

## MEMORANDUM

**DATE:** May 31, 2018

**TO:** Business Manager/Treasurer/Clerk/Administrator

**FROM:** Julie Oberle, Public School Finance

**SUBJECT:** 2017-2018 Annual Financial Report Forms and Audit Report

The 2017-2018 Annual Financial Report forms and related memos are now available on the SDE's School Finance website at <http://www.sde.idaho.gov/finance/index.html>. These forms are used to report the financial activity of your school district or charter school. Please complete and return the report to the Idaho Department of Education, Public School Finance, by no later than **October 31, 2018**. If you file your report on cd or electronically, please return pages 1 and 98-104 if the data for pages 98-104 has not been included as part of your electronic submission. A copy of this memo and a memo that describes how to submit your annual report electronically are available at the above website.

Please also submit a copy of your board approved audit report to Public School Finance so that it arrives no later than November 10. Schools whose audit reports are not received on or before November 10 will not receive their November 15 Foundation payment until the audit report is received. **A pdf of your audit report is acceptable.** The Legislative Services Office, Audits Division, also requires a copy of your audit report. If submitting a paper version of your audit report, you may submit both copies to School Finance and we will forward the extra report to Legislative Services. Charter schools should submit three copies if submitting in a paper format. The third copy will be given to Michelle Clement Taylor in School Choice. Any audit reports received via email in a pdf format will be forwarded to Legislative Services and, if a charter school, to Michelle Clement Taylor.

If you have any questions, please email me at [JAOberle@sde.idaho.gov](mailto:JAOberle@sde.idaho.gov) or call (208) 332-6840.