	0	0
6841, 6842, 6850 Interest	11.	0	0	0	0	0	0	0	0
Total (lines 2-11)	12.	275,000	133,294	0	7,555,082	0	0	600,000	0
Total amounts reported on lines 2 through 11 above for:									
Renovation	13.	0	0	0	0			0	0
New Construction	14.	0	0	0	0	0	0	0	0
Other	15.	275,000	133,294	0	7,555,082	0	0	600,000	0
Total (lines 13-15)	16.	275,000	133,294	0	7,555,082	0	0	600,000	0

Funds 610, 630, 695, and 620

1. New construction cost per square foot

\$ 0

2. Land acquisition costs

\$ 0

CAPITAL ASSETS AS OF JUNE 30, 2018	
Land and Improvements	\$6,472,092
Buildings and Improvements	\$89,207,301
Furniture, Equipment, Vehicles, and Technology	\$7,100,890
Construction in Progress	\$7,094,868
Total	\$109,875,151

1.

2.

3.

4.

5.

FEDERAL AND STATE PROJECTS

FEDERAL PROJECTS

100-130 ESEA Title I - Helping Disadvantaged Children  
140-150 ESEA Title II - Prof. Development and Technology  
160 ESEA Title IV - 21st Century Schools  
170-180 ESEA Title V - Promote Informed Parent Choice  
190 ESEA Title III - Limited English & Immigrant Students  
200 ESEA Title VII - Indian Education  
210 ESEA Title VI - Flexibility and Accountability  
220 IDEA Part B  
230 Johnson-O'Malley  
240 Workforce Investment Act  
250 AEA-Adult Education  
260-270 Vocational Education - Basic Grants  
280 ESEA Title X - Homeless Education  
290 Medicaid Reimbursement  
374 E-Rate  
378 Impact Aid  
300-399 Other Federal Projects (Besides E-Rate & Impact Aid)

Total Federal Project Funds (lines 1-17)

STATE PROJECTS

400 Vocational Education  
410 Early Childhood Block Grant  
420 Ext. School Yr. - Pupils with Disabilities  
425 Adult Basic Education  
430 Chemical Abuse Prevention Programs  
435 Academic Contests  
450 Gifted Education  
456 College Credit Exam Incentives  
457 Results-based Funding  
460 Environmental Special Plate  
465-499 Other State Projects

Total State Project Funds (lines 19-29)

Total Federal and State Projects (lines 18 and 30)

	BEGINNING FUND BALANCE	REVENUES	NET OTHER FINANCING SOURCES AND USES INCLUDING TRANSFERS (1)	EXPENDITURES		ENDING FUND BALANCE	
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	
1.	181	1,313,296	(29,321)	1,825,000	1,284,156	0	1.
2.	0	171,663	(3,919)	286,160	167,744	0	2.
3.	0	7,445	(168)	0	7,277	0	3.
4.	0	0	0	0	0	0	4.
5.	0	16,486	(373)	25,761	16,113	0	5.
6.	0	0	0	0	0	0	6.
7.	0	0	0	0	0	0	7.
8.	(5,742)	902,296	(21,079)	1,171,580	902,796	(27,321)	8.
9.	0	0	0	0	0	0	9.
10.	0	0	0	0	0	0	10.
11.	0	0	0	0	0	0	11.
12.	(10,790)	123,637	(2,571)	123,719	112,802	(2,526)	12.
13.	0	0	0	0	0	0	13.
14.	661,408	224,631	0	450,000	227,499	658,540	14.
15.	82,174	593,007	0	125,000	36,308	638,873	15.
16.	0	0	0	0	0	0	16.
17.	0	39,008	0	70,000	38,023	985	17.
18.	727,231	3,391,469	(57,431)	4,077,220	2,792,718	1,268,551	18.
19.	255	44,361		35,000	44,616	0	19.
20.	0	0		0	0	0	20.
21.	0	0		0	0	0	21.
22.	0	0		0	0	0	22.
23.	0	0		0	0	0	23.
24.	0	0		0	0	0	24.
25.	0	0		0	0	0	25.
26.	0	4,500		0	0	4,500	26.
27.	0	447,050		0	0	447,050	27.
28.	0	0		0	0	0	28.
29.	63,476	283,331		267,692	217,900	128,907	29.
30.	63,731	779,242		302,692	262,516	580,457	30.
31.	790,962	4,170,711	(57,431)	4,379,912	3,055,234	1,849,008	31.

(1) In accordance with the USFR Chart of Accounts, the Impact Aid Fund may transfer monies (object code 6930) to the M&O and Teacherage Funds; the Impact Aid Fund may also receive transfers-in (object code 5200) from the Impact Aid Revenue Bond Building and Impact Aid Revenue Bond Debt Service Funds; all other Federal Projects Funds may not receive any transfers-in and may only make transfers-out to the Indirect Costs Fund based on an approved indirect cost rate (object code 6910) and for any interest on federal program monies the district is not required to revert and chooses to transfer to the Indirect Cost Fund (object code 6930).

OTHER FUNDS

		BEGINNING FUND BALANCE	REVENUES	NET OTHER FINANCING SOURCES AND USES INCLUDING TRANSFERS	EXPENDITURES		ENDING FUND BALANCE	
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	
020 Instructional Improvement	1.	625,634	241,306		300,000	40,282	826,658	1.
050 County, City, and Town Grants	2.	0	0	0	0	0	0	2.
071 Structured English Immersion (1)	3.	0	0		0	0	0	3.
072 Compensatory Instruction (1)	4.	0	0		0	0	0	4.
500 School Plant	5.	347,099	36,013	0	37,000	53,514	329,598	5.
515 Civic Center	6.	954	5,638	0	10,000	2,702	3,890	6.
520 Community School	7.	166,500	7,771	0	200,000	46,683	127,588	7.
525 Auxiliary Operations	8.	791,748	421,444	0	300,000	366,179	847,013	8.
526 Extracurricular Activities Fees Tax Credit	9.	443,394	680,223	0	750,000	505,281	618,336	9.
530 Gifts and Donations	10.	362,542	181,174	0	250,000	194,767	348,949	10.
535 Career & Tech. Ed. & Voc. Ed. Projects	11.	0	0	0	0	0	0	11.
540 Fingerprint	12.	16,193	898	0	7,500	855	16,236	12.
545 School Opening	13.	0	0	0	0	0	0	13.
550 Insurance Proceeds	14.	7,199	31,998	0	30,000	36,946	2,251	14.
555 Textbooks	15.	12,017	6,539	0	8,000	8,893	9,663	15.
565 Litigation Recovery	16.	115,847	16,307	0	2,000	0	132,154	16.
570 Indirect Costs	17.	0	0	57,431	80,000	57,431	0	17.
575 Unemployment Insurance	18.	3,158	34	0	0	0	3,192	18.
580 Teacherage	19.	0	0	0	0	0	0	19.
585 Insurance Refund	20.	31,468	334	0	0	0	31,802	20.
590 Grants and Gifts to Teachers	21.	0	0	0	0	0	0	21.
595 Advertisement	22.	8,899	95	0	5,000	0	8,994	22.
596 Joint Technical Education	23.	257,260	521,494	0	500,000	519,694	259,060	23.
639 Impact Aid Revenue Bond Building	24.	0	0	0	0	0	0	24.
650 Gifts and Donations—Capital	25.	0	0	0	0	0	0	25.
660 Condemnation	26.	0	0	0	0	0	0	26.
665 Energy and Water Savings	27.	169,659	53,834	0	40,000	78,011	145,482	27.
686 Emergency Deficiencies Correction	28.	0	0	0	0	0	0	28.
691 Building Renewal Grant	29.	(924,617)	2,588,242	0	1,000,000	2,087,711	(424,086)	29.
695 New School Facilities	30.	0	0		0	0	0	30.
720 Impact Aid Revenue Bond Debt Service	31.	0	0	0	0	0	0	31.
850 Student Activities	32.	0	0		0	0	0	32.
Other _____	33.	0	0	0	0	0	0	33.
INTERNAL SERVICE FUNDS 950-989								
9__ Self Insurance	1.	0	0	0	0	0	0	1.
955 Intergovernmental Agreements	2.	111,450	294,064	0	50,000	155,393	250,121	2.
9__ OPEB	3.	0	0	0	0	0	0	3.
9__ _____	4.	0	0	0	0	0	0	4.

Instructional Improvement Fund 020	BUDGET	ACTUAL	
Expenditures			
Teacher Compensation Increases	0	0	1.
Class Size Reduction	100,000	0	2.
Dropout Prevention Programs	0	0	3.
Instructional Improvement Programs	200,000	40,282	4.
Total Expenditures (lines 1-4)	300,000	40,282	5.

(1) Actual Revenues and Actual Expenditures should agree with Supplement, Fund 071—line 13 and Fund 072—line 26.

DISTRICT NAME Lake Havasu Unified School District #1

COUNTY Mohave

CTDS NUMBER 080201000

A. Bonds and Short-term Debt

1. Bonds Outstanding, July 1, 2017	\$15,490,000	1.
2. Bonds issued during FY 2018	0	2.
3. Bonds retired during FY 2018	(1,300,000)	3.
4. Bonds Outstanding, June 30, 2018	\$14,190,000	4.
5. Short-term Debt Outstanding, July 1, 2017	\$1,356,954	5.
6. Short-term Debt Outstanding, June 30, 2018	\$1,244,198	6.

B. District Assessed Valuation and Other District Information

1. FY 2018 Assessed Valuations and Tax Rates		
a. Primary	\$696,995,539	Tax Rate 3.6727
b. Secondary	\$696,995,539	Tax Rate 0.8660
2. Number of Schools	8	
3. Actual Days in Session	180	
4. Area of School District (Square Miles)	192	

(Report this WHETHER OR NOT district changed boundaries in FY 2018)

C. County Approved Liabilities incurred in excess of district budget (A.R.S. §15-907)

	M & O	Unrestricted Capital Outlay	
1. Destruction or damage	0	0	1.
2. Excessive/unexpected legal expenses	0	0	2.
3. Mitigation or removal of health or safety hazard	0	0	3.

D. Current Expenditures by Category

1. Classroom Instruction excl. Supplies (Function 1000, except line 2 amount)	\$21,477,351
2. Classroom Supplies (Function 1000, Object Code 6600)	\$636,194
3. Administration (Functions 2300, 2400, 2500, & 2900)	\$4,682,183
4. Support Services—Students (Function 2100)	\$2,380,561
5. All Other Support Services & Operations (Functions 2200, 2600, 2700, 3100, & 3400)	\$10,718,640
6. Total Current Expenditures	\$39,894,929
7. Total Current Expenditures from Federal Funds, excluding those funds intended to replace local tax revenues (e.g., most impact aid funds)	\$3,112,665
8. Total Current Expenditures from State and Local Funds, including those funds intended to replace local tax revenues (e.g., most impact aid funds)	\$36,782,264

E. Total salaries and benefits expenditures related to an agreement with Department of Labor to settle a decision based on the Fair Labor Standards Act	\$0
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F. Rewards, Discounts, Incentives, and Other Financial Consideration Received from Credit Card Companies (A.R.S. §35-391)	\$0
---	-----

G. Cash and Investments held at June 30, 2018	\$0
1. Sinking funds	\$8,498,228
2. Bond funds	\$17,662,086
3. Other funds, except for any employee retirement funds	

H. FY 2018 Additional Teacher Salary Increases (Laws 2017, Ch. 305, §33)	
1. Total FY 2017 salary amounts of teachers that received the 1.06% salary increase	11,102,103
2. Amount of funding received to pay eligible teachers for 1.06% increase in FY 2018	139,551
3. Actual amount paid to eligible teachers for 1.06% salary increase in FY 2018	119,524
4. Difference (line 2 minus line 3)	\$20,027

A. ENROLLMENT OF GIFTED PUPILS BY GRADE (A.R.S. §15-779.02)

Areas of Identification [A.R.S. §15-203(A)(15)]

1. Quantitative Reasoning
2. Verbal Reasoning
3. Nonverbal Reasoning
4. Total Duplicated Enrollment (lines 1-3)

GRADE													
K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
0	0	0	3	3	8	7	9	13	9	8	12	10	82
0	0	0	3	3	10	14	7	7	13	8	11	19	95
0	0	0	1	9	9	16	7	6	11	8	5	9	81
0	0	0	7	15	27	37	23	26	33	24	28	38	258

1.
2.
3.
4.

B. M&O SPECIAL EDUCATION PROGRAMS BY TYPE

1. Total All Disability Classifications
2. Gifted Education
3. Remedial Education
4. ELL Incremental Costs
5. ELL Compensatory Instruction
6. Vocational and Technological Education (non-JTED)
7. Career Education
8. Joint Technical Education (JTED)
9. Total (lines 1-8)

PROGRAM 200 & 300 BUDGET	PROGRAM 200 & 300 ACTUAL
4,070,961	3,587,426
156,304	143,076
0	0
83,490	80,234
0	1,276
233,353	228,642
0	0
695,113	664,615
5,239,221	4,705,269

1.
2.
3.
4.
5.
6.
7.
8.
9.

C. MAINTENANCE AND OPERATION FUND EXPENDITURES FOR GIFTED PUPILS (ELEMENTARY, SECONDARY, AND TOTAL)

Actual Expenditures for all Gifted Programs:

K-8	\$	143,076
9-12	\$	0
Total	\$	143,076

D. EXPENDITURES FOR AUDIT SERVICES

1. Nonfederal Audit Expenditures - M&O Fund
2. Federal Audit Expenditures - All Funds

BUDGET	ACTUAL
39,820	38,250
4,000	4,000

1.
2.

E. MAINTENANCE AND OPERATION FUND EXPENDITURES FOR PERFORMANCE PAY (A.R.S. §15-920)

Actual Expenditures made in FY 2018 \$ 0

F. TUITION

Type 03 Districts Only

1. Tuition to Other Arizona Districts  
for high school students only (objects 6561 & 6565)
2. Tuition to Other Arizona Districts  
for all other students (objects 6561)
3. Tuition to Out-of-State Districts  
for high school students only (objects 6562 & 6565)
4. Tuition to Out-of-State Districts  
for all other students (objects 6562)

Non-Type 03 Districts

5. Tuition to Other Arizona Districts (object 6561)
6. Tuition to Out-of-State Districts (object 6562)

All Districts

7. Tuition to Private Schools (object 6563)
8. Tuition to Ed Services\Coops\IGAs (object 6564)
9. Tuition Other (object 6569) (1)
10. Total (lines 1-9)

Tuition Expenditures			
Operations	Capital	Debt	Total
0	0	0	0
0	0		0
0	0	0	0
0	0		0

1.
2.
3.
4.

0	0		0
0	0		0

5.
6.

0	0		0
155,393	0		155,393
26,437	0		26,437
181,830	0	0	181,830

7.
8.
9.
10.

(1) Tuition paid to the State and other governmental organizations, such as the Arizona School for the Deaf and Blind, as reimbursement for providing specialized instructional services to students residing within the boundaries of the paying district.

ADDITIONAL INFORMATION FOR NATIONAL PUBLIC EDUCATION FINANCIAL SURVEY (NPEFS) REPORTING

		Programs 100-600										Programs 700-900		
		Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Property 6700	Dues and Fees 6810	Judgments Against a District 6820	Redemption of Principal 6831, 6832	Interest 6841, 6842, 6850	Miscellaneous 6890	All Object Codes (excluding 6900)		
Funds 020-799												Total		
1000 Instruction	1.	1,321,525	595,475	101,313	508,519	381,055	14,547				357,747	8,180	3,288,361	1.
2000 Support Services														
2100 Students	2.	163,764	70,703	41,395	22,681	19,992	775				411	0	319,721	2.
2200 Instructional Staff	3.	487,507	159,753	377,335	22,144	781,812	560				35	0	1,829,146	3.
2300 General Administration	4.	3,049	543	1,264	0	0	0	0			0	0	4,856	4.
2400 School Administration	5.	7,463	1,458	476	4,210	4,653	84				550	0	18,894	5.
2500, 2900 Central Services, Other	6.	195,324	57,090	62,301	14,457	948,877	0			0	220	0	1,278,269	6.
2600 Operation and Maintenance of Plant	7.	2,256	447	47,887	11,057	329,891	0				0	0	391,538	7.
2700 Student Transportation	8.	0	0	9,839	0	550,183	0				0		560,022	8.
3000 Operation of Noninstructional Services														
3100 Food Service Operations	9.	52,221	18,253	1,791,699	203,081	70,006	852				0	0	2,136,112	9.
3200 Enterprise Operations	10.	0	0	39	2,230	721	0				0	0	2,990	10.
3300 Community Services Operations	11.											0	0	11.
3400 Bookstore Operations	12.	0	0	8,094	99,556	8,164	7,262				0	0	123,076	12.
4000 Facilities Acquisition and Construction	13.	0	0	7,530,412	0	0	0				0	0	7,530,412	13.
5000 Debt Service	14.							1,412,756	787,225			0	2,199,981	14.
Total (lines 1-14)	15.	2,233,109	903,722	9,972,054	887,935	3,095,354	24,080	0	1,412,756	787,225	358,963	8,180	19,683,378	15.

Teacher Salaries (All Funds, Function 1000)

	Certified Teachers (in Object 6100)	Certified Substitutes (in Object 6100)	Contract Teachers (in Object 6300)	
1. Regular Education (Programs 100, 280, 520, and 550)	9,854,387	23,777	605,347	1.
2. Special Education (Programs 200-230, 250, and 300-399)	2,214,378	0	34,307	2.
3. Vocational Education (Programs 270 and 540)	151,929	0	0	3.
4. Other Programs (Programs 240, 260, 265, 510-515 and 530)	45,029	0	0	4.
5. Cocurricular Activities, Athletics, and Other (Program 600-630)	48,676	0	15,140	5.

Other Items (All Funds)

6. Textbooks (Function 1000, Object 6640)	\$	334,331	6.
7. Number of FTE-Certified Teachers		242	7.
8. Number of FTE-Contract Teachers		11	8.

Utilities and Energy Detail (Only Function 2600)

1. 6410-6411 Utility Services	0	1.
2. 6620-6629 Energy	1,097,868	2.

JTED Districts Only (All Funds, All Functions)

1. 6591 Services Purchased from Other Arizona Districts	0	1.
2. 6870 Pass-through Payments	0	2.
3. 6880 Sub-awards	0	3.

Programs 700-900 Expenditure Detail (Funds 020-799)

Funds 020-799	Property 6700	All Other (excluding 6900)	Total	
1. Program 700	0	8,180	8,180	1.
2. Program 800	0	0	0	2.
3. Program 900	0	0	0	3.
4. Total (lines 1-3)	0	8,180	8,180	4.

Property Detail for Function 4000 (Funds 020-799)

1. 6710 Land and Improvements	0	1.
2. 6720 Buildings and Improvements	0	2.
3. 6731-39 Equipment	0	3.
4. Total (lines 1-3)	0	4.
5. 6450 Construction	7,103,561	5.

Technology (All Funds, All Functions)

1. 6531 Telecommunications	172817	1.
2. 6650 Supplies–Technology-Related	48,101	2.
3. 6737-38 Technology-Related Hardware & Software (less than \$5,000)	357,081	3.
4. Subtotal (Lines 1-3)	577,999	4.
5. 6739 Technology-Related Hardware & Software (\$5,000 or more)	1,604,211	5.

## SUMMARY OF SCHOOL DISTRICT ANNUAL FINANCIAL REPORT

CTDS NUMBER

080201000

I certify that the Annual Financial Report of Lake Havasu Unified School District #1, Mohave County, for fiscal year 2018 was approved by the Governing Board on October 4, 2018, and that the complete Annual Financial Report may be reviewed by contacting Michael Murray at the District Office, telephone 928-505-6936, during normal business hours.

Avg. Daily Membership

2017

2018

Attending

5,222.121

5,163.542

2018 Tax Rates:

Primary

Secondary

3.6727

0.8660

John Masden

President of the Governing Board

ADE/AG 41-202S Rev. 8/18-FY 2018

Fund/Program	Beginning Fund Balance	Revenues	Net Other Financing Sources and Uses Including Transfers	Budgeted Expenditures	Actual Expenditures	Ending Fund Balance
Regular Education				25,638,031	23,257,038	
Special Education				5,239,221	4,705,269	
Pupil Transportation				1,517,288	1,126,904	
Desegregation				0	0	
Dropout Prevention Programs				0	0	
Joint Career & Tech. Ed. & Voc. Ed. Center				0	0	
K-3 Reading Program				209,455	204,742	
Maintenance and Operation Total	4,666,313	28,724,962	3,987,287	32,603,995	29,293,953	8,084,609
Classroom Site Funds	1,660,398	2,502,927		4,021,518	3,693,955	469,370
Instructional Improvement	625,634	241,306		300,000	40,282	826,658
Unrestricted Capital Outlay	1,577,828	355,324	0	1,476,480	166,870	1,766,282
Adjacent Ways	653,641	0	0	600,000	0	653,641
Bond Building	16,805,407	0	0	0	8,307,179	8,498,228
Other Capital Funds	169,659	53,834	0	40,000	78,011	145,482
New School Facilities	0	0		0	0	0
Federal Projects	727,231	3,391,469	(57,431)	4,077,220	2,792,718	1,268,551
State Projects	63,731	779,242		302,692	262,516	580,457
County, City, and Town Grants	0	0	0	0	0	0
Structured English Immersion	0	0		0	0	0
Compensatory Instruction	0	0		0	0	0
School Plant Fund	347,099	36,013	0	37,000	53,514	329,598
Food Service	1,295,619	2,153,074	0	2,800,000	2,262,931	1,185,762
Civic Center	954	5,638	0	10,000	2,702	3,890
Community School	166,500	7,771	0	200,000	46,683	127,588
Auxiliary Operations	791,748	421,444	0	300,000	366,179	847,013
Extracurricular Activities Fees	443,394	680,223	0	750,000	505,281	618,336
Gifts and Donations	362,542	181,174	0	250,000	194,767	348,949
Career & Tech. Ed. & Voc. Ed. Projects	0	0	0	0	0	0
Fingerprint	16,193	898	0	7,500	855	16,236
School Opening	0	0	0	0	0	0
Insurance Proceeds	7,199	31,998	0	30,000	36,946	2,251
Textbooks	12,017	6,539	0	8,000	8,893	9,663
Litigation Recovery	115,847	16,307	0	2,000	0	132,154
Indirect Costs	0	0	57,431	80,000	57,431	0
Unemployment Insurance	3,158	34	0	0	0	3,192
Teacherage	0	0	0	0	0	0
Insurance Refund	31,468	334	0	0	0	31,802
Grants and Gifts to Teachers	0	0	0	0	0	0
Advertisement	8,899	95	0	5,000	0	8,994
Joint Technical Education	257,260	521,494	0	500,000	519,694	259,060
Impact Aid Revenue Bond Building	0	0	0	0	0	0
Debt Service	0	6,128,007	(3,987,287)	2,050,000	2,048,707	92,013
Emergency Deficiencies Correction	0	0	0	0	0	0
Building Renewal Grant	(924,617)	2,588,242	0	1,000,000	2,087,711	(424,086)
Impact Aid Rev. Bond Debt Service	0	0	0	0	0	0
Student Activities	0	0			0	0
Self-Insurance	0	0	0	0	0	0
Intergovernmental Agreements	111,450	294,064	0	50,000	155,393	250,121
OPEB	0	0	0	0	0	0
Other Funds	0	0	0	0	0	0

SUPPLEMENT TO SCHOOL DISTRICT ANNUAL FINANCIAL REPORT FOR DISTRICTS THAT INCURRED EXPENDITURES FOR  
ENGLISH LANGUAGE LEARNERS (A.R.S. §§15-756.04 and 15-756.11)

Revenue Object Codes/Expenditure Function Codes	Beginning Fund Balance	Actual Revenues	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Property 6700	Other 6800	Total Expenditures		Ending Fund Balance
									Budget	Actual	
<b>Structured English Immersion Fund 071</b>											
<b>Revenues</b>											
3200 Restricted Revenue from State Sources 1.		0									1.
1500 Investment Income 2.		0									2.
Total Revenues (lines 1 and 2) 3.		0									3.
<b>Expenditures</b>											
1000 Instruction 4.			0	0	0	0	0	0	0	0	4.
2000 Support Services											
2100 Students 5.			0	0	0	0	0	0	0	0	5.
2200 Instructional Staff 6.			0	0	0	0	0	0	0	0	6.
2300 General Administration 7.			0	0	0	0	0	0	0	0	7.
2400 School Administration 8.			0	0	0	0	0	0	0	0	8.
2500 Central Services 9.			0	0	0	0	0	0	0	0	9.
2600 Operation & Maintenance of Plant 10.			0	0	0	0	0	0	0	0	10.
2700 Student Transportation 11.			0	0	0	0	0	0	0	0	11.
2900 Other 12.			0	0	0	0	0	0	0	0	12.
<b>Total (must agree with the AFR page 6, line 3)</b> 13.	0	0	0	0	0	0	0	0	0	0	13.
<b>Compensatory Instruction Fund 072</b>											
<b>Revenues</b>											
3200 Restricted Revenue from State Sources 14.		0									14
1500 Investment Income 15.		0									15.
Total Revenues (lines 14 and 15) 16.		0									16.
<b>Expenditures</b>											
1000 Instruction 17.			0	0	0	0	0	0	0	0	17.
2000 Support Services											
2100 Students 18.			0	0	0	0	0	0	0	0	18.
2200 Instructional Staff 19.			0	0	0	0	0	0	0	0	19.
2300 General Administration 20.			0	0	0	0	0	0	0	0	20.
2400 School Administration 21.			0	0	0	0	0	0	0	0	21.
2500 Central Services 22.			0	0	0	0	0	0	0	0	22.
2600 Operation & Maintenance of Plant 23.			0	0	0	0	0	0	0	0	23.
2700 Student Transportation 24.			0	0	0	0	0	0	0	0	24.
2900 Other 25.			0	0	0	0	0	0	0	0	25.
<b>Total (must agree with the AFR page 6, line 4)</b> 26.	0	0	0	0	0	0	0	0	0	0	26.

**AFR Instructions**

Page	Reference	Instructions
	Instructions	These instructions are provided to help school districts prepare the annual financial report (AFR). Within the forms, blue font indicates that an instruction is linked to that specific line. An instructions button has also been provided that links to any general instructions or to the first instruction for a page. <b>To return to the related forms after reviewing the instructions, simply click on the form's tab at the bottom of the Excel screen or press the Alt and back arrow keys.</b>
	Reconciling	All revenues, expenditures, and fund balances presented on the AFR must agree with the district's final accounting records for the year ended June 30, 2018. Before completing the AFR, districts must reconcile their accounting records to the County School Superintendent's (CSS) records after the CSS has reconciled to the County Treasurer. (Districts in the accounting responsibility program must reconcile to the County Treasurer before completing the AFR.) Accrued revenues and expenditures at June 30, 2018, not recorded by the CSS should be identified as reconciling items on the reconciliation and must be included in the revenues and expenditures reported in the AFR.
	Budget Amounts	Budget amounts should be taken from the district's most recently revised, adopted FY 2018 expenditure budget, which has been submitted to ADE.  All budget and actual amounts reported throughout the AFR should be rounded to the nearest dollar.
	Beginning Fund Balances	The beginning balance for each fund at July 1, 2017, should agree to the fund's ending balance reported on the AFR for FY 2017, if the ending balance was reported correctly. If the ending balance on the FY 2017 AFR was incorrect for any fund, districts should compute the beginning balance for such funds as follows:  Cash, prepaid, and inventory balances (object codes 0100, 0150, and 0160) at 6/30/17. Plus: Accrued revenues as of 6/30/17, received during the 60-day period following 6/30/17. Less: Payments made during the 60-day period following 6/30/17, for goods and services received on or before 6/30/17, but not paid for by that date.
	Reporting Sub-funds	<b>Any district using funds for internal management purposes that are not included in the USFR Chart of Accounts should combine revenues and expenditures from those funds into the appropriate bold-level fund for proper reporting on the AFR. For example, if the District uses a sub-fund such as 611 to account for its capital override, that sub-fund's activity should be included in the amounts reported for Fund 610—Unrestricted Capital Outlay.</b>
	Revenue General	Revenues must include cash receipts through June 30, 2018, and accrued revenues received during the 60-day encumbrance period following fiscal year-end. Examples of accrued revenues are:  1) federal reimbursements received for meals served in FY 2018; 2) property taxes collected for levies of prior fiscal years; 3) tuition received for students attending the district during FY 2018; 4) FY 2018 CSF revenues received; 5) FY 2018 state aid apportionment rollover payments made in the beginning of July 2018 (FY 2019), pursuant to Laws 2017, Ch. 305, §145. 6) the district's portion of the FY 2018 \$50,000,000 from 2016 Prop 123 additional funding.  In addition, revenues must include any cash receipts of FY 2018 that relate to a prior fiscal year but were not received in the prior year's encumbrance period; such as, FY 2017 Statewide recalculation adjustments made in September 2017, as described in School Finance Memorandum 18-015.
	Expenditure General	Expenditures must include cash disbursements through June 30, 2018, and payments made after fiscal year-end, but prior to August 30, 2018, for goods and services received on or before June 30, 2018.

**AFR Instructions**

Page	Reference	Instructions
Cover	Name, County, CTDS Number	The district name, county, and CTDS number should be entered on the cover page of the AFR. The CTDS number should not contain any slashes, dashes, etc., and must be exactly nine digits. Zeros should be entered to fill the School portion of the number on the cover page. This information will be automatically transferred to other sheets in the file.
Cover	Alert	An Alert will appear on the Cover of the AFR when commonly missed areas of the AFR are not completed. The Alert will disappear as the related areas of the AFR are completed. Districts should complete all areas of the AFR that apply to their district operations, whether or not an item is listed in the Alert. This Alert does not replace the need for a separate district employee to review the AFR for accuracy and completeness.
1	Footnotes 1 and 3	The beginning and ending fund balances for the M&O Fund should include the amount of the M&O Fund revolving account cash balance at July 1, 2017, and June 30, 2018, respectively. The revolving account balances should also be recorded in the spaces provided in footnotes (1) and (3).
1	Footnote 4	Debt Service Fund expenditures reported on line 44 should include principal, interest, and related debt costs paid from the Debt Service Fund. Report the portion of Debt Service Fund total actual expenditures that were for interest costs in footnote (4).
1	Line 16	Districts receiving transportation fees from other government sources within Arizona should report those revenues on this line. Districts should have increased their M&O budget capacity for these amounts on page 7, line 8i of the expenditure budget.
1	Lines 5 through 17 General Tuition Guidance	Districts charging tuition for full-day kindergarten or preschool programs should not record such revenues in the M&O or UCO funds. These tuition revenues should be recorded in the Community School Fund (520) on page 6 of the AFR.
1	Line 26	Include revenues received from the State that can be used for any legal purpose without restriction, such as the district's portion of the FY 2018 \$50,000,000 from 2016 Prop 123 additional funding.  <b>Do not include</b> state equalization or additional state aid amounts as they are reported on lines 27 and 28.
1	Lines 27 and 28	The amounts reported on these lines (from the district's accounting records) should be compared to the total state equalization assistance and total additional state aid amounts through payment 13 as shown on the district's most recent APOR 64-1 report. Reconciling these amounts to the APOR report will help districts ensure that all appropriate revenues are included in the correct FY's accounting records.
1	Line 31	<b>Do not include</b> Federal Impact Aid revenues received on this line. These revenues should be reported in Fund 378 on page 5. See line 41 for instructions for reporting transfers from the Impact Aid Fund.
1	Line 41	This line should include Impact Aid monies transferred to the M&O Fund. Impact Aid revenues should be recorded in the Impact Aid Fund, but may be transferred to the M&O fund to provide cash for the difference between the Transportation Revenue Control Limit and Transportation Support Level or to reduce or eliminate the amount levied as property taxes.
1	Line 44	Total expenditures for the M&O and UCO Funds are pulled from page 2, line 32 and page 4, line 10, respectively.

**AFR Instructions**

<b>Page</b>	<b>Reference</b>	<b>Instructions</b>
3	General	Expenditures coded during the fiscal year to any of the individual Classroom Site Funds (011-013) that would have caused the district to exceed the Classroom Site Fund Budget Limit or the appropriate percentage allocation for the individual fund should be reclassified to the M&O or other appropriate fund before the AFR is completed.
4	UCO Override Line 1	Enter the actual expenditure amounts from any Unrestricted Capital Outlay Override authorized by A.R.S. §15-481. Amounts included on line 1 must also be included on lines 2-9, as appropriate.
4	UCO Fund Expenditures Lines 2-9	Enter <u>all</u> expenditures from the UCO Fund including Joint Career and Technical Education and Vocational Education Center, as reported on page 2, and Desegregation, as reported on the Desegregation Supplement-Districtwide, page 3.
4	Other Funds—Required Capital Expenditure Detail for Funds 610, 630, 695, & 620	<p>In accordance with A.R.S. §15-904(B), detailed budgeted and actual expenditures for only the items listed in lines 2-11 must be reported from the UCO (610), Bond Building (630), New School Facilities (695), and Adjacent Ways (620) funds. <b>The amounts reported on lines 2-11 may not include all expenditures of these funds as shown on line 1.</b> Total expenditures for the UCO Fund should also be reported in the UCO Fund Expenditures table at the top of page 4. Total expenditures for the UCO, Bond Building, and Adjacent Ways funds should also be reported on page 1, line 44. Total expenditures in the New School Facilities Fund should also be reported on page 6, line 30.</p> <p>In addition, the detailed expenditures reported in lines 2-11 must be <b>separately</b> reported as new construction or renovation on lines 13-15. If the designation of new construction or renovation does not apply to a particular expenditure reported on lines 2-11, the amount should be reported as "Other." Therefore, the total budgeted and actual expenditures for each fund reported on line 12 must agree to the total amounts reported on line 16, by fund.</p>
4	New construction cost per square foot	Report the cost per square foot for new construction projects in progress or completed during the fiscal year for Funds 610, 630, 695, and 620. For projects still in progress at year-end, districts should calculate the cost per square foot by dividing the <u>anticipated</u> total cost of all projects upon completion by the <u>anticipated</u> total square footage of all projects upon completion. For projects that were completed during the fiscal year, districts should calculate the cost per square foot by dividing the total <u>actual</u> cost of all projects upon completion by the total <u>actual</u> square footage of all projects.
4	Capital Assets, Lines 1-3	Enter the total costs (before depreciation), by asset classification, for all assets recorded on the capital assets list as of June 30, 2018. Assets with costs below \$5,000 should not be included on the capital assets list or in amounts reported here unless the district's governing board has established a capitalization threshold of less than \$5,000. Do not include stewardship list items in these amounts.
4	Capital Assets, Line 4	Enter the total cost of construction in progress as of June 30, 2018. This amount will not appear on the capital assets list as of June 30, 2018, as these amounts are not recorded on the list until the project(s) is completed.
5	Federal Projects	Any district using funds for internal management purposes that are not included in the USFR Chart of Accounts should combine revenues and expenditures from those funds into the appropriate bold-level fund for proper reporting on the AFR. For example, if the District uses a sub-fund such as 135 to account for ESEA Title I monies, that sub-fund's activity should be included in the amounts reported on line 1, Fund 100-130—ESEA Title I—Helping Disadvantaged Children.

**AFR Instructions**

<b>Page</b>	<b>Reference</b>	<b>Instructions</b>
5	Net Other Financing Sources and Uses Including Transfers	<p>Monies received from other financing sources and transfers-in should <b>not</b> be included in the revenues column. Outlays for other financing uses and transfers-out should <b>not</b> be included in the expenditures column.</p> <p>Amounts received from other financing sources and transfers-in (object codes in the 5000 range) should be separately reported from amounts for other financing uses and transfers-out (object codes in the 6900 range) in the respective columns to the right of page 5. All amounts in both columns should be entered as positive numbers. Amounts entered in these columns will pull into Net Other Financing Sources and Uses Including Transfers in column G.</p> <p>If total other financing uses and transfers-out are greater than total other financing sources and transfers-in, the net amount will display as a negative number in column G.</p>
5	State Projects	Any district using funds for internal management purposes that are not included in the USFR Chart of Accounts should combine revenues and expenditures from those funds into the appropriate bold-level fund for proper reporting on the AFR. For example, if the District uses a sub-fund such as 401 to account for a portion of its vocational education monies, that sub-fund's activity should be included in the amounts reported on line 19, Fund 400—Vocational Education.
6	Net Other Financing Sources and Uses Including Transfers	<p>Monies received from other financing sources and transfers-in should <b>not</b> be included in the revenues column. Outlays for other financing uses and transfers-out should <b>not</b> be included in the expenditures column.</p> <p>Amounts received from other financing sources and transfers-in (object codes in the 5000 range) should be separately reported from amounts for other financing uses and transfers-out (object codes in the 6900 range) in the respective columns to the right of page 6. All amounts in both columns should be entered as positive numbers. Amounts entered in these columns will pull into Net Other Financing Sources and Uses Including Transfers in column F.</p> <p>If total other financing uses and transfers-out are greater than total other financing sources and transfers-in, the net amount will display as a negative number in column F.</p>
6	Other Funds—School Plant Line 5	Actual expenditures made in the School Plant Fund (500) in accordance with A.R.S. §15-1102. Districts that established subfunds for School Plant in funds 501-504 to account for monies received that were restricted for different purposes by statute, should report all expenditures from those funds on this line.
6	Other Funds—Indirect Costs Line 17	Indirect Costs Fund revenues should only consist of interest earned on any existing balance in the fund. Interest earned on monies in federal funds that is not required to be reverted should be reported in the respective federal fund on page 5. If a district chooses to transfer interest to the Indirect Costs Fund, it should be reported in the Other Financing Sources Including Transfers-in column to the right of page 6.
6	Other Funds—New School Facilities Line 30	Actual expenditures for the New School Facilities (695) Fund should include all expenditures from this fund, which may exceed the detailed expenditures reported on page 4.
6	Other Line 33	Expenditures related to monies remaining in Fund 080—Student Success should be reported on line 33—Other, along with any other funds not included elsewhere in the AFR.
6	Internal Service Funds—IGAs Line 2	If fund numbers other than 955 are used for Intergovernmental Agreements, include activity from all intergovernmental agreement funds on this line.

**AFR Instructions**

<b>Page</b>	<b>Reference</b>	<b>Instructions</b>
7	General	Page 7 includes several sections that are independent from one another and serve separate purposes. Be sure to read any instructions available for each individual section, as some expenditures may be reported in more than one section.
7	Section A—Bonds and Short-term Debt	<p>This information is included in the AFR to assist with Form 33 reporting to the National Center for Education Statistics. For more information on Form 33, please refer to the Page 9 General instructions below.</p> <p><b>Bonds</b>—Report beginning and ending balances for all general obligation bonds, revenue bonds, refunding bonds, and certificates of participation. Report all such debt issued during the fiscal year on line 2. Report all principal payments made on such debt during the fiscal year on line 3. Any amount reported on line 3 <b>must</b> be entered as a negative number (with a minus sign).</p> <p><b>Short-term Debt</b>—Report beginning and ending balances for interest-bearing debt with a term of one year or less such as bank revolving lines of credit, tax anticipation notes, and other short-term debt. Districts with short-term debt activity during the fiscal year but no balances at the beginning or end of the fiscal year should report 0 on lines 5 and 6.</p> <p><b>DO NOT INCLUDE</b> lease purchase agreements, compensated absences, accounts payable, and other noninterest bearing obligations in amounts reported in this section.</p>
7	Section C—Liabilities in Excess of the Budget	If the actual expenditures incurred in excess of the budget were less than the amount approved by the county, include only the actual expenditures incurred in excess of the budget in this section, <b>not</b> the amount approved by the county.
7	Section D—Current Expenditures by Category	<p>A.R.S. §15-255 requires the Superintendent of Public Instruction’s Annual Report to include total current expenditures per pupil and separate per pupil amounts by type of district for (1) classroom instruction excluding classroom supplies, (2) classroom supplies, (3) district and school administration, (4) support services—students, and (5) all other support services and operations. ADE will calculate the “per pupil” amounts based on the total current expenditures reported on lines 1 through 5 in this section.</p> <p>The Every Student Succeeds Act (ESSA) requires the reporting of current expenditures from federal funds. On line 7, districts should report the portion of total current expenditures calculated on line 6 that were made from federal funds, excluding those intended to replace local tax revenues (funds 100 through 399, <b>excluding</b> applicable impact aid fund monies).</p> <p>Current expenditures include expenditures from all funds for elementary and secondary education (e.g., M&amp;O, CSF, Auxiliary Operations, Extracurricular Activities Tax Credit, most federal and state projects, etc., for PSD-12). Current expenditures do not include expenditures for tuition paid to other Arizona school districts, capital (land and improvements, buildings and improvements, furniture, equipment, technology, vehicles), Internal Service Fund operations, Community School Fund operations, debt retirement, student activities, and non-PSD-12 school programs appropriately recorded in Program Codes 700, 800, and 900 (e.g., adult/continuing education, community college education, community services, and day care centers).</p>

Page	Reference	Instructions
7	Section F—Rewards, Discounts, Incentives, and Other Financial Considerations Received from Credit Card Companies	<p>A.R.S. §35-391 requires districts to report the amount of any reward, discount, incentive or other financial consideration received as a result of making payments to vendors with a credit card. For this requirement, credit card is defined as:</p> <p>(a) Any instrument or device, whether known as a credit card, charge card, credit plate, courtesy card or identification card or by any other name, issued with or without a fee by an issuer for the use of the cardholder in obtaining money, goods, services or anything else of value, either on credit or in possession or in consideration of an undertaking or guaranty by the issuer of the payment of a check drawn by the cardholder, on a promise to pay in part or in full at a future time, whether or not all or any part of the indebtedness represented by this promise to make deferred payment is secured or unsecured.</p> <p>(b) Any debit card, electronic benefit transfer card or other access instrument or device, other than a check that is signed by the holder or other authorized signatory on the deposit account, that draws monies from a deposit account in order to obtain money, goods, services or anything else of value.</p> <p>(c) Any stored value card, smart card or other instrument or device that enables a person to obtain goods, services or anything else of value through the use of value stored on the instrument or device.</p> <p>(d) The number assigned to an instrument or device described in subdivision (a), (b) or (c) of this paragraph even if the physical instrument or device is not used or presented.</p>
7	Section G—Cash and Investments held at fiscal year end	<p>ADE will use this information to complete Form 33, issued by the National Center for Education Statistics (NCES). NCES's instructions for these amounts indicate that districts should report ending balance amounts of cash and investments (at market value) for the following funds:</p> <p><b>Sinking funds</b> – funds containing reserves held specifically for redemption of long-term debt.</p> <p><b>Bond funds</b> – funds containing unexpended proceeds of bond issues that were being held pending their disbursement.</p> <p><b>Other funds</b> – all other funds, <b>exclude</b> any employee retirement funds.</p> <p>Include cash balances; cash on hand; certificates of deposit; federal securities; state and local government securities; mortgages; and corporate stocks, bonds, and notes. <b>Exclude</b> accounts receivable, value of real property, and all nonsecurity assets.</p> <p>For more information on Form 33, please refer to the Page 9 General instruction below.</p>
7	Section H—FY 2018 Additional Teacher Salary Increases	<p>This section is used to report information related to the calculation and payment of the intended 1.06% teacher salary increase provided by Laws 2017, Ch. 305, §33. Districts should report actual amounts for each line:</p> <ol style="list-style-type: none"> <li>1. Report the actual FY 2017 total salary amounts of those teachers <b>that received payments</b> for the intended 1.06% salary increase.</li> <li>2. The amount of funding received from ADE or through levy to pay eligible teachers for the intended 1.06% salary increase in FY 2018.</li> <li>3. The total amount paid to eligible teachers for the intended 1.06% salary increase in FY 2018.</li> </ol> <p>Line 4 will calculate the difference between lines 2 and 3. Any audit findings regarding the miscalculation of these amounts shall be reported to ADE and are subject to a budget correction pursuant to §15-915.</p>

AFR Instructions

Page	Reference	Instructions
8	Section B— M&O Fund Special Education Programs by Type	<p>Report all M&amp;O Fund monies spent for special education (Programs 200 and 300) operational expenditures in the Actual column. Documentation supporting the cost allocation method should be retained at the district and should include the reasoning behind the allocation, a list of the programs, the number of teachers and students by program, and all computation work sheets.</p> <p><b>Districts should report actual total expenditures in Program 200—Special Education for disability classifications defined in A.R.S. §15-761 on line 1, Total All Disability Classifications.</b> State statute also includes the programs listed on lines 2-8 in the M&amp;O Fund Special Education Subsection for budgetary purposes. The total expenditures for all of these programs on line 9 must agree to the total M&amp;O Fund, Programs 200 and 300 expenditures reported on page 2, line 24.</p>
8	Section D— Expenditures for Audit Services	<p>Do not include the costs of non-audit services such as consulting and application fees paid for submission of district's Comprehensive Annual Financial Report to ASBO and GFOA for certification or fees for preparation of the Meritorious Budget Award application to ASBO in the nonfederal or federal audit services actual expenditures in this section.</p> <p>On Line D.1, enter the actual M&amp;O Fund expenditures paid in FY 2018 related to nonfederal program and compliance audits.</p> <p>On Line D.2, enter the total actual federal audit service expenditures paid in FY 2018 from all funds.</p>
8	Sections E—Performance Pay	Do not report expenditures for the Performance Pay Component of the Classroom Site Fund or the Instructional Improvement Fund on this line.
8	Section F—Tuition	<p>Districts should use this table to report expenditures for all tuition object codes, 6561 through 6569, based on <b>paid tuition invoices</b>, including amounts paid for operations, capital, and debt related billing.</p> <p>-Type 03 districts should fill in lines 1 through 4 and 7 through 9, as applicable.</p> <p>-All Districts, other than Type 03 districts, should fill in lines 5 through 9, as applicable.</p>
8	Section F—Tuition (continued)	<p>Type 03 districts should submit copies of the final tuition invoices and corresponding calculation worksheets to ADE School Finance for the total tuition expenditure amounts reported for operations, capital, and debt service only for high school students that attend other Arizona districts.</p> <p>Districts should scan final tuition invoices and corresponding calculation worksheets and save as a .pdf file. Please email the .pdf file to the School Finance budget team by October 31 at the link below. The email subject line should include the fiscal year, district name, CTD number, and "Type 03 tuition".</p>
		<a href="mailto:sfbudgetteam@azed.gov">sfbudgetteam@azed.gov</a>
9	General	The information included on this page will be used by ADE to complete the National Public Education Financial Survey (NPEFS) and Form 33 issued by the National Center for Education Statistics. Data from NPEFS is used to calculate a state per pupil expenditure amount that is used in the formula for allocating a number of federal program funds to states and school districts, including: Title I, Impact Aid, and Indian Education. Other programs make use of state per pupil expenditure data indirectly because their allocation formulas are based, in whole, or in part, on state Title I allocations. The NPEFS and Form 33 data are also used by researchers and government policymakers to address important education policy and research issues.

**AFR Instructions**

<b>Page</b>	<b>Reference</b>	<b>Instructions</b>
9	Additional Information for NPEFS Reporting	Report <b>all</b> expenditures from <b>funds 020 through 799</b> . The total expenditures included on line 15 should be used as a check figure against the total expenditures for these funds in the districts' accounting records.  <b>Do not include</b> expenditures from Funds 001, 011, 012, and 013, as detailed information for NPEFS reporting for those funds will be obtained by ADE from pages 2 and 3 of the AFR. In addition, <b>do not include</b> expenditures from Funds 800 and above as they are fiduciary (trust and agency) or proprietary (enterprise and internal service) funds and are not reported in the NPEFS.
9	Programs 700-900 Expenditure Detail	The total expenditures reported in this table for programs 700-900 should agree to the total expenditures reported in the "Programs 700-900" column in the table above.
9	Property Detail for Function 4000	The total expenditures reported in this table should agree to function 4000 expenditures reported on line 13 for the "Property" column in the table above.
9	Technology Detail	Do <b>not</b> include expenditures for nontechnology-related equipment such as machinery, vehicles, and furniture (object codes 6731 through 6736) in this table.
9	Teacher Salaries Lines 1-5	Report base salaries (including CSF Performance Pay), overtime, and additional compensation paid to certified teachers, certified substitute teachers, and retired and returned to work as contract/leased teachers from all funds for the specified programs. Do not include salaries paid to instructional aides or assistants or any noncertified teachers. If a teacher is paid from more than one program, allocate the salary based on the amount of time instructing in each program.  If the district has used the optional object codes in the Chart of Accounts for teachers and substitute teachers, amounts for certified teachers should be recorded in object code 6112 and amounts for certified substitutes should be recorded in object code 6113.
9	Other Items—Textbooks Line 6	Report expenditures for textbooks, periodicals, and other print medium used for classroom instruction. Do not include expenditures relating to on-line texts or tools.
9	JTED Districts Only	To assist ADE in collecting accurate information for the NPEFS, JTED districts should report all amounts from object codes 6591—Services Purchased from Other Arizona Districts, 6870—Pass-through Payments, and 6880—Sub-awards from all funds and all functions.
Summary	General	The Summary condenses the information in the AFR for more economical publication. Most information in the Summary automatically pulls from the AFR, so the AFR should be completed before the Summary.
Summary	ADM	Obtain total Attending ADM for FY 2017 and FY 2018 from ADE's ADM Attending Summary reports (ADMS 45-2), available on ADE's website at the link below: <a href="http://www.ade.az.gov/districts">www.ade.az.gov/districts</a>
Summary	Other Capital Funds	Record the total of Funds 660 and 665 as reported on AFR page 6, Other Funds, lines 26 and 27.
Summary	Federal Projects	Record the total of Funds 100-399 as reported on AFR page 5, Federal Projects, line 18.
Summary	State Projects	Record the total of Funds 400-499 as reported on AFR page 5, State Projects, line 30.
Summary	Gifts and Donations	Record the combined total of Funds 530 and 650, as reported on AFR page 6, Other Funds, lines 10 and 25.
Summary	Other Funds	Record the combined total of the Other Funds on AFR page 6, line 33 and the other Internal Service Funds on AFR page 6, line 4.

## Helpful Hints for Using the AFR Forms in Excel

### Protected View and Enabling Content

Some of the Excel files in the AFR package zip file, or prior year budget or AFR files brought into a new folder, may cause warning messages (e.g., protected view, enable content, etc.) to appear on your computer the first time you open the files. The files are safe to use. **If you receive a warning, you will need to make the file a “trusted document” before you will be able to edit the file.** If an untrusted file is open while saving a trusted file, it could cause links between the files to break. If you need further assistance making the files "trusted documents," please work with your IT department as security could be set up differently for your computer or network. The solution is often as simple as clicking on the warning message where indicated and choosing to continue editing the file or enabling content.

### Format and View Options

To ensure the accuracy of the calculations, each sheet is protected and cells with formulas have been locked. Information should **not** be manually entered in the shaded areas or protected cells. When the sheet is protected you can move from one unprotected cell to the next using the Tab key. Formulas should not be changed or deleted unless specifically instructed to do so by the Arizona Auditor General's Office or ADE. Row height, column width, and cell format may be modified without unprotecting the sheet. Grid lines have been turned off in order to make the forms easier to read. Users may turn the grid lines back on without affecting the calculations or printing of the spreadsheet. Significant changes from last year's forms are highlighted in yellow throughout the spreadsheets. Users may remove highlights if they prefer before finalizing.

### File Integrity

Please keep the following in mind when using the forms in Excel to ensure that the district's data can be properly processed by ADE:

- File names should **not** be changed. If the file names are changed, the files may not appropriately link to each other.
- Rows and columns should **not** be added to or deleted from the forms.
- Information should **not** be copied and pasted from prior year's forms, as it can cause merged cells to unmerge and may result in duplicate reporting of expenditures, and/or the value being placed into a cell reference that is different than where ADE's processing system is expecting it.
- Sheet tabs should **not** be renamed.

\*\* Users with an Excel version newer than Excel 2003 should save the file in the “Excel 97-2003 Workbook (\*.xls)” format. ADE's computer system is not able to process files with the .xlsx file extension.

### Printing

The Excel files have been formatted to print on legal size paper (8 ½” by 14”), except for the Instructions and AFR Summary which are formatted to print on 8 ½” x 11” paper. If your printer's settings are different from those used to set up the files, a little experimentation may be needed to get each sheet to print on one page. Users should try changing the “scaling” under page setup if needed.

- To print the entire file including the instructions—Select File/Print/Entire Workbook
- To print one page—Select File/Print/Active Sheets
- To print a group of pages (for example to print all sheets without the instructions)—Click on the Excel tab for the first page to be printed and hold the Shift key while clicking on the Excel tab for the last page to be printed – this selects the sheets as a group. Then select File/Print/Active Sheets

If you have any questions or suggestions for improving the forms in future years, please contact Chris Votroubek of the Auditor General's Office at (602) 553-0333, or email us at the address below:

[asd@azauditor.gov](mailto:asd@azauditor.gov).