

## Annual Financial Review (AFR)

### Purpose

The Annual Financial Report (AFR) is used to report actual expenditures for each year for each award.

- *Only report expenditures between July 1, 2023, and September 30, 2024*
- **Due Date:** November 15<sup>th</sup>, 2024

### Directions

1. Use the Smartsheet Form linked below to complete and submit your AFR.
2. In order to complete the submission, grantees will need submit the following attachments:
  - a. Last Approved Budget workbook, with AFR Tabs included;
  - b. General Ledger report from your accounting system that matches what is reported in the AFR report.
3. In the Approved Budget workbook, record actual expenditures in Tab 3 (Budget and Actual Detail), Column Q "Actual Expense"
4. Indirect Costs – actual indirect costs should be added to Tab 5 (AFR Summary), line 17. The amount of indirect costs cannot exceed the percentage approved for your budget.

### AFR Grant Smartsheet Submission [LINK](#)

Reporting Fields:

- Submission Type = AFR
- Select your District/Organization
  - Charter schools select their authorizer in the District field and enter official name and code in the School field
- State or Federal = Federal
- Fiscal Year = 23-24