

**ARIZONA DEPARTMENT OF EDUCATION**

**Lisa Graham Keegan**  
Superintendent of  
Public Instruction



School Finance  
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STATE OF ARIZONA

**SCHOOL FINANCE MEMORANDUM 99-020**

**TO:** County School Superintendents  
County Treasurers

**FROM:** Lyle Friesen, Director of School Finance

**DATE:** September 22, 1999

**SUBJECT:** Reconciliation of School District Accounting Records and Cash Balances

The Uniform System of Financial Records for Arizona School Districts manual (USFR) requires that school districts reconcile their records of cash balances by fund monthly, and their records of revenues, expenditures and cash balances by fund, program, function and object code at least at fiscal year-end, to the county school superintendent's records. It further states that the county school superintendent's office should reconcile the district's accounting records to those of the county treasurer. (USFR, page VI-B-8 of the manual)(Districts participating in the Accounting Responsibility Program, pursuant to A.R.S. §15-914.01 must reconcile to the county treasurer.)

Laws 1998, Chapter 63, Section 2 eliminated the requirement of school districts to "furnish through the appropriate county school superintendent" an annual financial report to the superintendent of public instruction. A.R.S. §15-904(A), as amended, now requires school districts to provide both the county school superintendent and the superintendent of public instruction with a copy of the annual financial report. (Districts participating in the Accounting Responsibility Program, pursuant to A.R.S. §15-914.01 are excluded from submitting a copy to the county school superintendent.)

In order to document the accuracy of data included in the Annual Report of the Superintendent of Public Instruction (A.R.S. §15-255), County school superintendents and treasurers will be asked to provide for each applicable district in the county, the date of the most recent reconciliation, the period reconciled, and if the Annual Financial Report contains unreconciled items of a material nature. Either county office may also list exceptions and comments.

Dependant upon each district's participation in the Accounting Responsibility Program (A.R.S. §15-914.01) please complete the enclosed form. For participating districts, the county treasurer should complete for applicable districts. For non-participating districts, the county superintendent should complete. Please provide dates when possible. Any comments are welcome on the form. Comments and exceptions may be attached on separate documents as needed.

The first and second columns contain the County-Type-District number and District name. In the third column please list the date (month/year) that the most recent reconciliation has been completed for the district. In the fourth, please list the period reconciled. In the Differences column, please indicate if any unreconciled items of a material nature are contained in the FY 1997-98 Annual Financial Report of the

district and attached description of unreconciled items. In the final column, you may include any comments that are relevant to the district's reconciliation or AFR. If your county report contains multiple pages, a signature is only needed on the first page.

When completed, please return to:

Arizona Department of Education  
School Finance, Bin 13  
1535 West Jefferson  
Phoenix, AZ 85007

Please return to ADE by 11/30/98.

Please call George Chlupsa at (602)-542-8241 (e-mail: [gchlups@mail1.ade.state.az.us](mailto:gchlups@mail1.ade.state.az.us)) or me at (602)-542-4351 (e-mail: [lfriese@mail1.ade.state.az.us](mailto:lfriese@mail1.ade.state.az.us)), if you have questions or require further assistance.