Certified Annual Report (CAR)

Beginning with the 2005-2006 fiscal year, Iowa school districts and area education agencies (AEAs) must upload their charts of accounts to the Department of Education as their annual financial reports required by Iowa Code. Submission of data is due by September 15 following the close of the fiscal year. Users may access financial reports for districts and AEAs using the following web link:

https://www.edinfo.state.ia.us/car/coasummaryrpt.asp

Instructions to Generate Reports

Click on the link provided. This will link the user to a report location on the website. There are three items the user will select.

1. **Select Year**

2. **Select Report**
   Under "Select Report" there is a dropdown menu of reports available for viewing. Click on the report to view. That report title will be displayed. The reports that are available are:
   - Revenues by Fund, By [Revenue] Source
   - Balance Sheet by Fund
   - Expenditures by Fund, by [Expenditure/Expense] Function, by Object
   - Treasurer's Report by Fund
   - Miscellaneous Income and Actual Expenditures (GAAP basis)
   - Budget Crosswalk
   - Balance Sheet by Long-Term Governmental Account Group

   All Iowa school districts and AEAs are required to use GAAP for reporting and for budgeting. All reports are prepared on the GAAP basis.

3. **Select Summarization Level**
   Under "Select Summarization Level" there is a dropdown menu of four choices for the level at which the reports will be summarized. Click on the summarization level to view. That report title will be displayed. The summarization levels that are available are:
   - District State Total
   - AEA State Total
   - District and AEA Combined State Total
   - Specific District/AEA.

   If the user selects one of the first three choices, the user can click any of the "go" buttons to display the selected report at the selected summarization level.

4. **Select Specific District/AEA**

   If the user selects "Specific District/AEA" as the desired summarization level, the user must also select which district or AEA before clicking the "go" button. The user does this by entering in the third box a partial or complete district number or name and then clicking the "go" button. If the partial name entered could be more than one district or AEA, a list of possible districts or AEAs will appear in a dropdown menu for the user to select the specific name desired and again click the "go" button.

   If the user does not select the specific district or AEA, the default will be used for the requested report, which is LEA State Total.

Create Excel File

Once the user is viewing a report, a new clickable button will appear on the left end of the title bar. The user may click the "create Excel file" button. An Excel file will appear on the screen. Under the file menu, select 'save as' to save the excel file on the user's computer. Under the 'save in' dropdown menu, browse to select the desired save location. To save as an excel file, select excel from the "save as type" dropdown menu. Enter a file name and click save. The excel file will now be save on the user's computer in the desired location and format.

Click the back arrow to return to the website to select other report, or click close to close both the excel file and the website.

Report Detail

Repeating Headers

Within a report, the user can select to have the title bar repeated after a specific number of rows to make viewing the reports online more user friendly. On the left side of the headers row, there is an input box called "Repeat Column Headers every __ lines." Enter the number of lines desired and click the "go" button.

District Listing (1)

Click on any fund name on the header row to obtain a district list of the information on that report for that fund. To select another fund, select the report again before clicking on another fund name. A second gray title row will appear to tell the user what fund or items the user has selected for that report.

District Listing (2)

Click on any row descriptor on the left side of a report to obtain a district list of the information by fund for that item on that report. To select another item, select the report again before clicking on another row descriptor. A second gray title row will appear to tell the user what fund or items the user has selected for that report.

District Listing (3)

Click on any cell in a row/column within a report to obtain a district list of the information for that row/column. To select another item, select the report again before clicking on another row descriptor. A second gray title row will appear to tell the user what fund or items the user has selected for that report.