



Overview

This form is required pursuant to Section 22-11-206(4), C.R.S. The school district must submit an assurance form certifying the school district’s substantial and good-faith compliance with the a) School District Budget Law, b) Financial Policies and Procedures Act, c) Public School Financial Transparency Act, and d) accounting and reporting. The Colorado Department of Education monitors the district’s compliance by reviewing the district’s finance data pipeline submission, audited financial statements, financial transparency website, and responses from management to inquiries related to those reviews. Good-faith compliance is determined, in part, by the assurances provided below as certified by those charged with governance.

Additional information for charter school authorizers

The assurances provided with this form are also applicable to all charter schools unless a separate CHARTER FORM AFA2022 is executed by or on behalf of a charter school and provided to CDE. The submission of a CHARTER FORM AFA2022 by an authorizer communicates that the authorizer does not provide the assurances for that charter school within the authorizer’s FORM AFA2022. If applicable, CHARTER FORM AFA2022(s) should be submitted with an authorizer’s FORM AFA2022.

Completion and submission

1. Open header and select entity from the drop down.
2. Select the appropriate response for each assurance. Note: select “N/A” when item is not applicable.
3. Complete an Attachment A for each “No” response.
4. Scan to PDF the completed and signed FORM AFA2022 with, if applicable, an Attachment A for each “No” response.
5. Submit with the following items as PDF files via email attachments to: schoolfinance@cde.state.co.us
 - a. Audited financial statements for year ended June 30, 2022 (including audit reports for charter schools, if applicable)
 - b. Grant Revenue Reconciliation Report from data pipeline with responses for all differences in column 9
 - c. Finance December Error Detail Report - Rollup from data pipeline with confirmation or responses for all warning edits

PART 1 - Assurances for Article 44 Budget Policy and Procedures required pursuant to Section 22-11-206(4)(a)(I), C.R.S.

Ref.	Description	C.R.S. Section	Assurance	Response
44-1	Adopt budget and an appropriation resolution	22-44-103(1) 22-44-107	The board of education adopted a budget and an appropriation resolution prior to June 30, 2021. <i>Note:</i> the appropriation resolution may by reference incorporate the budget as adopted.	Yes
44-2	Detail of budget	22-44-105(1)(c)	The budget for fiscal year 2021-22 itemizes expenditures by fund and by pupil.	Yes





Ref.	Description	C.R.S. Section	Assurance	Response
44-3	TABOR	22-44-105(1)(c.5)	The three percent emergency reserve required by TABOR has been properly reported using a) unrestricted general funds, b) cash fund emergency reserves, or c) a statutorily approved alternative.	Yes
44-4	Uniform summary sheet	22-44-105(1)(d.5)	The budget for fiscal year 2021-22 includes a uniform summary sheet for each fund.	Yes
44-5	Use of beginning fund balance	22-44-105(1.5)(a)&(c)	For budgets that include the use of beginning fund balance, a resolution was adopted by the board specifically authorizing this use and stating the district's plan to ensure that use will not lead to an ongoing deficit.	Yes
44-6	Ongoing deficit	22-44-105(1.5)(a)&(c) 22-44-102(7.3)	The district reported, in the annual financial audit, a positive amount in the unassigned fund balance for each governmental fund and unrestricted net assets for each proprietary fund	Yes
44-8	Preparation of budget	22-44-108(1)(c)	A proposed budget for fiscal year 2021-22 was submitted to the board by May 31, 2021.	Yes
44-9	Notice of proposed budget	22-44-109	Notice was made in accordance with law that the proposed budget is available for public inspection.	Yes
44-10	Adoption of budget	22-44-110(4)	The budget for fiscal year 2021-22 was adopted by the board by June 30, 2021.	Yes
44-11	Supplemental budget	22-44-110(5)	Modifications to the budget after January 31, 2022, were made through adoption of a supplemental budget by the board.	Yes
44-12	Interfund borrowing	22-44-113(1)	Interfund borrowings were repaid within 3 months of the fiscal year end.	Yes
44-13	Spending in excess of appropriations	22-44-115(1)	Spending did not exceed amounts appropriated for each fund.	No
44-14	Use of handbook and chart of accounts	22-44-204(3)	The financial policies and procedures handbook and chart of accounts were used for budget development, maintaining financial records, and periodic presentation of financial information to the board.	Yes
44-15	Financial transparency	22-44-304	Information required by the Public School Financial Transparency Act was made available on-line in a downloadable format. <i>Note:</i> Check the organization's website to ensure all required documents are posted and current.	Yes

PART 2 - Assurances for Article 45 Accounting and Reporting required pursuant to Section 22-11-206(4)(a)(II), C.R.S.





Ref.	Description	C.R.S. Section	Assurance	Response
45-1	Enterprise fund accounting	22-45-102(1)(a)	The full accrual basis of accounting was used for budgeting and accounting for enterprise funds.	Yes
45-2	Generally Accepted Accounting Principles	22-45-102(1)(a)	Financial records are kept in accordance with generally accepted principles of governmental accounting.	Yes
45-3	Board review of financial condition	22-45-102(1)(a) & (b)	The board required the preparation of financial reports that included at a minimum the information required by state law. The board reviewed the financial condition of the entity at least quarterly during the fiscal year.	Yes
45-4	Financial records	22-45-102(2)	All financial records are maintained at the principal administrative offices and general ledger accounts are posted and reconciled at least monthly.	Yes
45-5	Bond redemption fund	22-45-103(1)(b)	A third party custodian was designated to administer the bond redemption fund.	Yes

PART 3 - Assurance required pursuant to Section 22-11-206(4)(b), C.R.S.

Ref.	Description	C.R.S. Section	Assurance	Response
30.5-1	Itemized accounting to charter schools	22-30.5-112(2)(a.4)	An itemized accounting of all costs charged to charter schools was provided to those schools by September 30, 2022.	Yes

PART 4 - Assurance required pursuant to Section 22-54-106(2.1)(d) (II), C.R.S.

Ref.	Description	C.R.S. Section	Assurance	Response
54-1	Property Tax Credit	22-54-106(2.1)(d) (II)	The district levied a greater number of Total Program mills than levied in the prior property tax year, due to the reduction of temporary tax credits.	Yes

PART 5 - Optional disclosures

Accounting general ledger software information:

Company/vendor name: Workday

Company/vendor contact: Name: Tim Mueller, Account Executive Email: Tim.Mueller@Workday.com





PART 5 - Certification of assurances

I certify, to the best of my knowledge and belief, that the assurances provided in Parts 1 through 3 are true and correct. I further certify that all information provided with Attachment A(s), if applicable, is true and correct.

Chief Financial Officer/Business Manager (signature)

(printed name)

Jana Schleusner

Date: _____

Superintendent/Executive Director (signature)

(printed name)

Erin Kane

Date: _____

I certify that the board reviewed the assurances and approved the related responses.

President of the Board (signature)

(printed name)

Mike Peterson

Date: _____



Select entity: 0900: Douglas County Re 1

Charter school name, if applicable: Academy Charter School

Select related assurance: 44-13, Spending in excess of appropriations

Explanation for non-compliance:

Academy exceeded spending appropriations in the scholarship account. Scholarships of \$1,000 are issued each year to an alumnus in the summer months. The spending in excess of appropriations occurred due to timing – both the summer 2021 and summer 2022 awards were accounted for in the 2021-2022 fiscal year.

Plan to address non-compliance:

This was a one-time occurrence and an oversight. In the future, Academy will ensure the spending in this account stays within the parameters of appropriations.

Actual or expected date of compliance MM/DD/YY: 06/30/2023

Additional Comments:



Select entity: 0900: Douglas County Re 1

Charter school name, if applicable: Aspen View Academy Charter School

Select related assurance: 44-13, Spending in excess of appropriations

Explanation for non-compliance:

Aspen View Academy's budgeted expenditures were \$9,912,402, however actual spending was \$16,788,333. This is due to construction of a building addition that is being financed by bonds. Additionally, on June 11, 2022, the Board of Directors of Aspen View Academy authorized a one-time retention bonus to be paid out in June 2022. The approval was made after final budgets were submitted.

Plan to address non-compliance:

These costs will be included in the budget going forward, enabling Aspen View Academy to maintain compliance with the related financial assurances.

Actual or expected date of compliance MM/DD/YY: 10/31/2022

Additional Comments:

