

**Annual Statement of Affairs**  
(ISBE Form 50-37)  
**INSTRUCTIONS**

<http://www.isbe.net/sfms/afr/asp.htm>

**OVERVIEW**

The School Code, Section 10-17 (105ILCS 5/10-17) states that, school districts/joint agreements are required to complete the **Annual Statement of Affairs (ASA)** and publish in the local newspaper the “PublishedSum 4” page, all salary schedules, and vendor contracts over \$2,500. School districts/joint agreements are also required to submit the completed electronic form to Illinois State Board of Education (ISBE) (excluding the payments of \$500 to \$999).

The ASA must be published in the local newspaper no later than December 1 annually and submitted to ISBE electronically no later than December 15 annually. ISBE will publish the ASA on the ISBE website by January 15 of the following year.

**INSTRUCTIONS:**

To complete the Annual Statement of Affairs requirements, please follow these instructions.

**Step 1      Download the Excel Workbook**

Download the ASA form from the ISBE website:

<http://www.isbe.net/sfms/afr/asp.htm>

Using the right mouse button, select “**Download Annual Statement of Affairs 2013-14.**”

Select: [**SAVE TARGET AS**]

Save the excel form to your computer or network. The file name can be changed. Once the file is saved, open the form using the Excel program or Windows Explorer.

## Step 2      **Cover page (ASA1 Tab)**

- A.      Once the ASA is open, locate the **(ASA1)** tab from the bottom of the form.
- B.      Enter all information required except where the cells are highlighted in yellow (these are total lines with formulas and entry is not permitted).
- C.      Enter school district/joint agreement information and the name of the local newspaper where the statement was published.
- D.      Read the statement on “**Assurance**”, then check the yes box that you have complied with the requirement.
- E.      Cells D20 thru D25 - Enter the Capital Assets for the district. This information is located in the “2013-14 Annual Financial Report”, page 27.
- F.      Cells D29 thru D39 plus D41 thru D45 - Enter number of Students Enrolled by grade. This information is found on the last Fall Housing Enrollment form (Fall of 13). The total line is automatically calculated.
- G.      District Type (cells I10-I12) – check the box that describes this district.
- H.      Cells H19 thru H21 - Enter the square mileage, number of Attendance Centers and the 9 Month Average Daily Attendance (ADA). The 9 Month ADA can be found on the General State Aid Claimable in 2013-14, Payable in 2014-15 (ISBE Form 54-33), line 12.
- I.      Cells H23 & H27 - Enter the number of all Certificated Employees and the number of all Non-Certificated Employees.
- J.      Cells H29 thru H42 - Enter the tax rates by fund from the tax statement received from the county clerk.
- K.      Cell H43 - Enter the district’s equalized assessed valuation (EAV) (from the FY14 AFR, page 3, cell J7). Cell H46 – enter total debt outstanding (from FY14 AFR, page 25, cell I49). The EAV per pupil and the percent of long-term debt obligated currently will be calculated.

**Step 3 Statement of Assets and Liabilities As of June 30, 2014 (ASA2 Tab).**

Enter the district's Assets and Liabilities from the AFR, (pages 5 & 6).

*Note: This schedule must be sent to ISBE*

**Step 4 Statement of Revenues Received/Revenues, Expenditures Disbursed/Expenditures, Other Sources/Uses of Funds, and Changes in Fund Balances (ASA3 Tab).**

Enter the district's Receipts/Revenues, Disbursements/Expenditures, Other Sources/Uses of Funds, and Beginning/Ending Fund Balances from the 2013-14 AFR, pages 7 & 8.

*Note: This schedule must be sent to ISBE*

**Step 5 Annual Statement of Affairs Summary (PublishedSum 4 Tab)**

A. Enter the district's telephone number and office hours for public viewing.

B. The data will automatically link into the remainder of this sheet. No entry is required.

*Note: This page must be submitted to the local newspaper for publication and to ISBE.*

**Step 6 Salary Payments (Salary Sched 5)**

Enter name of certificated personnel and non-certificated personnel whose gross income falls within the listed salary ranges.

*Note: This page must be submitted to the local newspaper for publication and ISBE.*

**Step 7 Payments over \$2,500, excluding wages and salaries (Paym over \$2500).**

Enter the complete name and payments over \$2,500 to all vendors and individuals.

*Note: This listing must be published in the local newspaper, sent to ISBE, and retained within your district/joint agreement administrative office for public inspection.*

**Step 8 Payments of \$1,000 to \$2,500, excluding wages and salaries (Paym \$1000 to \$2500)**

Enter complete name and payments of \$1,000 to \$2,500 to all vendors and individuals.

*Note: This listing must be sent to ISBE, and retained within your district/joint agreement office for public inspection.*

**Step 9** Payments of \$500 to \$999 excluding wages and salaries (**Paym \$500 to \$999**)

Enter complete name and payments of \$500 to \$999 to all vendors and individuals.

*Note: Retain these payments within your district/joint agreement administrative office for public inspection.*

**Step 10** Reports on Contracts Exceeding \$25,000 Awarded (**9 Contracts Exceeding 25,000 tab**).


*(See the instructions on page 9 to complete this section)*

**Step 11** Submit the completed excel workbook to ISBE via the Attachment Manager.

What to submit to ISBE:

- ISBE prefers that The “Annual Statement of Affairs” excel workbook be submitted as one file to avoid separating the worksheets. *However, the “Payments of \$500 to \$999” are not part of the submission requirement. To remove this page, in Excel, select the tab [Paym \$500 to \$999] select Edit, and Delete Sheet.*

Go to [www.isbe.net](http://www.isbe.net), and select **SEND ISBE A FILE** (next to the search box).

In the Attachment Manager Screen fill in the form (all red arrows require an entry) and under Receiver Information, select the  arrow and select **“School Finance Reports”** Group.

Locate the file to submit, using the **BROWSE** button.

Select the **SUBMIT** button.

Immediately following your submission you should receive a confirmation verifying a successful submission. Print this page to retain for your records. It will not allow you to save the confirmation.

What to submit to the local newspaper.

- Published Summary, page 4
- Salary Schedule, page 5
- Payments over \$2,500, page 6

What is retained in the school district/joint agreement office?

- Completed Annual Statement of Affairs excel workbook

**Illinois State Board of Education**  
School Business Services  
(217) 785-8779