

# Charter School Financial Data Feed

# IMPORTANT NOTES

- The submission of the financial data through the Audit application in the Texas Education Agency Login (TEAL), replaces the previous method of emailing the Excel data templates to the Financial Accountability email box.
- Two Annual Financial Report (AFR) files submitted through the TEAL Audit application:
  1. AFR in **PDF**
  2. **Financial data feed file:** submitted and finalized

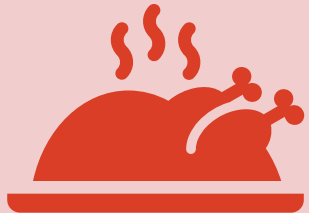
# IMPORTANT NOTES

- Important for timely submission of financial data in the **Audit** application.
- Submit PDF and finalize data feed file by:
  - ✓ November 27 (June 30 FYE) or January 28 (August 31 FYE)
- Texas Education Code (TEC), §44.008, does not provide for any extension when the date falls on a holiday or weekend.

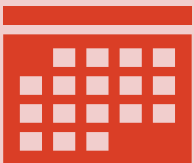
# Annual Financial Report Submission for June 30<sup>th</sup> fiscal year-end school districts



This year their AFR due date, November 27<sup>th</sup> falls on a Saturday.



Two days after Thanksgiving.



District's with a June 30<sup>th</sup> fiscal year-end will need to plan ahead.

# IMPORTANT NOTES

- Late or incomplete submissions could negatively affect the school's Financial Integrity Rating System of Texas (FIRST) rating.
- The Annual Financial Report in PDF must include a complete, signed and dated Certificate of Board (COB).
- **Verify** all the audit reports are signed and dated by the audit firm
  - Auditor's Opinion Report
  - Government Auditing Standards Report
  - Single Audit Report (if applicable)
- The data feed submission is not complete **UNTIL** the Audit data schedules have been finalized by school personnel.

# IMPORTANT NOTES

- A late submission could impact your **School FIRST** rating:  
Critical indicator #1, “Was the complete annual financial report (AFR) and data **submitted to the TEA within 30 days** of the **November 27** or **January 28** deadline depending on the school district’s fiscal year end date of June 30 or August 31, respectively?”
- Submission of the complete AFR in PDF after 30 days of the due date would cause the district to fail critical indicator #1 and School FIRST.
- If either the PDF or data feed finalization of the financial audit is submitted late, the school would receive a comment concerning the late submission in our review letter to the school.



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- Student Attendance Accounting Handbook
- Annual Financial and Compliance Reports (AFRs)
- Resource Guide (FASRG)

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- Federal Program Compliance Compliance and Reporting
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Additional information is found on the Financial Compliance Division's **Electronic Submissions** web page.



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# Financial Compliance

## CALENDAR OF IMPORTANT SUBMISSION DATES

### Annual Financial and Compliance Reports

Each year, charter schools, education service centers (ESCs), and school districts must have their annual financial and compliance reports (AFRs) audited by an independent auditor. The resulting AFR must be submitted to the Texas Education Agency (TEA) for review.

### Depository Contracts

A school district or charter holder must have a depository contract with any bank into which TEA deposits state funds. For requirements and procedures related to depository contracts, select one of the following:

- charter schools
- school districts

**Electronic Submissions**

Charter schools, ESCs, and school districts are required to submit their AFRs in electronic



## Electronic Submissions

Charter schools, regional education service centers (ESCs), and school districts must submit their annual financial and compliance report (AFR), district improvement plan for school districts and charter schools), campus improvement plan(s) (for school districts and charter schools), and local evaluations (for school districts and charter schools) in electronic format to the Financial Compliance Division. This page provides information about

- the documents districts and ESCs must submit,
- the documents charters must submit,
- instructions for submitting the required documents, and
- additional information related to submitting the AFR and related documents.

### Important Reminders

- The Texas Education Code (TEC), §44.008, does not provide for any extension when the date falls on a holiday or weekend. The AFR is not required to be submitted earlier.
- A complete, board approved, and signed AFR in PDF format must be received through the AUDIT application in the TEA Login (TEAL) secure environment to meet submission requirements.
- Emailing of the required AFR files does not meet submission requirements.
- The AUDIT application in TEAL is open 24 hours, seven days a week to accept electronic AFR submissions.

### Annual Financial and Compliance Report Submission— Districts and ESCs

A school district or an ESC must send the AFR (as a PDF) and related data feed text file to the Texas Education Agency (TEA).

- For instructions for submitting the **AFR PDF document**, see [Electronic Report Submission Standards \(PDF, 1,057 KB\)](#).
- For instructions on submitting the **data feed text file**, see
  - [Annual Financial Report Data Feed Standards \(Word, 831 KB\)](#) and
  - [Brief Overview of the Audit Data Feed Finalization Process \(PDF, 847 KB\)](#)

A district or ESC submits its AFR through the AUDIT application in the Texas Education Agency Login (TEAL). See the appropriate link in the TEAL section below to set up an account.

### Annual Financial and Compliance Report Submission— Charter Schools

A charter school must send its AFR (as a PDF) and related data to TEA.

- For instructions for submitting the **AFR PDF document**, see [Electronic Report Submission Standards \(PDF, 1,057 KB\)](#).
- For instructions on submitting the **Charter School Financial Data Feed**, see the [Charter School Annual Financial Report Data Feed Standards \(Word, 850KB\)](#)

A charter school submits its AFR through the AUDIT application in TEAL. Refer to the appropriate link below to set up an account.

### Contact Information

Tiffany Martin (512) 936-1776 or  
[tiffany.martin@tea.texas.gov](mailto:tiffany.martin@tea.texas.gov)

Paul Moreno (512) 475-2228 or  
[paul.moreno@tea.texas.gov](mailto:paul.moreno@tea.texas.gov)

#### Financial Compliance Division

Phone: (512) 463-9095

Fax: (512) 463-1777

Email: [schoolaudits@tea.texas.gov](mailto:schoolaudits@tea.texas.gov)



You find information and related documents under the section titled, **Annual Financial and Compliance Report Submission-Charter Schools**







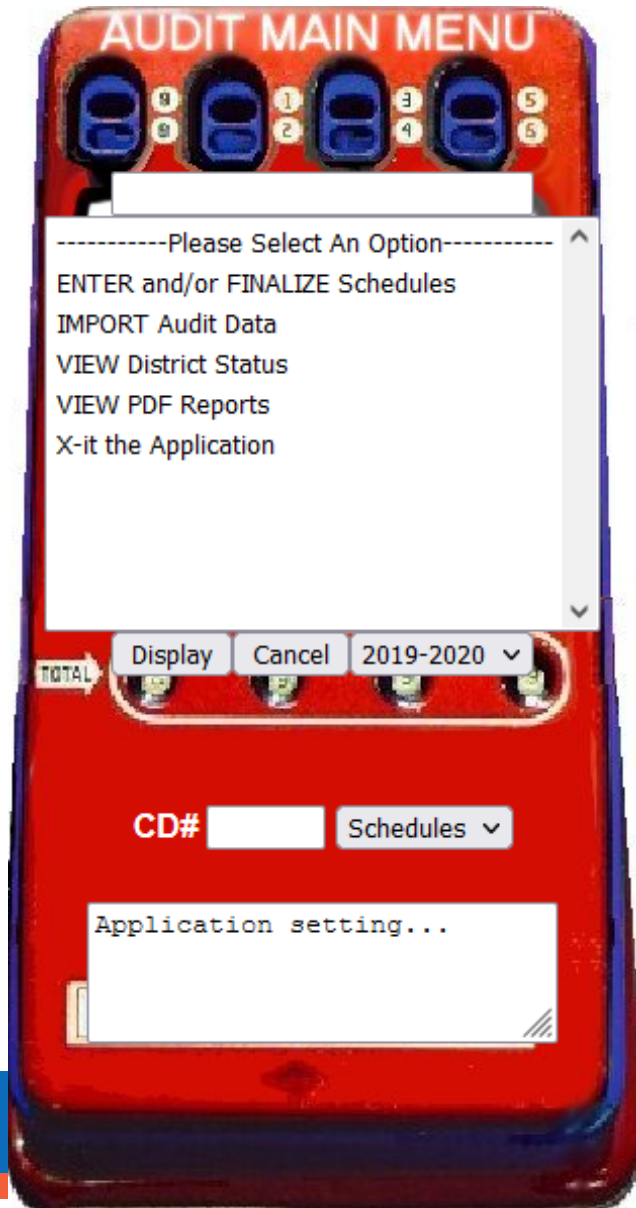
# The Audit Application in TEAL



# Financial Report Data Submission - Roles

- Submitters of the financial data must have a TEAL account with access to the AUDIT application.
- Submitters will need to have an AUDIT application role of:
  - **Charter AFR User** - Submits AFR, or
  - **Charter AFR and Depository Contract User** - Submits AFR and depository contract.
- Your External CPA may also enter your school's financial data if they have a **CPA Personnel** AUDIT access and have been approved by your school.
- The **Finalization** of the data feed must be completed by school personnel; the **CPA Personnel** role does not have the Finalization capability.

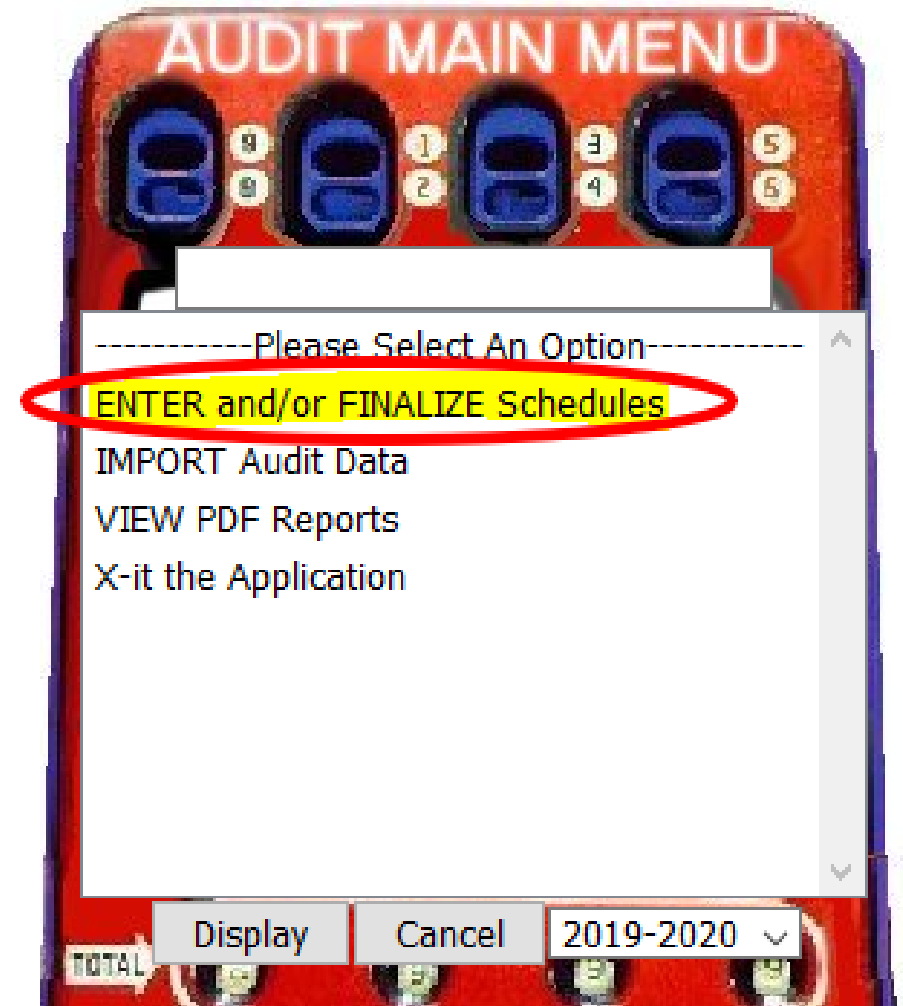
# Financial Report Submission - Audit Application Menu



- **ENTER and/or FINALIZE Schedules**
  - Allows manual **entry** and **Finalization** of the financial information.
- **IMPORT Audit Data**
  - Allows PDF and **data file uploads**.
- **VIEW District Status**
  - Allows **immediate** viewing of **all** financial data submissions and PDFs.
  - Whether submitted by school or CPA.
- **VIEW PDF Reports**
  - Only allows viewing of posted PDFs.
- **X-it the Application**
  - Closes the Audit application.

# New Function added to CPA role

- The CPA role now has the ability to access the data feed schedules by selecting:
  - **ENTER and/or FINALIZE Schedules**
  - Then clicking on the **Display** button.
- The CPA is now able to view and modify (until it is finalized) the data feed schedule information for each school they work with.



# New Function added to CPA role

- The CPA role can now view, print, check for edits, make changes, and save.
- The CPA role does not have the ability to finalize the schedules.

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**B7 Statement of Financial Position - CORPUS CHRISTI MONTESSORI SCHOOL 2020-21  
(New) (Updateable)**

Reset   Show Errors   Error List   Save   Help   Print

Data Codes	Account Descriptions	1 Total
	<b>Current Assets</b>	
1110	Cash & Cash Equivalents	
1101	Restricted Cash & Cash Equivalents	

- Only schools have the finalize functions available to them.

b7   b8   b9   b10   b11   b15a   b15b   b17   b19   b20   b21   j4   rq1    Schedules are Complete and Finalized   **Finalize**   Home

# Financial Report Data Submission Schedules

## Schedules –Required and Required if Applicable

- Statement of Financial Position for Individual Charter School (Exhibit B.7)
- Statement of Activities for Individual Charter School (Exhibit B.8)
- Statement of Cash Flows for Individual Charter School (Exhibit B.9)
- Schedule of Expenses for Individual Charter School (Exhibit B.10)
- Schedule of Capital Assets for Individual Charter School (Exhibit B.11)
- Schedule of Findings and Questioned Costs (Exhibit B.15a - part 1)
- Schedule of Findings and Questioned Costs (Exhibit B.15b - part 2) (if applicable)
- Schedule of Expenditure of Federal Awards (Exhibit B.17) (if applicable)
- Schedule of Real Property Ownership Interest (Exhibit B.19) (if applicable)
- Schedule of Related Party Transactions (Exhibit B.20) (if applicable)
- Schedule of Related Party Compensation and Benefits (Exhibit B.21) (if applicable)
- Use of Funds Report - Select State Allotment Programs (Exhibit J4)  
(optional for FY 2021, required for FY 2022)
- Required Questions (Exhibit RQ1)

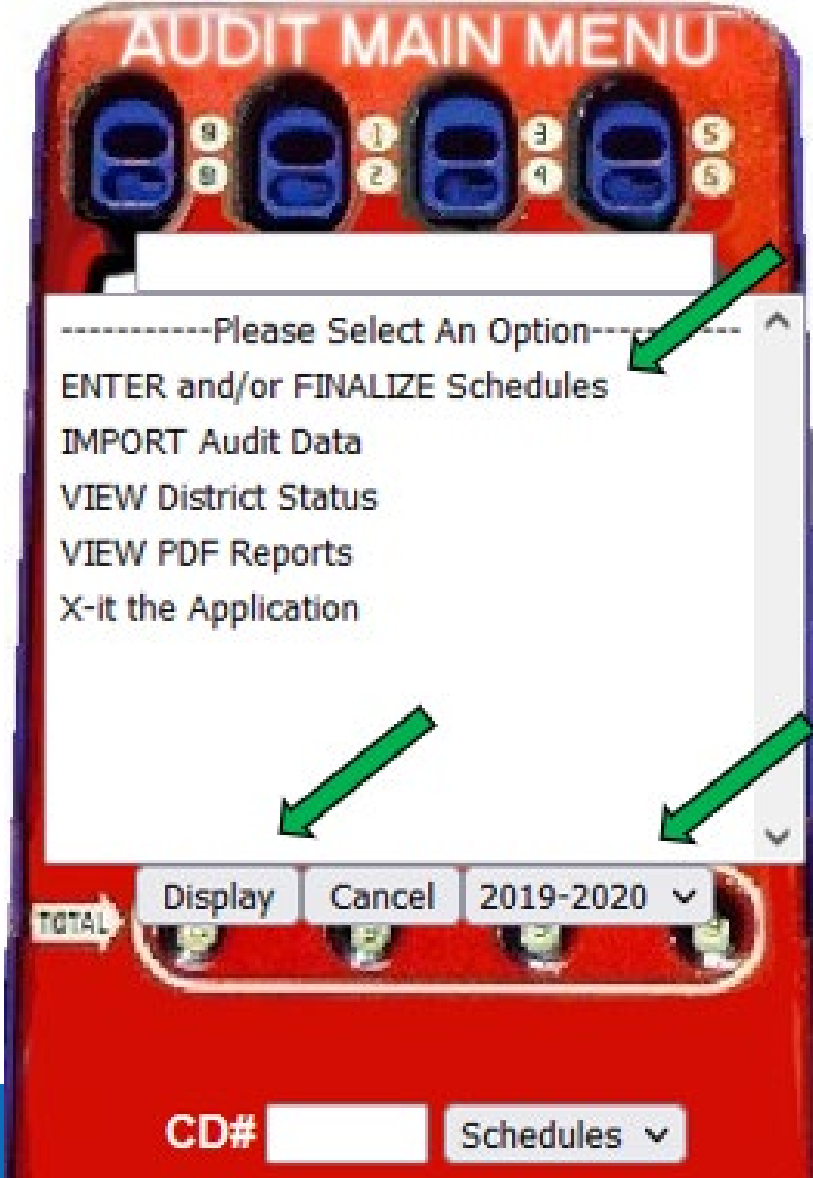
**Use of Funds Report  
- Select State  
Allotment Programs  
(Exhibit J4)**

<b>J4 Worksheet - FRANKSTON ISD 2019-20 (New) (Updateable)</b>		
<input type="button" value="Reset"/> <input type="button" value="Show Errors"/> <input type="button" value="Error List"/> <input type="button" value="Save"/> <input type="button" value="Save/Close"/> <input type="button" value="Help"/> <input type="button" value="Print"/>		
Data Codes	Account Descriptions	1 Responses
ap1	Did your district expend any state compensatory education program state allotment funds during the district's fiscal year?	<input type="text"/>
ap2	Does the district have written policies and procedures for its state compensatory education program?	<input type="text"/>
ap3	Total state allotment funds received for state compensatory education programs during the district's fiscal year.	<input type="text"/>
ap4	Actual direct program expenditures for state compensatory education programs during the district's fiscal year. (PICs 24,26,28,29,30,34)	<input type="text"/>
Data Codes	Account Descriptions	1 Responses
ap5	Did your district expend any bilingual education program state allotment funds during the district's fiscal year?	<input type="text"/>
ap6	Does the district have written policies and procedures for its bilingual education program?	<input type="text"/>
ap7	Total state allotment funds received for bilingual education programs during the district's fiscal year.	<input type="text"/>
ap8	Actual direct program expenditures for bilingual education programs during the district's fiscal year. (PICs 25 and 35)	<input type="text"/>
Data Codes	Account Descriptions	1 Responses
<input type="button" value="Reset"/> <input type="button" value="Show Errors"/> <input type="button" value="Error List"/> <input type="button" value="Save"/> <input type="button" value="Save/Close"/> <input type="button" value="Help"/> <input type="button" value="Print"/>		
<b>J4 Worksheet - FRANKSTON ISD</b>		

# Financial Report Data Entry and Verification




# Financial Report Data Entry and Verification



1. Log in to your TEAL account and click on the AUDIT application.
2. From the Audit Main Menu, select “ENTER and/or FINALIZE Schedules.”
3. It should default to the year of your submission, if not select the appropriate fiscal year from the drop-down box.
4. In the drop-down box next to the CD#, it should default to “Schedules.” (select “Schedules” if not already displayed.)
5. Click on the **Display** button.

# Helpful Hints

- Text fields have limits on length. If the text you are entering exceeds the limit of the field, enter as much of the information as you can fit.
- You can copy and paste text and amounts into the individual data feed fields, but the text must be clean and cannot have leading or trailing characters or formatting.
- Text can be cleaned by first pasting into a Word document using the *Keep Text Only* option, designated by a clipboard with an “A”:  Then copying and pasting from the Word document into the field.
- Using copy and paste can be helpful when entering data into the following schedules:
  - Schedule of Findings and Questioned Costs (Exhibit B.15b - part 2)
  - Schedule of Expenditure of Federal Awards (Exhibit B.17)
  - Schedule of Real Property Ownership Interest (Exhibit B.19)
  - Schedule of Related Party Transactions (Exhibit B.20)
  - Schedule of Related Party Compensation and Benefits (Exhibit B.21)

# Financial Report Data Entry and Verification

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6. All schedules will appear at the top of the next screen. You will select and review each schedule to verify that the data submission agrees to the AFR PDF and correct any errors.
7. Click the **B7 tab** button to view the first worksheet.
8. Enter the amounts listed in your financial report that correspond to the rows displayed. Verify that each row on the data feed submission agrees to the school's AFR PDF.
9. Click on the **Save** button, which is found at the top and bottom each page to save all the amounts entered. If you move to another schedule before saving, all your work will be lost and will need to be re-entered.

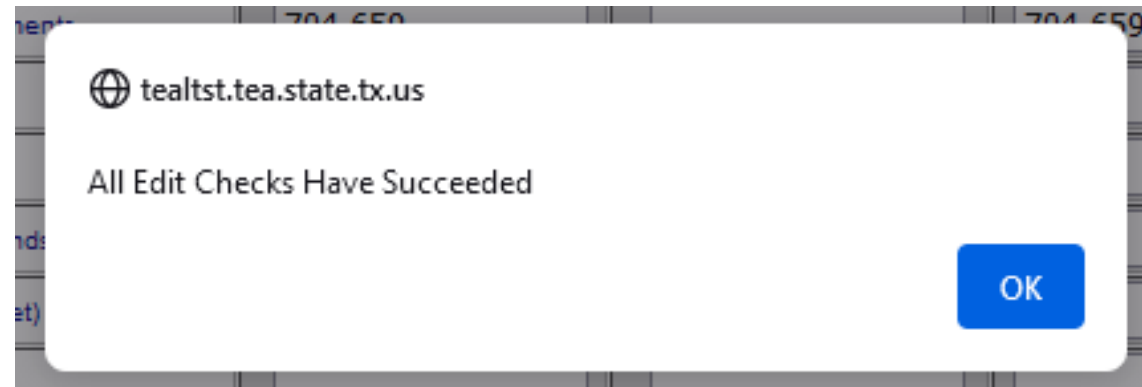
Reset   Show Errors   Error List   Save   Help   Print

# Financial Report Data Entry and Verification

10. When the **Save** button is selected the Edits are automatically checked (\*specific to the Charter School data feed schedules)
11. You can also check the Edits by selecting the **Show Errors** button.



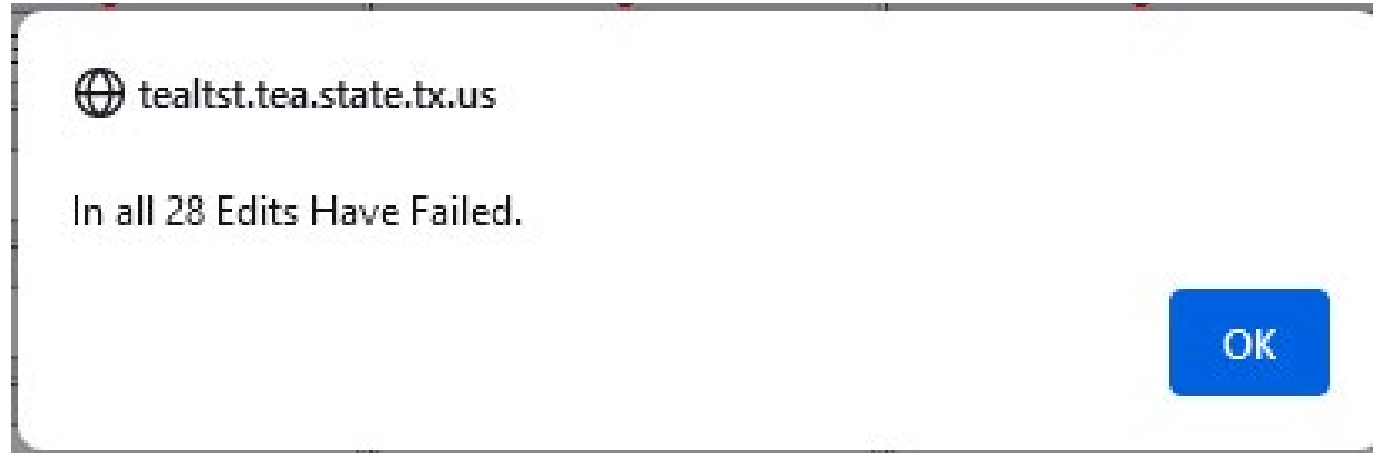
12. If there are no Edit errors, the following message will appear, *"All Edit Checks Have Succeeded"*.



13. If there are no Edits and no changes are needed, continue to the next schedule.

# Financial Report Data Entry and Verification

14. If there are Edit errors, an error message will appear saying how many edits failed.



15. A red dot will appear to the left of the related fields, as shown on the following page.
16. All the fields with red dots do not necessarily have an issue. The red dots will appear on the fields where something may be expected, such as across a row, or down a column which ends with a total.

# Financial Report Data Entry and Verification

## Important Data Entry Notes:

- Not all Edits are errors.
- Small rounding edits of less than 100 are acceptable and do not need to be corrected.
- Use the **Help** button found at the top and bottom of each page to find additional guidance on the **Electronic Submissions** webpage.

wa	3,658,671		
ital assets	2,479,567		
state programs	135,911		
service	298,308		
l projects			
activities	152,455		
ships			
ther			
	-3,085,669		
ion	-19,428		

# Financial Report Data Entry and Verification

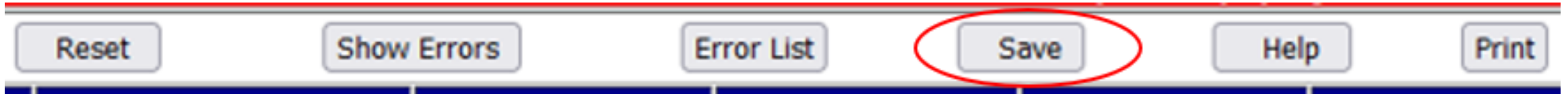
17. Click the **Error List** button to see the **Edit Failures**. On the Edit Failures screen, you will see the rows that contain the errors, and directly below in red font you will see the difference calculated by the system.

The screenshot shows a web-based financial report interface. At the top, there is a navigation bar with buttons: 'Reset', 'Show Errors', 'Error List' (highlighted with a green arrow), 'Save', 'Save/Close', 'Help', and 'Print'. Below this is a table with columns: 'Data Codes', 'Account Descriptions', '1 Governmental Activities', '2 Business-type Activities', '3 Total', and '4 Component Unit'. The table contains rows for account codes 110 through 267. A pop-up window titled 'Edit Failures — Mozilla Firefox' is overlaid on the table. The pop-up window has a red header and displays the following information:

Edit Failures	
(1110_1)-(1110_2)-(1110_3)	
Totals: 102286 = 0	Difference = 102286
(1120_1)-(1120_2)-(1120_3)	
Totals: 573407 = 0	Difference = 573407

# Financial Report Data Entry and Verification

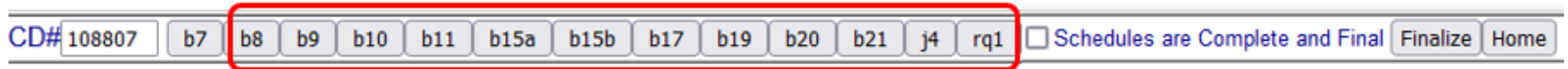
18. To resolve **Edit Failures**, first verify that the entered amount(s) agrees to your financial report in PDF.
19. Re-enter the amount(s) if changes are needed.
20. After all the necessary changes have been made, click the **Save** button. Without selecting the **Save** button, all your changes will not be captured.





# Financial Report Data Entry and Verification

21. After the corrections have been made, click on the **Show Errors** button again. You should see the *“All Edit Checks Have Succeeded”* message. If not, continue making corrections. Remember, not all Edits are necessarily errors.
22. If you cannot resolve the edits contact your auditor or TEA for guidance.
23. Continue checking the remaining schedules **B8, B9, B10, B11, B15a, B15b, B17, B19, B20, B21, J4** (optional for FY 2021, required for FY 2022), and **RQ1** by repeating steps 7 through 21.



CD# 108807   b7   **b8   b9   b10   b11   b15a   b15b   b17   b19   b20   b21   j4   rq1**    Schedules are Complete and Final   Finalize   Home

24. **ALL Schedules must be checked for edit failures and resolved as well as verified to the AFR PDF before moving on to step 25.**

# Financial Report Data Entry and Verification

- There are some total amounts which may not be on your audit report but will still need to be entered.
- On the B8 Statement of Activities, totals for local, state and federal revenues may not be listed on your audit but will need to be entered.

DATA CONTROL CODES		WITHOUT DONOR RESTRICTIONS	WITH DONOR RESTRICTIONS	TOTALS <u>2020</u>
	Revenue and Other Support:			
	Local Support:			
5720	Miscellaneous local revenue	\$ 74 330	\$ -	\$ 74 330
5740	Campus activity and other local revenue	76 715	254	76 969
5750	Food service	449	108 116	108 565
	State Programs:			
5810	Foundation school program	-	9 845 252	9 845 252
5820	State revenue	-	71 504	71 504
	Federal Program Revenue:			
5920	Federal revenue through TEA	-	602 158	602 158
5930	Federal revenues - Other agencies	-	1 131 100	1 131 100
	Net Assets Released from Restrictions:			
	Support expended for operations	10 833 009	(10 833 009)	-
	<b>TOTAL REVENUE AND OTHER SUPPORT</b>	<b>10 984 503</b>	<b>925 375</b>	<b>11 909 878</b>



# Example of Total Rows on B8, Statement of Activities

Data Codes	Account Descriptions	1 Changes/Adjustments Description	2 Without Donor Restrictions	3 With Donor Restrictions	4 Total
	<b>Local Revenue</b>				
5710	Taxes Passed Through by Districts				
5720	Services Rendered to Other Schools		74,330		74,330
5740	Other Local Revenue		76,715	254	76,969
5750	Food Service, Cocurricular, & Enterprising		449	108,116	108,565
5760	Intermediate Sources				
5700	<b>Total Local Revenue</b>		<b>151,494</b>	<b>108,370</b>	<b>259,864</b>
Data Codes	Account Descriptions	1 Changes/Adjustments Description	2 Without Donor Restrictions	3 With Donor Restrictions	4 Total
	<b>State Program Revenue</b>				
5810	Foundation School Program			9,845,252	9,845,252
5820	Other State Revenue (TEA)			71,504	71,504
5830	Other State Revenue (Non-TEA)				
5800	<b>Total State Revenue</b>			<b>9,916,756</b>	<b>9,916,756</b>
Data Codes	Account Descriptions	1 Changes/Adjustments Description	2 Without Donor Restrictions	3 With Donor Restrictions	4 Total
	<b>Federal Program Revenue</b>				
5910	Pass through Non-State or Federal Agency				
5920	Pass through TEA			602,158	602,158
5930	Pass through Other Agencies			1,131,100	1,131,100
5940	Directly from the Federal Government				
5900	<b>Total Federal Revenue</b>			<b>1,733,258</b>	<b>1,733,258</b>



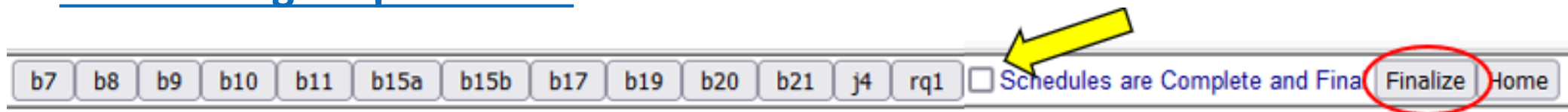
# Finalizing the Financial Report Data Feed Submission

25. After all the financial data has been entered, saved, and checked for edits; you are now ready to finalize the financial report data feed submission.

✓ **NOTE:** All required schedules must have entries before they can be finalized.

26. At the top of the page, check the **Schedules are Complete and Final** box. By selecting this box, you have confirmed that the data feed reports are correct and match your financial report in PDF for all Schedules.

27. You must then click on the **Finalize** button. This submits the finalized data feed to TEA and completes the last step of finalizing your school's data feed. **\*\* After you select the "Finalize" button, the data feed is locked and no longer updateable.\*\***



b7 b8 b9 b10 b11 b15a b15b b17 b19 b20 b21 j4 rq1  Schedules are Complete and Final **Finalize** Home

# Finalizing the Financial Report Data Feed Submission

28. A message will be displayed on the screen thanking you for finalizing your data feed. The same message will be emailed to your email address associated with your TEAL account:

Thank you for finalizing the financial data feed for ANYWHERE ACADEMY (099899) for FY2021 at 10/17/2021 8:00:29 AM Central Time.

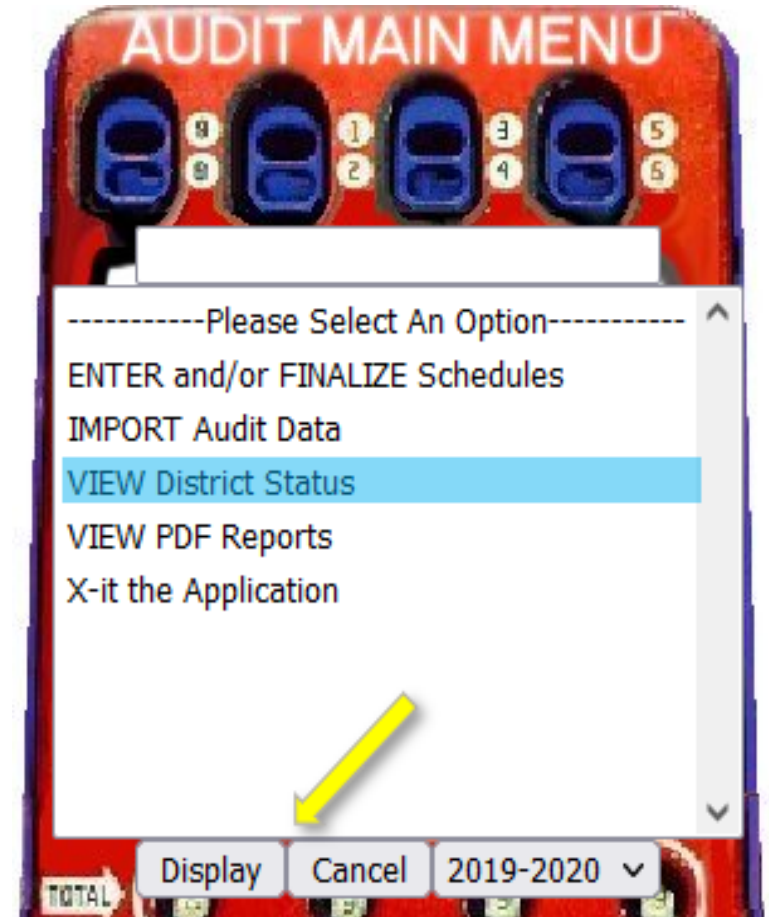
You have completed your data feed finalization process.

29. At this point, your financial report data feed is locked and no longer updateable.

# Completing and Viewing your Financial Report Submission

## VIEW District Status

- Allows immediate viewing of all financial data submissions and PDFs submitted by both the school and/or external CPA (with proper access).
- You can check PDF copy of annual financial report for completeness including all required dates and signatures.
- Displays reminder message if financial report data feed has not yet been finalized.



# Completing and Viewing your Financial Report Submission

CDN	District	Data Feed Status	Finalization Date
099899	ANYWHERE ACADEMY	Submitted Pending Finalization	

Your data feed submission is incomplete. Please perform the finalization process to complete the submission:

- District personnel must review each schedule and go through all edits before finalizing
- Please make any necessary changes
- After all schedules and edits have been reviewed, and necessary changes made, check the "Schedules are Complete and Final" checkbox and click "Finalize" to complete the finalization process of the data feed submission

Use the Help button to access additional information on the finalization procedures in the Annual Financial Report Data Feed Standards on the Electronic Submission webpage of the TEA web site submission

View PDF	File Size	Version	Date
<a href="#">FINANCIAL</a>			
099899a1.pdf	1,539 Bytes (2 KB)	1	11/26/2021 4:32:07 PM

# Finalized Financial Report Data Feed Submission

<b>CDN</b> 057829	<b>District</b> A+ ACADEMY	<b>Data Feed Status</b> Finalized/Closed	<b>Finalization Date</b> 9/29/2021 2:07:38 PM
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<b>View PDF</b>	File Size	Version	Date
<a href="#">View</a> FINANCIAL 057829a1.pdf	17,545 Bytes (17 KB)	1	10/27/2021 2:54:24 PM

<b>View Data File</b>	File Size	Version	Upload Status
Manually submitted schedule			

Please verify that the Annual Financial and Compliance Report (AFR) in PDF includes the following:

- **Board approved (or disapproved), signed, and dated certificate of board,**
- **Signed and dated auditor's reports,**
- **Management/comment letter** (if applicable, and can be submitted as a separate PDF), and
- **Schedule L-1 Required Responses to Selected School First Indicators** (ISDs only, and can be submitted as a separate PDF)





# Summary

- TEAL Audit Financial Report Data Feed Submission replaces emailing of Excel Templates.
- TEAL Audit application account is required.
- Submit Audit report and Finalize by the due date.
- Manually entry of data using **Save** function.
- Use **Show Errors and Error List** buttons to check for edits.
- “**Finalize**” financial report data feed to complete submission.
- Use **VIEW District Status** menu option to **verify data feed** and **PDF** files.

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