

Charter School Annual Financial Report Data Feed and PDF Submissions

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.

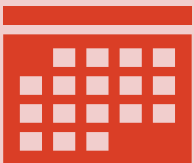
Annual Financial Report Submission for June 30th fiscal year-end school districts



This year their AFR due date, November 27th falls on a Sunday.



Three days after Thanksgiving.



District's with a June 30th 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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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

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Financial Compliance Division

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Fax: (512) 463-1777

Email: schoolaudits@tea.texas.gov



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





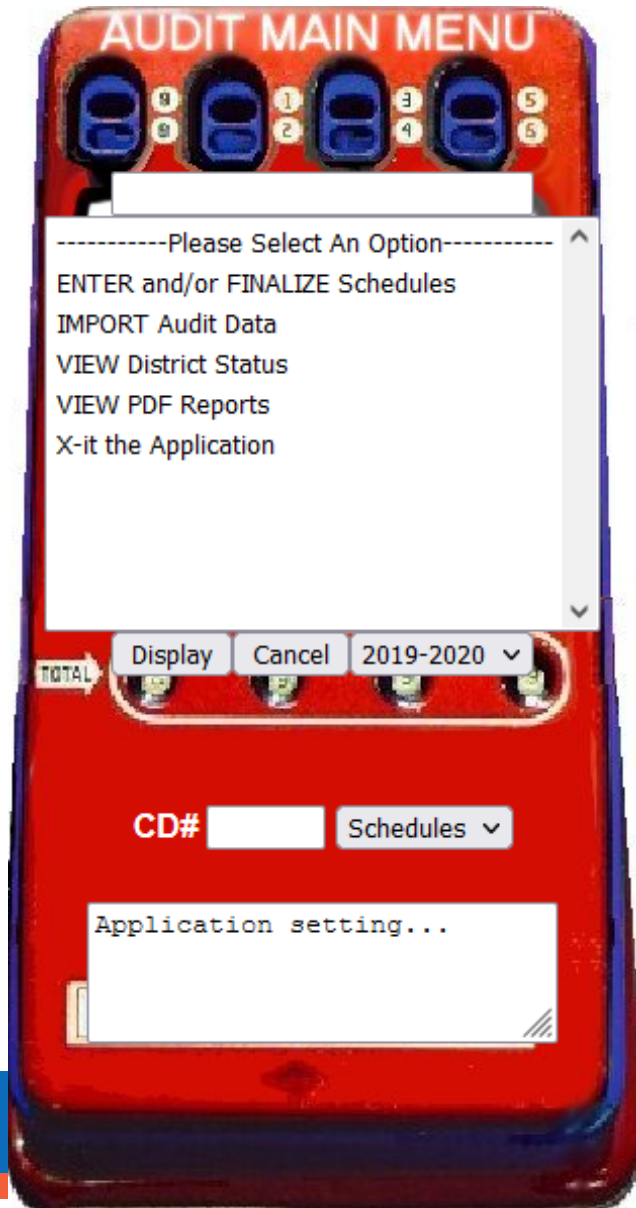
The Audit Application in TEAL



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.

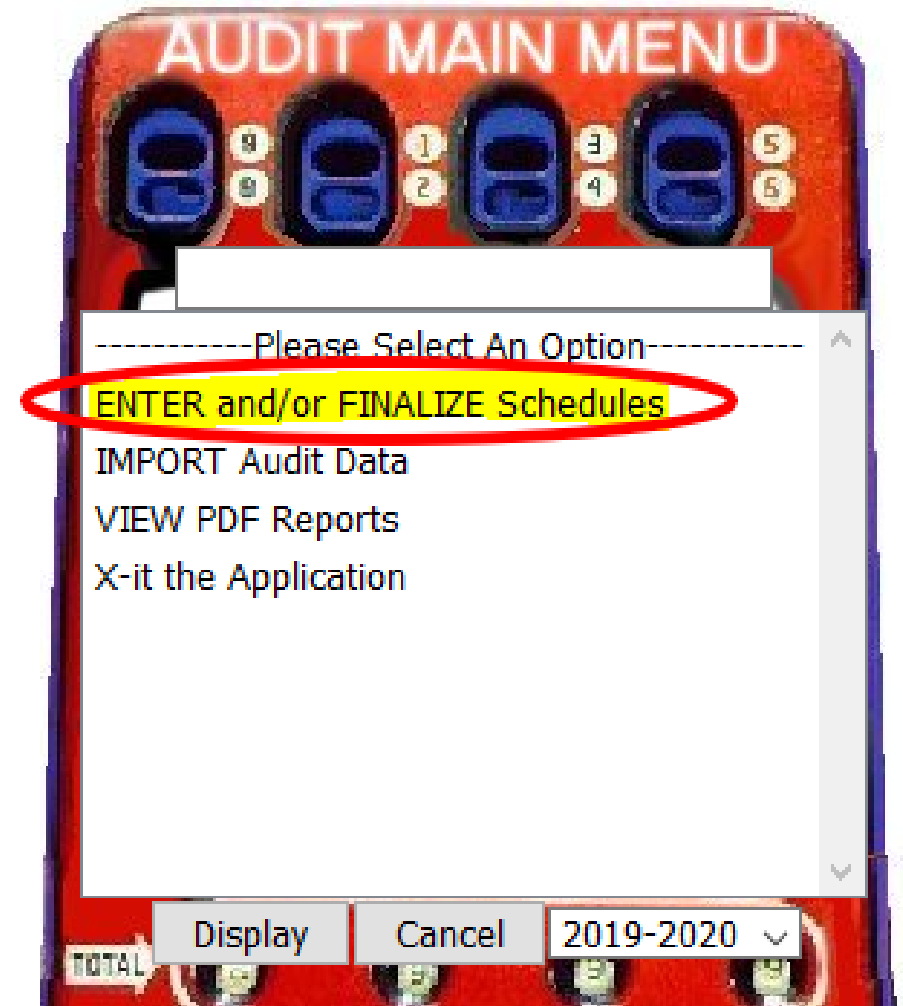
Financial Report Submission - Audit Application Menu



- 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.

Functions of the CPA role

- The CPA role 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 able to view and modify (until it is finalized) the data feed schedule information for each school they work with.



Functions of the CPA role

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

CD# 178807 b7 b8 b9 b10 b11 b15a b15b b17 b19 b20 b21 j4 rq1 Home

**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
	Current Assets	
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)
- Schedule of Related Party Transactions (Exhibit B.20)
- Schedule of Related Party Compensation and Benefits (Exhibit B.21)
- **Use of Funds Report - Select State Allotment Programs (Exhibit J4) required for FY 2022**
- Required Questions (Exhibit RQ1)

J4 Worksheet - FRANKSTON ISD 2019-20 (New) (Updateable)

Reset Show Errors Error List Save Save/Close Help 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

Reset Show Errors Error List Save Save/Close Help Print

J4 Worksheet - FRANKSTON ISD

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

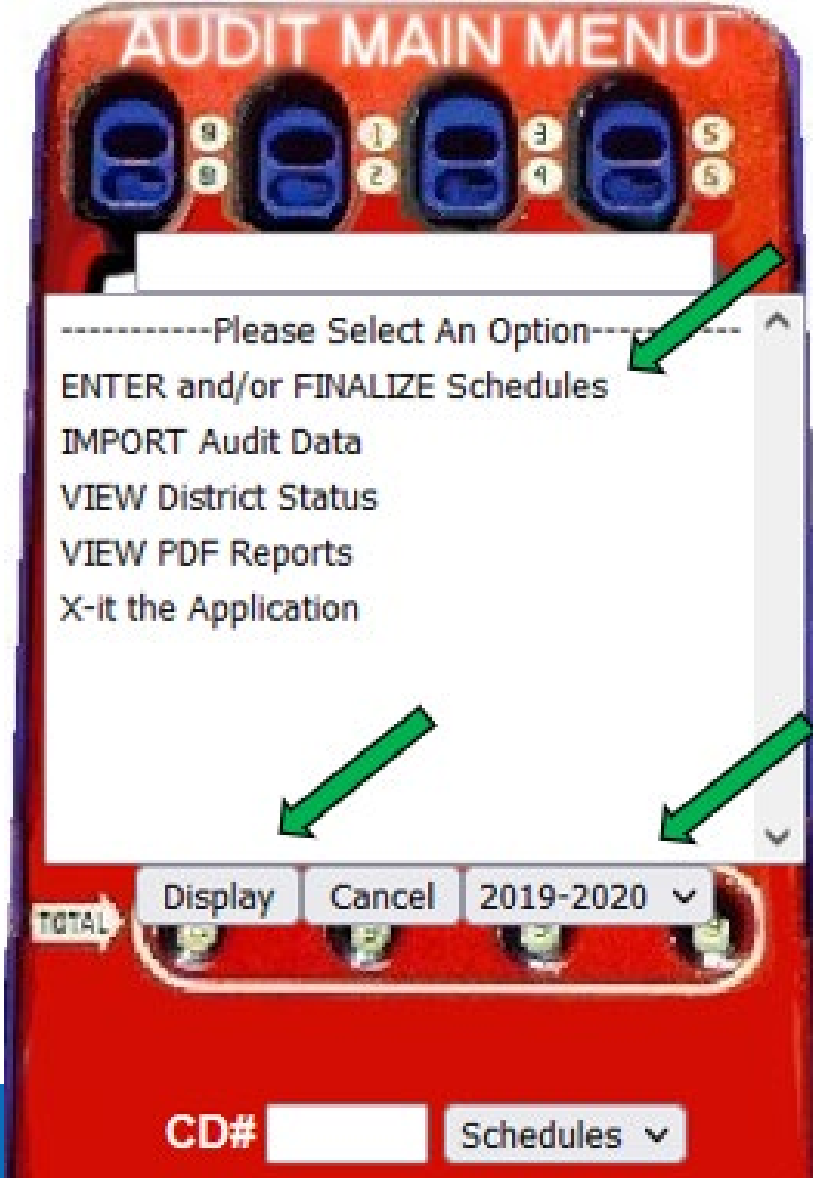
Required for
FY 2022)

Schedule J-4: Use of Funds Report - Select State Allotment Programs

- Only include unallocated amounts coded to 420 on the J-4 schedule.
- Summary of Finance (SOF) Near-Final Run ID #37791 will be used for determining compliance with state program spending requirements.
- **Currently**, to provide additional flexibility in meeting the state program allotment spending requirements, TEA's internal calculations will include ESSER funds 266, 281, 282 and 283. **However, schools should not include these amounts in their J-4 submissions.**


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)

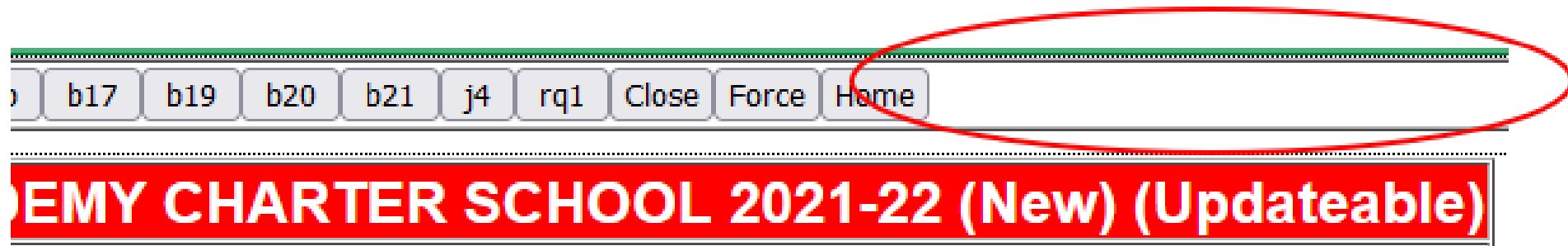
Helpful Hints

- Statement of Financial Position for Individual Charter School (Exhibit B.7)
 - Be observant of rows 3590 and 3600.
 - The data feed schedule lists row **3590, *Net Assets with Donor Restrictions*** before **3600, *Net Assets without Donor Restrictions***.
 - Your audit report will probably list *Net Assets without Donor Restrictions* before *Net Assets with Donor Restrictions*.
 - We are working to switch rows 3590 and 3600, so that they appear in the same order as your audit report. This update should be made before the FY2023 submission.

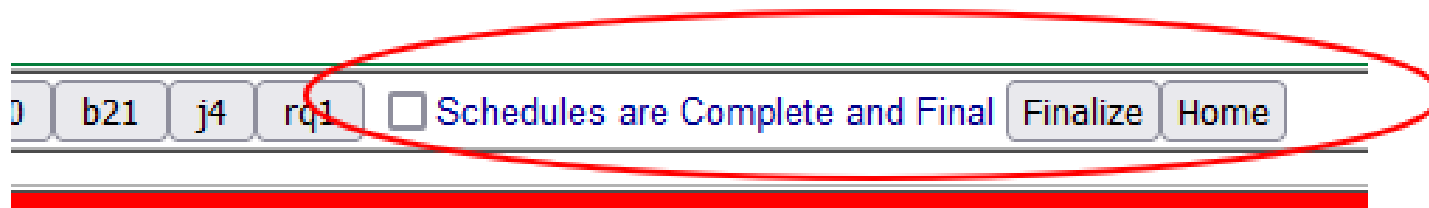
Total Liabilities	\$ <u>1,237,702</u>
Net Assets	
Without Donor Restrictions	120,833
With Donor Restrictions	<u>1,257,498</u>
Total Net Assets	\$ <u>1,378,331</u>

Helpful Hints on Finalize Buttons

- The Finalize Buttons will not appear on user screens until data has been entered in the data feed schedules.
- Initially, only the Home button will be visible.



- The Finalize buttons appear after data has been entered and then disappear again after the data feed is finalized.



Financial Report Data Entry and Verification

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

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.

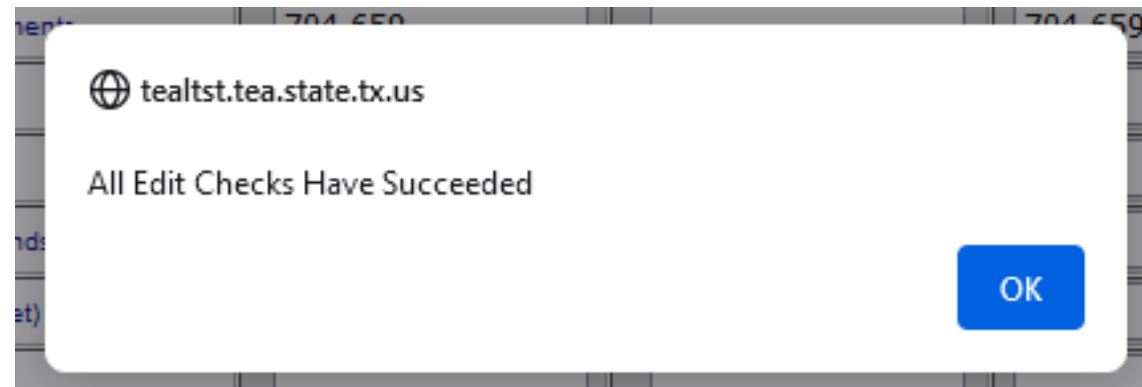
Reset Show Errors Error List Save Help Print

Financial Report Data Entry and Verification

10. When the **Save** button is selected the Edits are automatically checked
11. You can also check the Edits by selecting the **Show Errors** button.



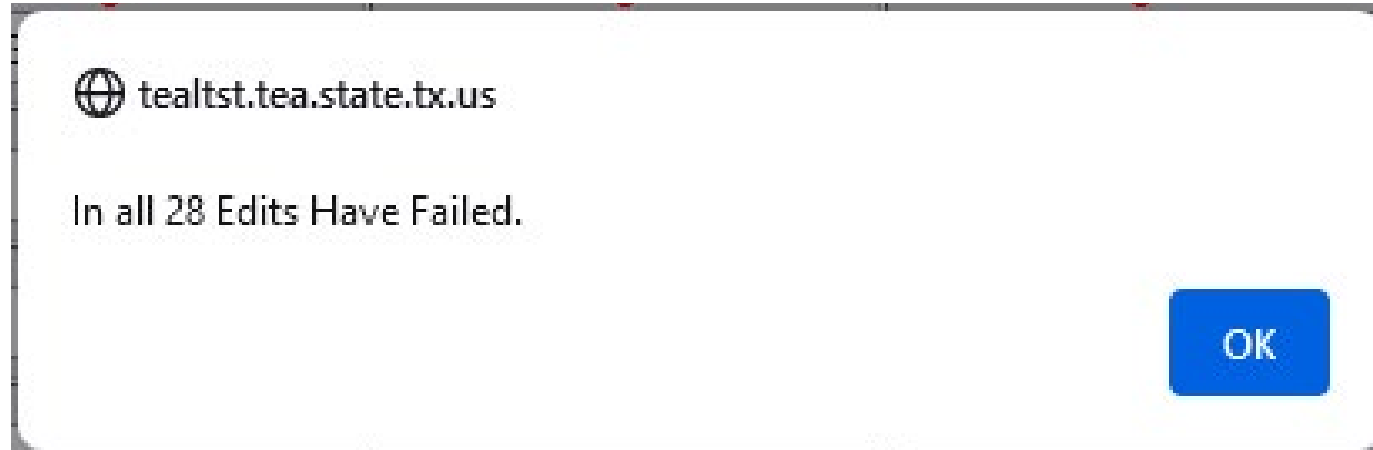
12. If there are no Edit errors, the following message will appear, *"All Edit Checks Have Succeeded"*.



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

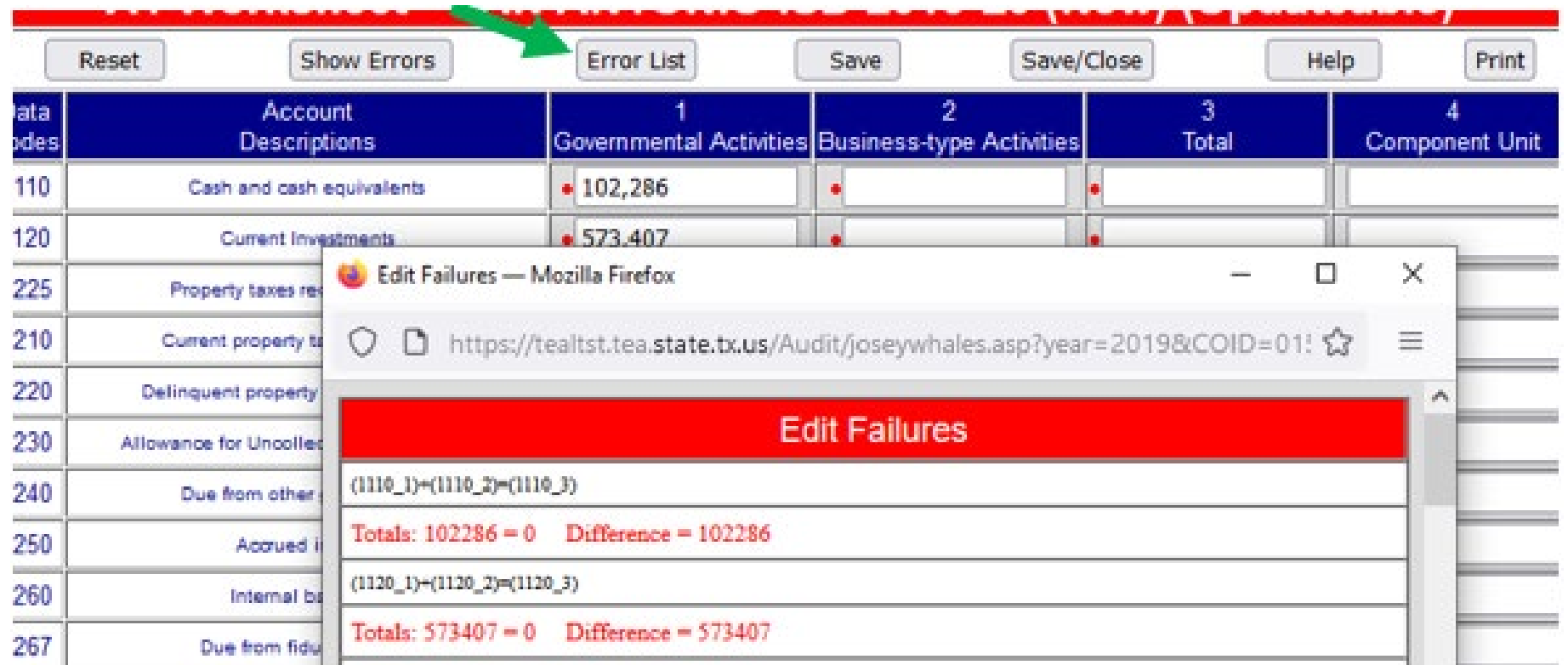
Important Data Entry Notes:

- 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 displays a financial report interface with a table of account data and a pop-up window titled "Edit Failures". A green arrow points to the "Error List" button in the top navigation bar.

Table Data:

Account Codes	Account Descriptions	1 Governmental Activities	2 Business-type Activities	3 Total	4 Component Unit
110	Cash and cash equivalents	102,286			
120	Current Investments	573,407			
225	Property taxes receivable				
210	Current property taxes receivable				
220	Delinquent property taxes receivable				
230	Allowance for Uncollected Property Taxes				
240	Due from other governmental units				
250	Accrued interest receivable				
260	Internal balances				
267	Due from fiduciary activities				

Edit Failures Window:

Edit Failures

(1110_1)-(1110_2)-(1110_3)

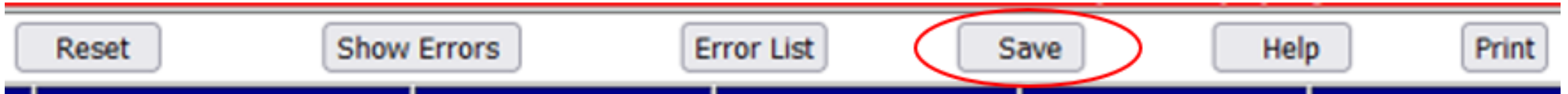
Totals: 102286 = 0 Difference = 102286

(1120_1)-(1120_2)-(1120_3)

Totals: 573407 = 0 Difference = 573407

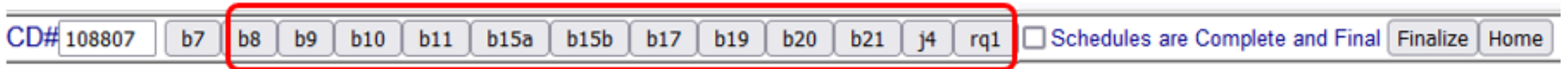
Financial Report Data Entry and Verification

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 2020
	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)	-
	TOTAL REVENUE AND OTHER SUPPORT	10 984 503	925 375	11 909 878



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
	Local Revenue				
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	Total Local Revenue		151,494	108,370	259,864
Data Codes	Account Descriptions	1 Changes/Adjustments Description	2 Without Donor Restrictions	3 With Donor Restrictions	4 Total
	State Program Revenue				
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	Total State Revenue			9,916,756	9,916,756
Data Codes	Account Descriptions	1 Changes/Adjustments Description	2 Without Donor Restrictions	3 With Donor Restrictions	4 Total
	Federal Program Revenue				
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	Total Federal Revenue			1,733,258	1,733,258



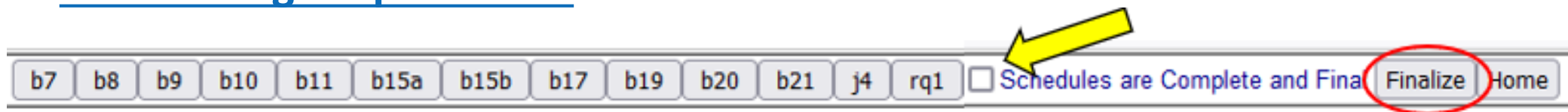
Finalizing the Financial Report Data Feed Submission

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.

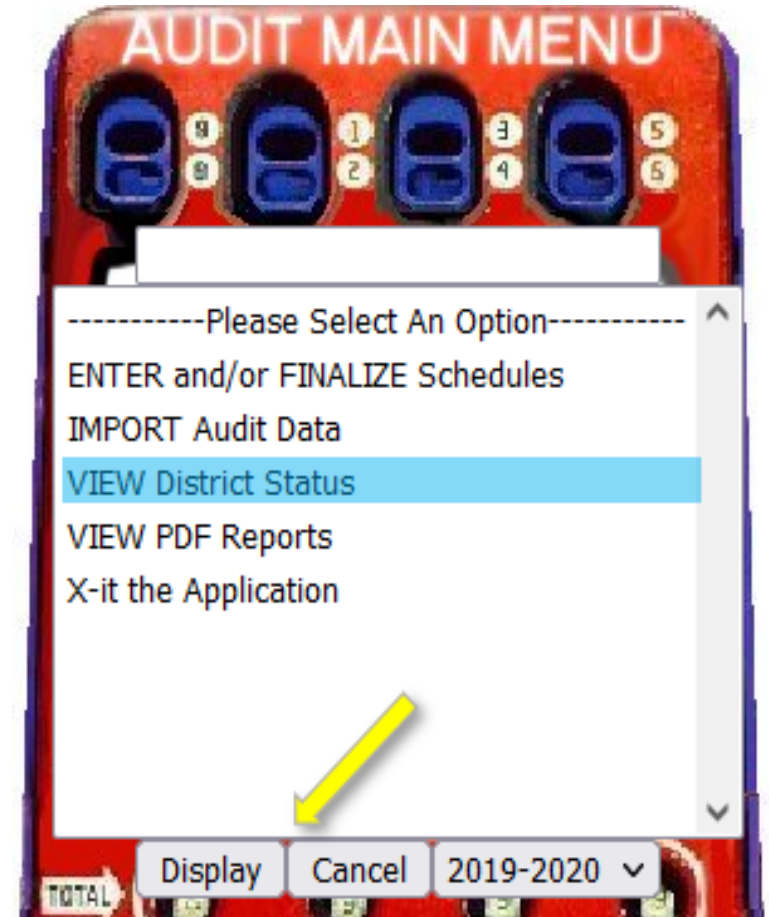
You have completed your data feed finalization process.

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
FINANCIAL			
099899a1.pdf	1,539 Bytes (2 KB)	1	11/26/2021 4:32:07 PM

Finalized Financial Report Data Feed Submission

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

View Data File	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 application account is required.
- Submit Audit report in PDF, Data Feed, and Finalize Data Feed by the due date.
- Use **Save button** when manually entering or making changes.
- 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.

Paul Moreno

Manager, Financial Desk Reviews

Financial Compliance Division

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