

**ANNUAL FINANCIAL REPORT  
OF EDUCATIONAL SERVICE UNITS  
INSTRUCTIONS**

***For Fiscal Year Ended 2014***

***Coding Changes for ESU AFRs***

**NEW CODING:**

General Fund Disbursements

- Function Code 2910 -- ESU Early Retirement or Termination
  - Similar to the coding change for school districts, any disbursement related to early retirement or termination will be coded to 2910 instead of the individual function codes.
- Object Code 467 -- Web/Cloud Based Software
  - Subscription-based software that resides external to school servers and is accessed via internet connectivity (e.g. SIS, LMS, BrainPop)
  - Since this code is not specifically reported on the AFR, this disbursement rolls up into object code 400.

**DELETED CODING:**

General Fund – Receipt/Disbursement

- 4942 – Title I, Part B NCLB Even Start
- 4960 – Title IV, Part A NCLB Safe & Drug-Free Schools

General Fund Object Code

- 284 -- Early Retirement or Termination

***General Information***

**Submitting the AFR:**

- The AFR spreadsheet must be submitted to the Department of Education by emailing the completed spreadsheet to [janice.eret@nebraska.gov](mailto:janice.eret@nebraska.gov)
- Due date is January 31, 2015.
- Paper copies of the AFR will not be accepted and will be returned.

**Universal Service Fund (E-Rate)**

- Please check the box on the Cover Page of the AFR that most accurately reflects the ESU's receipt of E-Rate funds.

**Satellite Offices**

- Please provide the number of satellite offices operated by the ESU at the bottom of the Cover Page.

#### **400 Supplies and Materials**

- Supplies and materials should be used for amounts paid for material items of an expendable nature **less than \$5,000 per item** that are consumed, worn out, or deteriorated by use, or items that lost their identity through fabrication or incorporation into different or more complex units or substances.

#### **500 Capital Outlay**

- Capital Outlay should include expenditures for equipment of **\$5,000 or more per item** (fixed assets or additions to fixed assets). Lease/purchase payments should be included as Capital Outlay under the appropriate object code.

#### **1215 Tuition Received from Educational Entities (Distance Education)**

- All receipts for providing distance education to school districts, private, denominational or parochial schools, community colleges, state colleges, the University of Nebraska or any nonprofit private postsecondary educational institution.
  - If you bill one of the entities listed above for any services relating to distance education (i.e., Media and Production Services), report the receipt on this line.

#### **2014 Users' Manual**

- Please refer to the *2014 Users' Manual* for information on coding receipts and expenditures.
- The website address for the *2014 Users' Manual* is:  
<http://www.education.ne.gov/FOS/SchoolFinance/AFR/Downloads/1314/2014UsersManual.pdf>

#### **Filing Deadlines**

- The Annual Financial Report spreadsheet should be filed on or before January 31, 2015.
- An Audit Report is a required filing.
  - The Audit Report for Fiscal Year Ended 2014 should be filed by March 1, 2015.
  - Based on the Single Audit Act requirements, an ESU that receives \$500,000 or more in federal funding has nine months to file an audit with the Department of Education.
  - Failure to file an audit may jeopardize future federal funding.

#### **Other**

- Double check all figures.
- The spreadsheet contains formulas for the addition of functions, sub-functions, totals and grand totals.
- Use the icons on the Menu Bar to save and print the Annual Financial Report.

- Excel 2000 or above is required to operate the spreadsheet.
  - The spreadsheet has been developed for use on a PC.
  - Please note there have been difficulties with completing the PC spreadsheets when using a Mac (i.e. inability to print or save/recall all information on the document).
  
- For assistance, please telephone or email:
  - Janice Eret (402) 471-2248, [janice.eret@nebraska.gov](mailto:janice.eret@nebraska.gov)
  - Bryce Wilson (402) 471-4320, [bryce.wilson@nebraska.gov](mailto:bryce.wilson@nebraska.gov)