

Audit 2.0

Presenters:

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Agenda

High Level Overview:

- Audit 2.0 Implementation Schedule
- Request Access: External Roles
- Home Page
- AFR Page:
 - Step 1- Step 5
 - View District Status
 - Re-Open
- Q & A

Breakout Sessions:

- ISD Schedules and Q & A
- Charter School Schedules and Q & A

Current System Implementation Timeline

Audit 2.0 System Full Access for AFR
Submissions:

➤ January 29, 2026

FY 2025 AFR Submission Due Date for All:

➤ February 27, 2026



Request Access: Two Step Process

- An active TEAL account is required for Audit 2.0 application.

- A new TEAL account access request is required if:
 - you do not already have access to TEAL
 - your TEAL account is not used more than 14 months

Requesting a TEAL Account



TEA Login (TEAL)

NOTICE: TEA Web Applications will not be available each Sunday morning from 5:00am to 2:00pm due to routine maintenance. Please do not access your applications during this time period. **You could lose data.**

Don't have an account? [Request New User Account](#)

Username:

Password:

[Forgot your password?](#)
[Forgot your username?](#)

[TEA Login Application Help](#) | [Help for Educator Account Setup](#)
[Help with Password Reset](#)

WARNING: Unauthorized use of this system or its data is prohibited; usage may be subject to security testing and monitoring; misuse is subject to criminal prosecution; and users have no expectation of privacy except as otherwise provided by applicable privacy laws.

If you do not already have access to TEAL, you must first request a TEAL user ID.

Website link -- <https://tealprod.tea.state.tx.us/TSP/TEASecurePortal/Access/LogonServlet>



TEA Login (TEAL)

NOTICE: TEA Web Applications will not be available each Sunday morning from 5:00am to 2:00pm due to routine maintenance. Please do not access your applications during this time period. **You could lose data.**

Don't have an account? [Request New User Account](#)

Username:

Password: [Show Password](#)

[Forgot your password?](#)
[Forgot your username?](#)

[TEA Login Application Help](#) | [Help for Educator Account Setup](#)
[Help with Password Reset](#)

WARNING: Unauthorized use of this system or its data is prohibited; usage may be subject to security testing and monitoring; misuse is subject to criminal prosecution; and users have no expectation of privacy except as otherwise provided by applicable privacy laws.

Instructions on setting up a User ID and accessing an Application can be found on the Help page.

All users must first apply for access to Audit 2.0



Texas Education Agency

User and Access Management

Welcome, Laura Cavazos

Self-Service

- Access Applications
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My User Information

Applications

Audit

Audit

[Administrator](#)

[Add/Modify Access](#)

[Audit Personnel](#)

Business Partner Directory Administration

Business Partner Directory Administration

[Program Area Admin](#)

Audits and Indirect Cost Rates (AUDIT)

[Add/Modify Access](#)

All users must first apply for access to Audit 2.0

Applications **My Accounts** ✕

To apply for access to a TEA application or service, click the "Request New Account..." button below.
To edit the details of one of your existing accounts, click on the Application name link in the list below.

Contact information for each application is listed below. APPLICATIONS ARE LISTED IN ALPHABETICAL ORDER. PLEASE SCROLL DOWN TO THE ONE YOU

1 account.

[Request New Account...](#) [Delete Account](#) [Refresh Accounts](#)

<input type="checkbox"/>	Account Owner ▾	Status	Application	Paran
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



All users must first apply for access to Audit 2.0

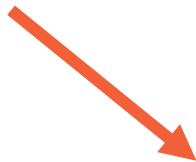
Request New Account

To request new access

1. Click the Application ID link OR
2. Double click the Application Name OR
3. Single click the Application Name and then click the "Go To Account Details Form" button

Select the application ID: Audit 2.0

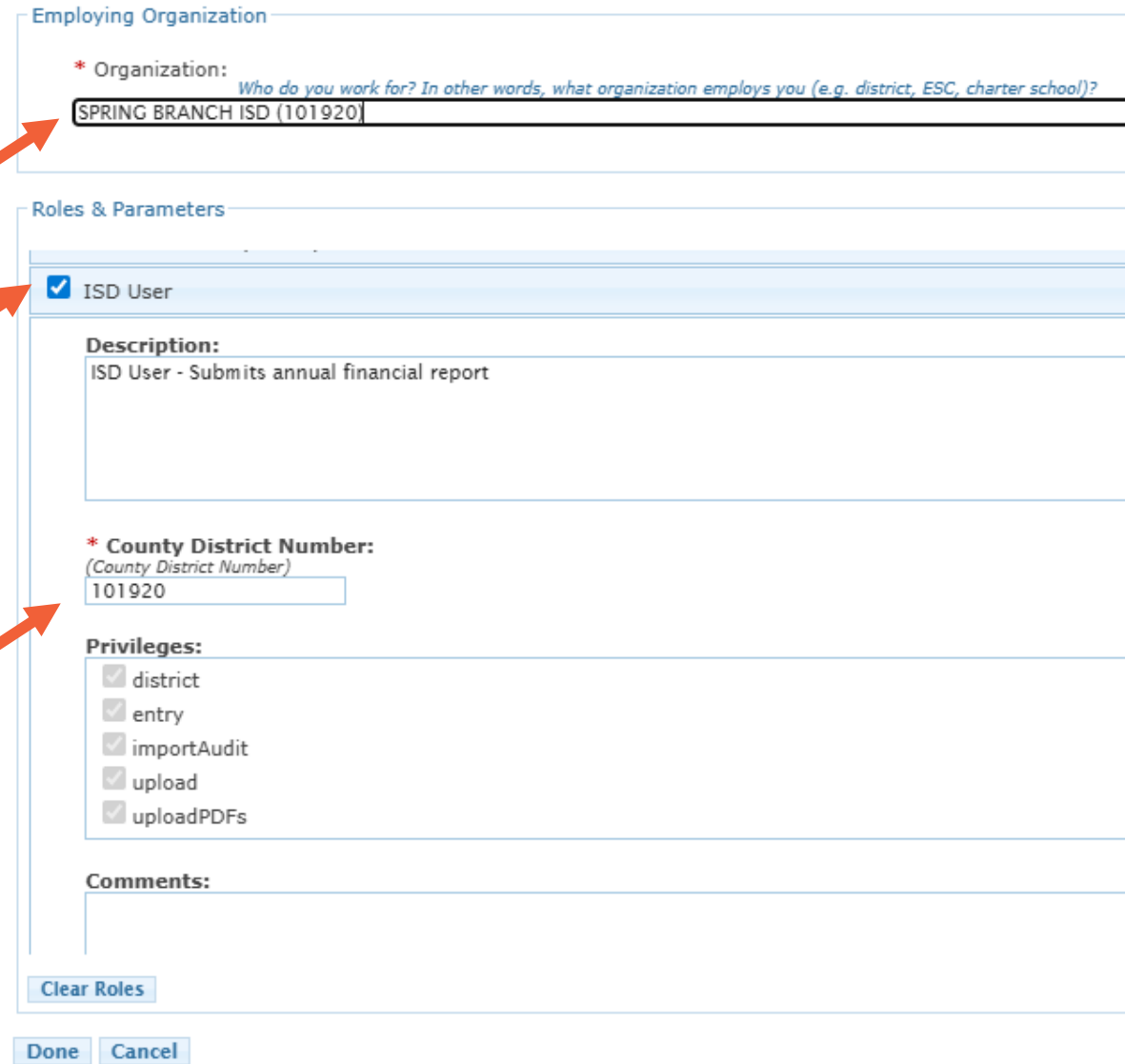
Application ID	Application Name	Contact
ACCT	Accountability	
APEX	APEX	
ASCEND	ASCEND	
AskTED	Texas Education Directory	
Audit	Audit	
Audit 2.0	Audit 2.0	
BATMOD	Budget Modeling	



All users must first apply for access to Audit 2.0

ISD Role Example:

- Determine the Role that applies to you
- Fill out the required information.



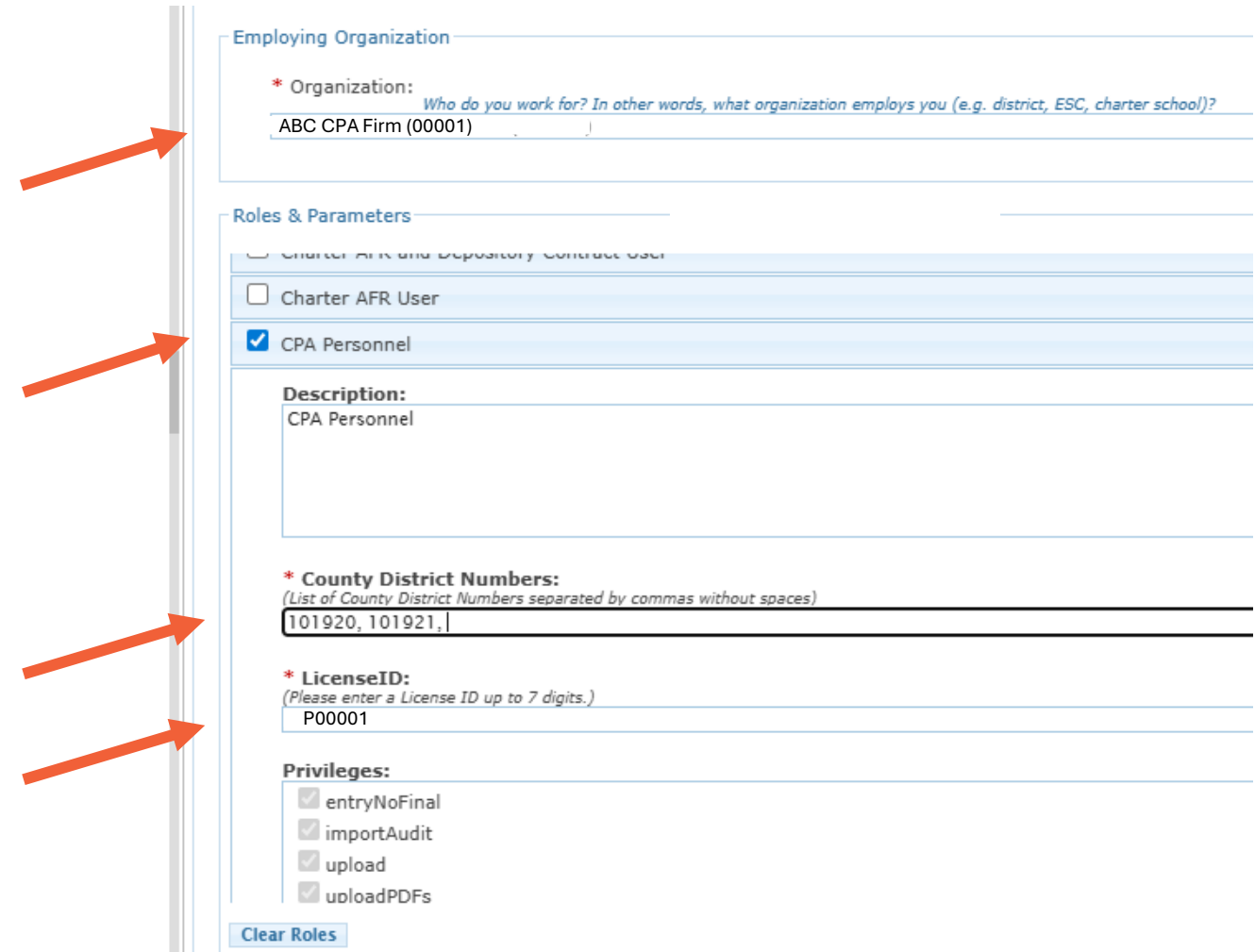
The screenshot shows a web form for configuring a user role. It is divided into several sections:

- Employing Organization:** Contains a required field for "Organization" with a dropdown menu. The selected value is "SPRING BRANCH ISD (101920)". A red arrow points to this field.
- Roles & Parameters:** Contains a list of roles. The "ISD User" role is selected with a checked checkbox. A red arrow points to this checkbox.
- Description:** A text area containing "ISD User - Submits annual financial report".
- * County District Number:** A required field with a dropdown menu. The selected value is "101920". A red arrow points to this field.
- Privileges:** A list of checkboxes for permissions: "district", "entry", "importAudit", "upload", and "uploadPDFs". All are checked.
- Comments:** A text area for additional notes.
- Buttons:** At the bottom, there are "Clear Roles", "Done", and "Cancel" buttons. A red arrow points to the "Done" button.

All users must first apply for access to Audit 2.0

CPA Personnel Role Example:

- Determine the Role that applies to you
- Fill out the required information.




The screenshot shows a web form for configuring user roles. It is divided into several sections:

- Employing Organization:** A text input field containing "ABC CPA Firm (00001)".
- Roles & Parameters:** A list of roles with checkboxes. "CPA Personnel" is selected with a blue checkmark. Other roles like "Charter AFR User" are unselected.
- Description:** A text area containing "CPA Personnel".
- * County District Numbers:** A text input field containing "101920, 101921, |".
- * LicenseID:** A text input field containing "P00001".
- Privileges:** A list of checkboxes, all of which are checked: "entryNoFinal", "importAudit", "upload", and "uploadPDFs".

At the bottom left of the form is a "Clear Roles" button. Four orange arrows point from the left side of the slide to the "Employing Organization", "Roles & Parameters", "County District Numbers", and "LicenseID" fields.

All users must first apply for access to Audit 2.0

 A change has been requested but has not been submitted. To submit your request, click on the Save button located on the bottom of the screen.

* Accesses:

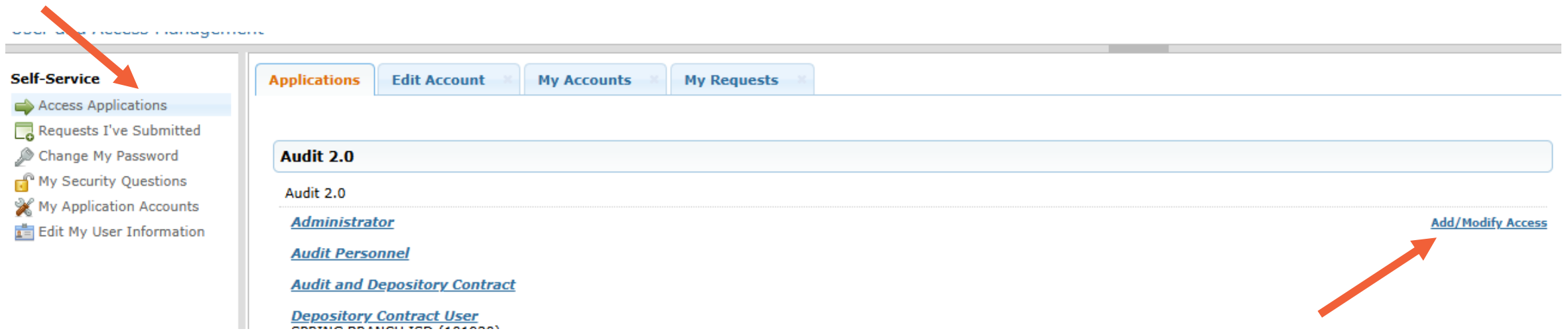
Access Status	Employing Organization	Access Rights
Granted	TEA - Financial Compliance	Role: Administrator Role: TEA Personnel Role: Audit Personnel Role: Depository Contract Viewer
Granted	TOMBALL ISD	Role: ISD User County District Number: 101921 Role: ISD AFR and Depository Contract User County District Number: 101921
Granted	REG IV EDUCATION SERVICE CENTER	Role: ESC User County District Number: 101950
Granted	SPRING BRANCH ISD	Role: ISD User County District Number: 101920 Role: ISD AFR and Depository Contract User County District Number: 101920 Role: Depository Contract User County District Number: 101920 Role: Audit and Depository Contract
New	Pattillo Brown and Hill LLP (940058)	Role: CPA Personnel County District Numbers: 101920 LicenseID: P04520
New	Pattillo Brown and Hill LLP (940058)	Role: CPA Personnel County District Numbers: 101921 LicenseID: P04520

 **Save Changes**

Discard Changes and Return

All users must first apply for access to Audit 2.0

The link for a request to modify your access:









The screenshot displays the 'User Self-Service Management' interface. On the left, a 'Self-Service' menu is visible with an orange arrow pointing to the 'Access Applications' option. The main content area features a navigation bar with 'Applications', 'Edit Account', 'My Accounts', and 'My Requests'. Below this, a section titled 'Audit 2.0' lists several roles: 'Administrator', 'Audit Personnel', 'Audit and Depository Contract', and 'Depository Contract User'. An orange arrow points to the 'Add/Modify Access' link located to the right of the 'Audit 2.0' section header.

All users must first apply for access to Audit 2.0

Click here to see the requests submitted.

Click here to see the approvers.

Self-Service

-  Access Applications
-  Requests I've Submitted
-  Change My Password
-  My Security Questions
-  My Application Accounts
-  Edit My User Information

Applications

My Requests ×

Filter Options

Request Status

Pending ▼

[Refresh](#)

Requests

[View Details](#)

Submitted On	Type	Requested For	Requested By	Service	Result
07/17/2025 09:50:47 AM	Account Add	Ying Chen	Ying Chen	Audit2	Pending
07/17/2025 09:49:05 AM	Account Change	Ying Chen	Ying Chen	Audit2	Pending

All users must first apply for access to Audit 2.0

Texas Education Agency User and Access Management

Self-Service

- ➔ Access Applications
- 📄 Requests I've Submitted
- 🔑 Change My Password
- 🔒 My Security Questions
- 🔧 My Application Accounts
- 📄 Edit My User Information

Applications

My Requests ×

Request Details ×

Request ID: 1791819932061990370
Submitted On: 07/17/2025 09:50:47 AM
Requested For: Ying Chen
Service: Audit2
Result: Pending
Status: In Process
Status Detail: Pending Account Approval - Service Level by one of the following users:
Felicia.Walker
Elizabeth.Femat
Yuri.Ybarra
Alexanderia.Mesfin

These are the approvers.

Cancel Request

Done

Current Audit Application Roles and Functions:

ESC AFR Users: (Two Functions)

For ESCs: Submit AFRs, Finalize and Certify the AFR submissions

For the Schools within the ESC Area: View only AFRs

ISD Roles:

ISD AFR Users: Submit AFRs, Finalize and Certify the AFRs submission

ISD AFR and Depository Contract Users: Submits AFRs, Finalize and Certify the AFR submissions and depository contracts

Charter School Roles:

Charter AFR Users: Submit AFRs, Finalize and Certify the AFR submissions

Charter AFR and Depository Contract Users: Submit AFRs, Finalize and Certify the AFR submissions and depository contracts

Governmental Charter AFR Users:

Submit AFRs, Finalize and Certify the AFR submissions

Other External Roles:

Depository Contract Users:

Submit depository contracts

CPA Personnel: (CPA firm users only)

Submit AFRs for the approved Schools/ Districts

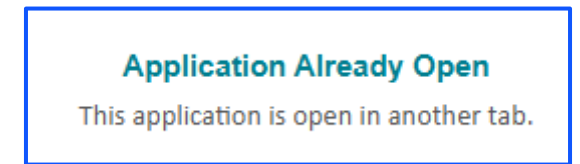
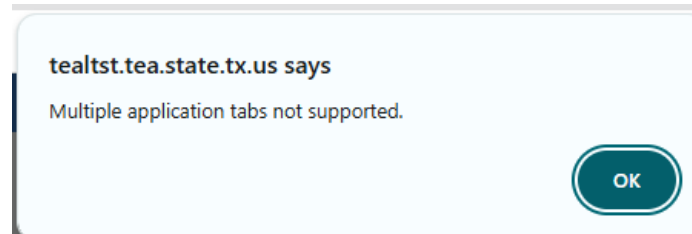
Not Authorized to Finalize and/or Certify the AFRs (The status of Step 3 does not change to "Complete" for CPA Personnel role since this role is not authorized to finalize data.)



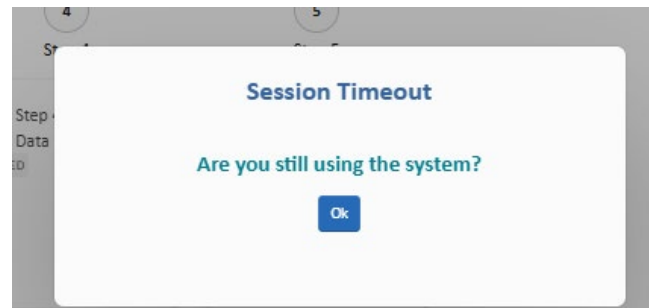
Audit 2.0 Home Page

Some Features to Note


- It is recommended to use Chrome for Audit 2.0.
- Only one tab can be opened at a time.



- Auto Save is available for all inputs in the Schedules in Step 3, but no Auto Save feature for Step 1.
- Session Timeout reminder will appear if the system is idle for an extended period.



Home Page (ISD Users Role) – Header

Audit 2.0  Ying.Chen Role: ISD User

Audit 2.0  Ying.Chen Role: ISD User

Test

SPRING BRANCH ISD (101920)

Fiscal Year End 2025 August 31

Help | Exit



Home

AFR

District & Campus Impro...

Investment Training Exce...

Upload AFR Letter Resp...

Exit

Audit 2.0

Home

Welcome Text

Home Page Descriptive Text or Title?



AFR



District & Campus
Improvement Plans



Investment Training
Exception Affidavit



Upload AFR Letter
Response

Home Page (ISD Users Role) – Header

Some user roles, such as the ISD User role, the Charter User role etc., have only one school in the drop-down list. The ESC User role can view all districts within its region and has edit rights for the ESC itself.

The fiscal year of the AFRs being reviewed

Help link to the Audit 2.0 User Help page. See next page for Example.

Audit 2.0 Ying.Chen Role: ISD User Test

SPRING BRANCH ISD (101920) Fiscal Year End 2025 August 31 Help Exit

Home

Welcome Text
Home Page Descriptive Text or Title?

AFR

District & Campus Improvement Plans

Investment Training Exception Affidavit

Upload AFR Letter Response

Functions will be implemented after the soft launch date.



TEA Texas Education Agency **Audit 2.0 User Help**

Contents Index

Audit 2.0: An Overview

Completing Step 1: Entering Preliminary Information

Completing Step 2: Uploading the Annual Financial Report

Applying File Import and Naming Standards

▶ Completing Step 3: Data Feed Upload/Manual Data Entry

▼ Completing Data Schedules

● **Completing the Data Schedules**

▶ Charter Data Schedules

▶ ESC Data Schedules

▶ Governmental Charter Data Schedules

▶ ISD Data Schedules

Step 4: Finalizing the Data Feed

Step 5: Certify

View District Status

Using the Query Tool

Completing the Data Schedules

To view instructions about completion of data schedules relevant for entity type (Charter School, ESC, Governmental Charter School, or ISD)

▼ Completing Data Schedules

- **Completing the Data Schedules**
- ▶ Charter Data Schedules
- ▶ ESC Data Schedules
- ▶ Governmental Charter Data Schedules
- ▼ ISD Data Schedules

- Complete A1 Statement of Net Position - Government Wide
- Complete B1 Statement of Activities - Government Wide
- Complete C1 Balance Sheet - Governmental Funds
- Complete C2 Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position**

TEA Texas Education Agency **Audit 2.0 User Help**

Contents Index

Overview

Setting Up Your TEAL Account for Audit 2.0 Access

Completing Step 1: Entering Preliminary Information

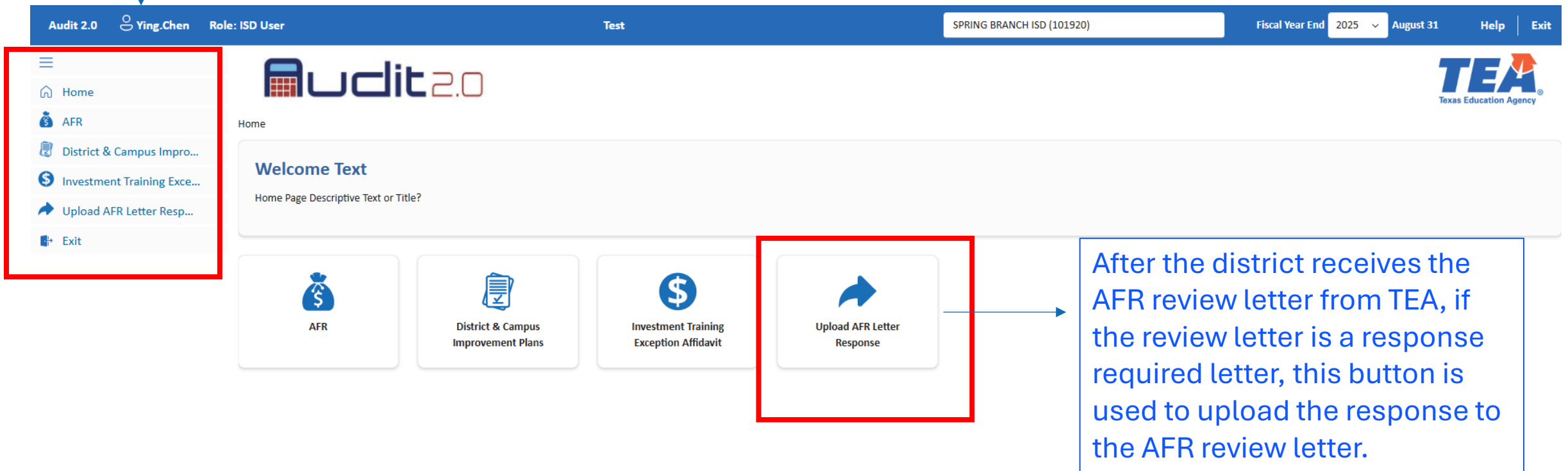
Completing Step 2: Uploading the Annual Financial Report

Applying File Import and Naming Standards

▶ Completing Step 3: Submitting a Data Feed File

Home Page (ISD Users Role) – Header

The sidebar is accessible on every page for easy navigation.



The screenshot displays the user interface for an ISD user. At the top, a blue header bar contains the text "Audit 2.0", the user's name "Ying.Chen", the role "Role: ISD User", a "Test" button, a dropdown menu for "SPRING BRANCH ISD (101920)", the fiscal year end "2025" (with a dropdown arrow), the date "August 31", and "Help" and "Exit" links. Below the header, the main content area features the "Audit 2.0" logo and the TEA logo. A "Home" section contains a "Welcome Text" placeholder. A sidebar on the left, highlighted with a red border, lists navigation options: Home, AFR, District & Campus Impro..., Investment Training Exce..., Upload AFR Letter Resp..., and Exit. Below the sidebar, four main action buttons are visible: "AFR", "District & Campus Improvement Plans", "Investment Training Exception Affidavit", and "Upload AFR Letter Response". The "Upload AFR Letter Response" button is highlighted with a red border and has an arrow pointing to a text box on the right.

After the district receives the AFR review letter from TEA, if the review letter is a response required letter, this button is used to upload the response to the AFR review letter.



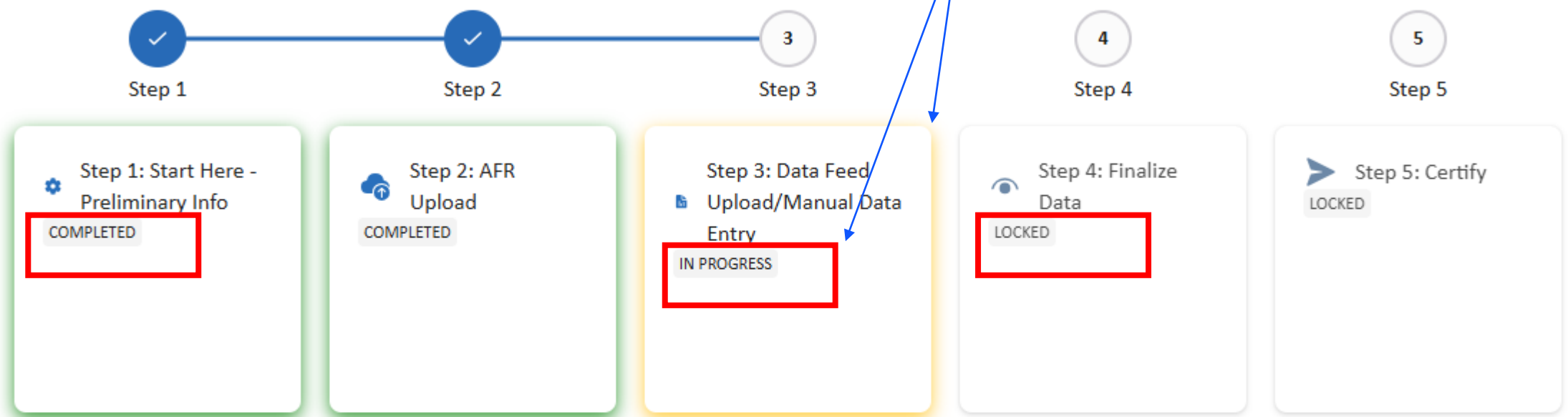
AFR Page: a 5-Step Process

AFR Submission Process – Five Steps & View District Status

- All five steps must be completed in order.

- Each step's status is shown both by color outlines and descriptive labels.

AFR Process - Progressive Steps



View District Status

Use the View District Status button to view submitted documents. Additional details are provided in later sections.

Re-open Process View District Status

Selected: Step 1 - Preliminary Info
Edit Step 1 → Clear Selection

AFR Submission Process – Five Steps & View District Status



Home > AFR

Audit 2.0 Ying.Chen Role: ISD User Test

SPRING BRANCH ISD (101920) Fiscal Year End 20... August 31 Help Exit

2026
2025
2024

TEA Texas Education Agency

Home > AFR

Home > AFR

Welcome Text
Home Page Descriptive Text or Title?

AFR Process - Progressive Steps

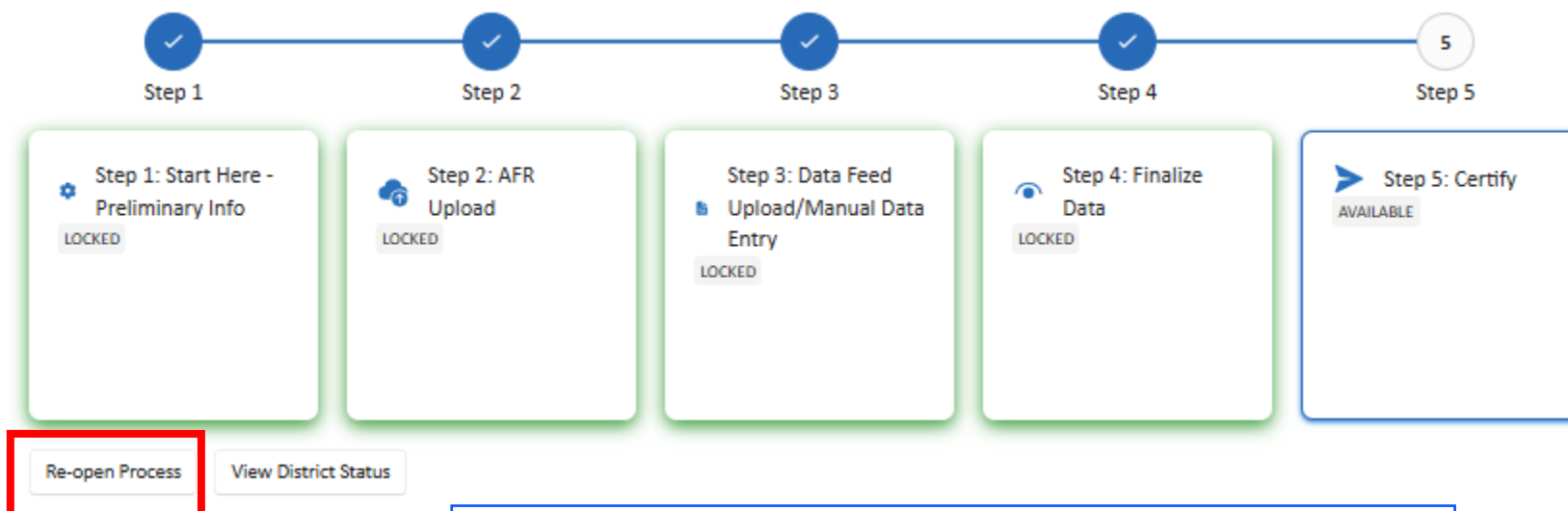
- Step 1: Start Here - Preliminary Info (COMPLETED)
- Step 2: AFR Upload (COMPLETED)
- Step 3: Data Feed Upload/Manual Data Entry (IN PROGRESS)
- Step 4: Finalize Data (LOCKED)
- Step 5: Certify (LOCKED)

View District Status

Please select an available step to continue

AFR Submission Process – Five Steps & View District Status

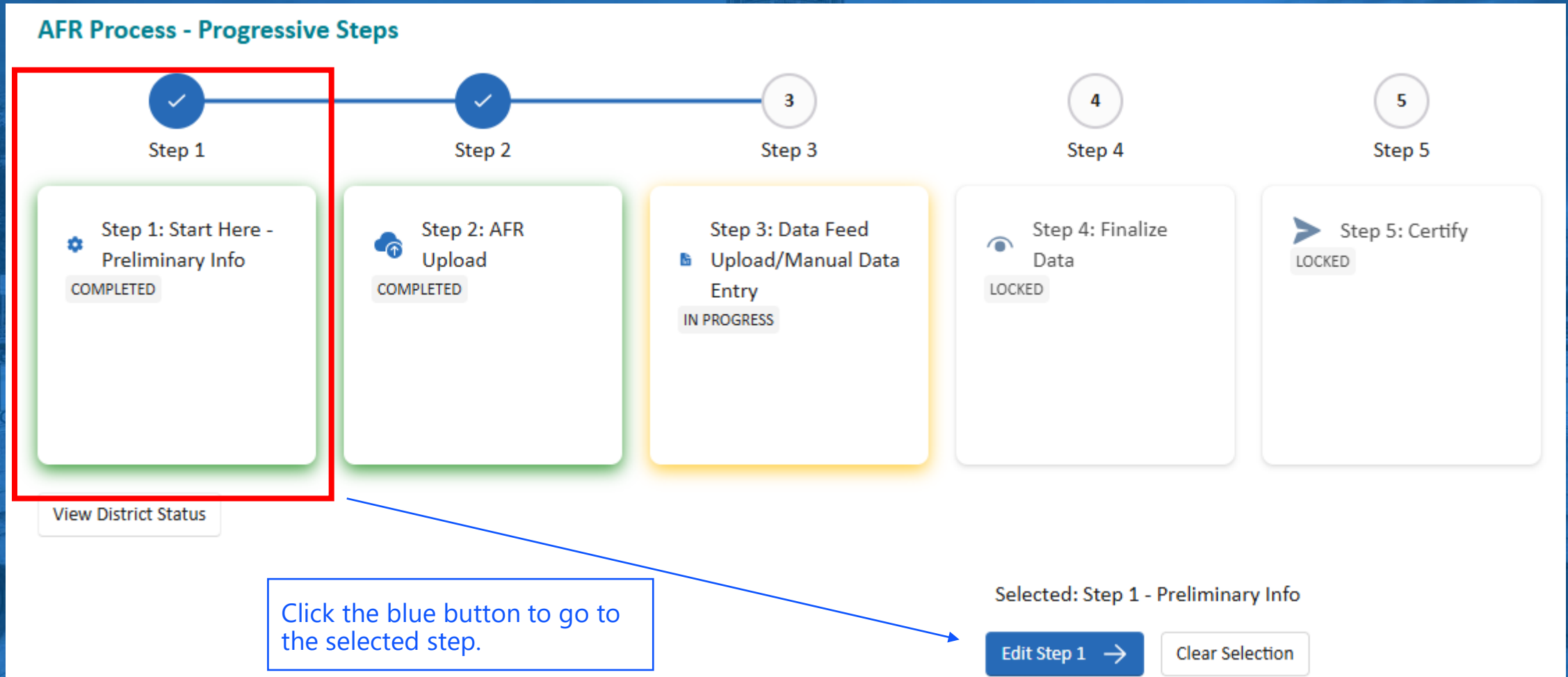
AFR Process - Progressive Steps



This button only appears after Step 4 is completed to open the process. See more details later.

Please select an available step to continue

Step 1 Preliminary Info



Step 1 Preliminary Info – Fiscal Year End Date

Step 1: Start Here - Preliminary Info

Note: No Auto Save function for this page

- Fiscal Year-End for AFR being Submitted is required.
- Audit Firm Name is required.
- Office Location is required.
- License/Certificate # is required.
- State of Licensure is required.
- Was a Single Audit Required is required
- Did auditor issue a management letter that included comments is required
- Audit Firm Contact Email Address is required

All fields are required to be completed. If any required fields are left blank, pressing the “**Continue to Step 2: AFR Upload**” button will trigger an error message.

- **Cancel** button will cancel all inputs that were not saved previously.
- **Save** button will save all inputs before you are ready to move to the next step.
- **Back to Steps** will take users to the AFR page.

Fiscal Year-End for AFR being Submitted:

Audit Firm Name:

Office Location:

License/Certificate #:

State of Licensure:

Audit Firm Contact Email Address: [Add Additional Email Address](#)

Was a Single Audit Required?

Did auditor issue a management letter that included comments?

Continue to Step 2:AFR Upload

Save

Cancel

Back to Steps

Step 1 Preliminary Info – Fiscal Year End Date

A close glance of the error messages for Step 1:



- Fiscal Year-End for AFR being Submitted is required.
- Audit Firm Name is required.
- Office Location is required.
- License/Certificate # is required.
- State of Licensure is required.
- Was a Single Audit Required is required
- Did auditor issue a management letter that included comments is required
- Audit Firm Contact Email Address is required

Step 1 Preliminary Info – Fiscal Year End Date

Step 1: Start Here - Preliminary Info

- Fiscal Year-End for AFR being Submitted is required.
- Audit Firm Name is required.
- Office Location is required.
- License/Certificate # is required.
- State of Licensure is required.
- Was a Single Audit Required is required
- Did auditor issue a management letter that included comments is required
- Audit Firm Contact Email Address is required

Fiscal Year-End for AFR being Submitted:

Make a selection

Audit Firm Name:

Office Location:

License/Certificate #:

State of Licensure:

Make a selection

Audit Firm Contact Email Address:

[Add Additional Email Address](#)

Was a Single Audit Required?

Make a selection

Did auditor issue a management letter that included comments?

Make a selection

Make a selection

Make a selection

June 30

August 31

Continue to Step 2:AFR Upload

Save

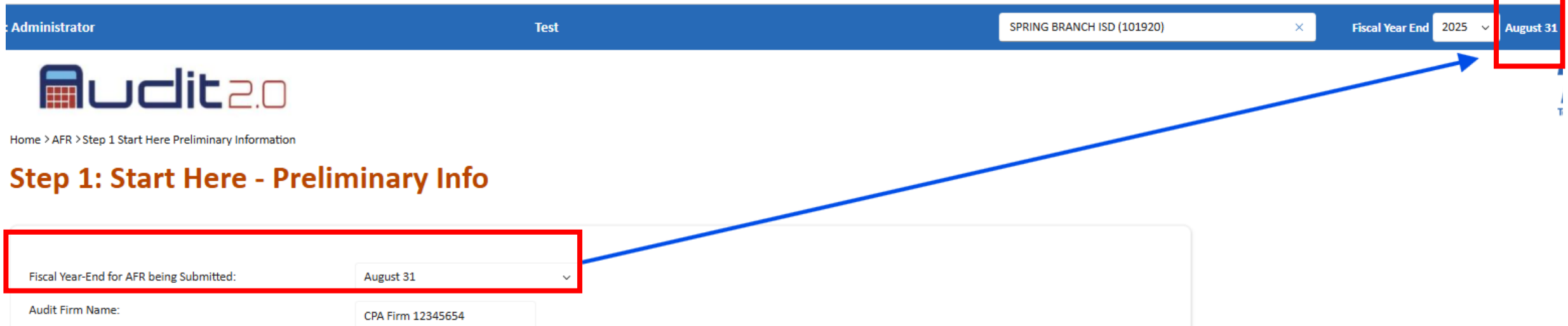
Cancel

Back to Steps

Step 1 Preliminary Info

There is a different process for the first year of implementation:

- The fiscal year end date entered in this section will automatically update the date in the header of the webpage.
- For ISDs: Schedule J1-10 and J1-14 are pre-set in Step 3 for the districts that applied for fiscal year changes. Schedule J1-12 is required for all districts regardless if there is any fiscal year end changes.



Administrator Test SPRING BRANCH ISD (101920) Fiscal Year End 2025 August 31

Audit 2.0

Home > AFR > Step 1 Start Here Preliminary Information

Step 1: Start Here - Preliminary Info

Fiscal Year-End for AFR being Submitted: August 31

Audit Firm Name: CPA Firm 12345654

Step 1 Preliminary Info – Audit Firm Info (1-3)

- Questions about the audit firm:

Audit Firm Name:

ABC & CDE CPA LLC

Office Location:

Austin

City only

License/Certificate #:

P00001

State of Licensure:

TX

State only

Audit Firm Contact Email Address:

test1212@gmail.com

Add Additional Email Address

testabc@tea.texas.gov

Delete

test12345@gmail.com

Delete

Step 1 Preliminary Info – Audit Firm Info (2-3)

Where can I find the Audit Firm's License Number?

<https://www.tsbpa.texas.gov/>



Texas State Board of Public Accountancy
William Treacy, Executive Director

General | Board | Enforcement | **License Lookup** | Statistics | Forms | Educators | Exam/Qual

Exam Candidate Links | **CPE Sponsor** | Drive, Suite 380, Austin, TX 78701

exam candidate information

Licensing Links | **Firm** | Texas State Board of Public Accountancy

licensee information for individuals and firms | **Individual Licensee** | s certified public accountants posse

tently in the profession of public acc

- This is also a good resource to check if the audit firm that the district hired has a current and active license.



Texas State Board of Public Accountancy

William Treacy, Executive Director

Office - WEAVER AND TIDWELL, L.L.P.

[Search Help](#) | [Status Values](#) | [Terms of Use](#)

Firm License ID

P04338

Firm name

WEAVER AND TIDWELL, L.L.P.

Resident manager

Mr. MCCANE

Location

1601 S MOPAC EXPY STE D250

AUSTIN TX 78746

Date registered

07/01/2009

License expiration date

05/31/2026

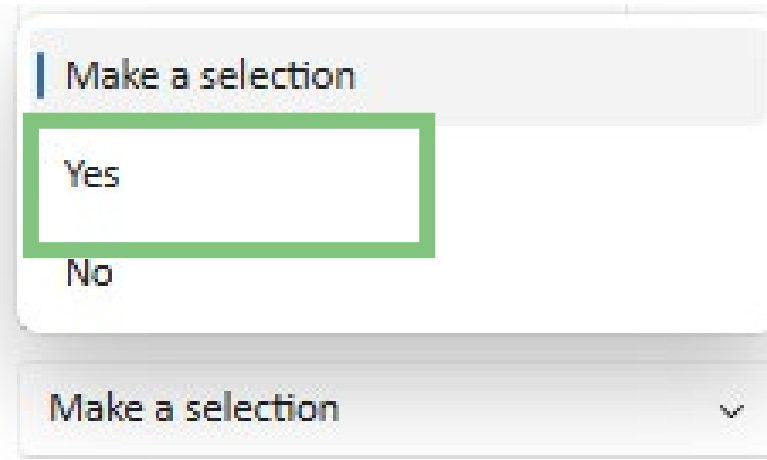
Status

Issued (Current)

[History of disciplinary actions](#)

Step 1 Preliminary Info – Single Audit? (1-6)

Was a Single Audit Required?



Make a selection

Yes

No

Make a selection

When “Yes” is selected:

- Schedule **K1** will appear in Step 3.
- The federal sections of Schedule **K2** and **K3** will appear in Step 3.

K1 Schedule of Expenditures of Federal Awards

A1 B1 C1 C2 C3 C4 G1 J1-12 J4 K1 K2 K3 L1 M1					Error List	Previous	Next	Back To Steps
Data Control Codes	1 Assistance Listing Number (ALN)	2 Pass-Through Entity ID Number	3 Federal Expenditures					
1	84.425U*	21528001101920	17,745,388					

Schedule of Expenditure of Federal Awards:

Schedule of Expenditures of Federal Awards
For the Fiscal Year Ended August 31, 2024

(1)	(2)	(2A)	(3)
Federal Grantor/ Pass-Through Grantor/ Program Title	Federal Assistance Listing Number	Pass-Through Entity Identifying Number	Federal Expenditures
U.S. DEPARTMENT OF EDUCATION			
Passed Through State Department of Education:			
ESEA Title I, Part A-Improving Basic Programs	84.010A	24610101145911	\$ 206,658
ESEA Title II, Part A-Teacher and Principal Training and Recruiting	84.367A	24694501145911	39,454
ESEA Title IV, Part A, Subpart 1	84.424A	24680101145911	14,288

Step 1 Preliminary Info – Single Audit? (3-6)

When “Yes” is selected:

- Schedule **K1** and the federal sections of **K2** and **K3** are displayed in Step 3.

Home > AFR > Step 3 Data Feed Upload/Manual Data Entry > Data Feed Entry/Edits

K2 Schedule of Findings and Questioned Costs (Part 1) Summary of Auditor's Results

A1 B1 C1 C2 C3 C4 G1 J1-12 J4 **K1** **K2** K3 L1 M1

Data Control Codes		
Financial Statements:		
q1	Type of auditor's report issued on financial statements	Unmodified
Internal Control Over Financial Reporting:		
q2	Material weakness(es) identified?	Yes
q3	Significant deficiency(ies) identified?	Yes
q4	Noncompliance material to the financial statements noted?	Yes
Federal Awards:		
Internal Control Over Major Programs:		
q5	Material weakness(es) identified?	Yes
q6	Significant deficiency(ies) identified?	Yes
q7	Type of auditor's report issued on compliance for major programs	Unmodified
q8	Are there any audit findings disclosed that are required to be reported in accordance with Uniform Guidance (2 CFR 200.516(a))?	Yes
q9	Dollar Threshold used to distinguish between Type A and Type B programs	10,031,327
q10	Auditee qualified as a low-risk auditee?	No

Identification of Major Programs Categories:

Data Control Codes	1 Assistance Listing Number (ALN)	2 Name of Federal Program	
1	84.010	Title I	555,645
2	99.135	Centers for Research and Demonstration for Health	571,601
3	10.553 & 10.559	Child Nutrition Cluster	99,354,098
4	84.013	Child Nutrition Cluster	328,786,734
5	84.011	Title I	555,645
6	99.135	Centers for Research and Demonstration for Health	571,601
7			

Step 1 Preliminary Info – Single Audit? (3-6)

When “No” is selected:

- Schedule **K1** and the **federal sections** of Schedule **K2** and **K3** is not displayed in Step 3.

- When a data feed file is used to submit the data instead of manual entry, the upload will be rejected if this question is answered “**No**” and the **K1, federal parts of K2 and K3** are included in the data feed file.

Home > AFR > Step 3 Data Feed Upload/Manual Data Entry > Data Feed Entry/Edits

K2 Schedule of Findings and Questioned Costs (Part 1) Summary of Auditor's Results

A1 B1 C1 C2 C3 C4 G1 J1-12 J4 K1 K2 K3 L1 M1

Data Control Codes

	Financial Statements:	
q1	Type of auditor's report issued on financial statements	Unmodified
	Internal Control Over Financial Reporting:	
q2	Material weakness(es) identified?	Yes
q3	Significant deficiency(ies) identified?	Yes
q4	Noncompliance material to the financial statements noted?	Yes

Step 1 Preliminary Info – Single Audit? (4-6)

Federal Section of Schedule K3 with the Single Audit Question answered "Yes":

K3 Schedule of Findings and Questioned Costs (Part 2)

A1 B1 C1 C2 C3 C4 G1 J1-12 J4 K1 K2 **K3** L1 M1

Data Control Codes	1 Audit Finding Reference Number	2 Finding Description	3 Internal Control Material Weakness	4 Internal Control Significant Deficiency not Material Weakness	5 Material Non-Compliance	6 Prior Year Finding	7 Prior Year Finding Reference Number
Financial Statement Findings (reported on K2, rows q2, q3, and q4):							
+							
	2025-001	The School processes non-	Yes	No	NA	No	
			Select	Select	Select	Select	
			Select	Select	Select	Select	
			Select	Select	Select	Select	
			Select	Select	Select	Select	

Add

Data Control Codes	1 Audit Finding Reference Number	2 Finding Description	3 Internal Control Material Weakness	4 Internal Control Significant Deficiency not Material Weakness	5 Other Findings	6 Questioned Cost	7 Prior Year Finding	8 Prior Year Finding Reference Number
Federal Awards Findings and Questioned Costs (reported on K2, rows q5, q6, q7, and q8):								
+								
	2025-002	The School processes non-	No	Yes	No	1,236,876	Yes	2024-002
			Select	Select	Select		Select	
			Select	Select	Select		Select	
			Select	Select	Select		Select	
			Select	Select	Select		Select	

Add

Step 1 Preliminary Info – Single Audit? (4-6)

Federal Section of Schedule K3 is hidden, if the single audit question is answered "No"::

K3 Schedule of Findings and Questioned Costs (Part 2)

A1 B1 C1 C2 C3 C4 G1 J1-12 J4 K1 K2 **K3** L1 M1

Data Control Codes	1 Audit Finding Reference Number	2 Finding Description	3 Internal Control Material Weakness	4 Internal Control Significant Deficiency not Material Weakness	5 Material Non-Compliance	6 Prior Year Finding	7 Prior Year Finding Reference Number
Financial Statement Findings (reported on K2, rows q2, q3, and q4):							
+							
1	2025-001	The School processes non-	Yes	No	NA	No	
2			Select	Select	Select	Select	
3			Select	Select	Select	Select	
4			Select	Select	Select	Select	
5			Select	Select	Select	Select	
<input type="button" value="Add"/>							

How can I determine if a single audit is required for the district?

Single Audit is required if federal expenditures \geq \$750,000 in a fiscal year (2 CFR Part 200, Subpart F)

Effective for fiscal years beginning on or after October 1, 2024: The threshold increases from \$750,000 to \$1,000,000.

Independent Auditor's Report for Single Audit:

Independent Auditor's Report on Compliance for Each Major Federal Program and Report on Internal Control over Compliance Required By the Uniform Guidance

To the Board of Trustees of
██████ Independent School District

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited ██████ Independent School District's (the District) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the District's major federal programs for the fiscal year ended August 31, 2024. The District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the District complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended August 31, 2024.

Step 1 Preliminary Info – Management Letter (1-8)

Did auditor issue a management letter that included comments? Make a selection

Step 1: Start Here - Preliminary Info

Please select the District

Fiscal Year-End for AFR being Submitted: Make a selection

Audit Firm Name:

License/Certificate #:

State of Licensure: Make a selection

Audit Firm Contact Email Address: [Add Additional Email Address](#)

Was a Single Audit Required? Make a selection

Did auditor issue a management letter that included comments? Make a selection

Continue to Step 2: AFR Upload Cancel

When “Yes” is selected, Schedule **M1** will appear.



- When a data feed file is used to submit the data instead of manual entry, the upload will be rejected if this question is answered “No” and **M1** is included in the data feed file.


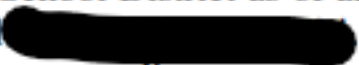
What is a Management Letter?

- It is a formal communication issued by an independent auditor to an organization's management at the conclusion of a financial audit.
- It serves to highlight internal control deficiencies, operational inefficiencies, or areas for improvement that, while not severe enough to be classified as material weaknesses or significant deficiencies in the audit report, still warrant attention.




Communication with Those Charged with Governance

 Independent School District


We have audited the financial statements  Independent School District as of and for the year ended August 31, 2024 and have issued our report thereon dated . Professional standards require that we advise you of the following matters related to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated , our responsibility, as described by professional standards, is to form and express an opinion(s) about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in

Where can I find the management letter comments in the management letter?

Examples 1

Current Year Comments

Athletic and Student Activity Cash Receipts

Comment: During the current year, the District discovered that athletic gate receipts and student activity deposits had been misappropriated. The misappropriations occurred as the District was in a transition period for staff in the Administration Office.

Recommendation: We recommend that the District monitor and adhere to internal control procedures related to any cash receipts to minimize the opportunity for such acts.

Expenditure Approval Process

Comment: During our audit procedures, several expenditures we tested were noted by District officials as "purchasing procedures not followed." Generally, this involved purchases made without approved purchase orders.

Recommendation: We recommend that the District inform and remind all staff of the District's purchasing procedures to ensure that all purchases made follow District established internal controls.

Closing Comments

We wish to thank management and all of those with whom we worked for their support and assistance during our audit.

This report is intended solely for the information and use of the Board of Trustees, management, and others within the District and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Examples 2

Not a Management Letter Comment: (This is more like a reminder.)

Accounting For Long-Term Leases / Subscription Based Technology Arrangements

The District should continue identifying and accounting for lease contracts and software subscription arrangements that have terms exceeding one year as required by the Governmental Accounting Standards Board (GASB) Statements No. 87 and 96. The reporting requirements are unusual for those contracts and often not considered capital expenditures in traditional accounting methodology. In reviewing these contracts and considering the applicability of GASB Standards, materiality in relation to the financial statements should be considered.

The comments and recommendations documented in this letter have been presented for consideration in maintaining and improving internal controls and operating efficiency of the Merkel Independent School District. We are required to review the status of these comments during our next audit engagement.

This report is intended solely for the information of the District's trustees, administration, others within the District, the Texas Education Agency, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,


Step 2 AFR Upload











The screenshot displays the 'Audit 2.0' dashboard. On the left is a vertical sidebar with icons for Home, Profile, Finance, Search, Alerts, Documents, Currency, and Navigation. The main content area features the 'Audit 2.0' logo and a 'Home' label. Below this is a 'Welcome Text' section with a placeholder 'Home Page Descriptive Text or Title?'. The primary focus is the 'AFR Process - Progressive Steps' section, which shows a five-step process:


- Step 1: Start Here - Preliminary Info** (COMPLETED)
- Step 2: AFR Upload** (AVAILABLE)
- Step 3: Data Feed Upload/Manual Data Entry** (LOCKED)
- Step 4: Finalize Data** (LOCKED)
- Step 5: Certify** (LOCKED)

A 'View District Status' button is located at the bottom left of the process area.

Step 2 AFR Upload

Audit 2.0  Laura.Cavazos Role: Administrator Test A W BROWN LEADERSHIP ACADEMY (057816) × Fiscal Year End 2025 ▼ August 31




Home > AFR > Step 2 AFR Upload

Step 2: AFR Upload

* Please select a file type before selecting a file.

File Type ▼



Drag files here you wish to upload, or [browse](#) for them*.
Only a complete PDF should be uploaded
Max file size: 50 MB. Remaining slots: 10/10

Uploaded Files: 0 / 10 (10 slots remaining)

No files uploaded yet.

Continue to Step 3: Data Feed Upload / Manual Data Entry

Manuals and Resources

Back to Steps

Step 2 AFR Upload

Home > AFR > Step 2 AFR Upload

Step 2: AFR Upload

* Please select a file type before selecting a file.

File Type ▾

- AFR (for public view)
- AFR with Signatures (internal TEA us...
- Management Letter (internal TEA us...
- L1 (internal TEA use only)

Drag files here you wish to upload, or [browse](#) for them*.
Only a complete PDF should be uploaded
Max file size: 50 MB. Remaining slots: 10/10

Uploaded Files: 0 / 10 (10 slots remaining)

- Users must first select the appropriate file type from the drop-down selection.
- All schools are required, at a minimum, to submit an AFR (for public view) file type.
- A comment box will be available when uploading revised versions.

Home > AFR > Step 2 AFR Upload

Step 2: AFR Upload

* Please select a file type before selecting a file.

File Type

↑

Drag files here you wish to upload, or [browse](#) for them*.
Only a complete PDF should be uploaded
Max file size: 50 MB. Remaining slots: 10/10

Uploaded Files: 0 / 10 (10 slots remaining)

➤ **Users may upload AFR PDF files by selecting browse or by drag and dropping the file into the upload widget.**

Step 2 AFR Upload

Home > AFR > Step 2 AFR Upload

Step 2: AFR Upload



• The file exceeds the 50MB size limit. File size: 71.86 MB



* Please select a file type before selecting a file.

AFR with Signatures (internal TEA use only) ▾

Please provide brief explanation and revised page numbers

0 / 250 characters



Drag files here you wish to upload, or [browse](#) for them*

Only a complete PDF should be uploaded

Max file size: 50 MB. Remaining slots: 10/10

File Upload Failed: File too large

➤ **Failure message will display in red text, if upload was unsuccessful.**

Step 2 AFR Upload

Home > AFR > Step 2 AFR Upload

Step 2: AFR Upload

* Please select a file type before selecting a file.

AFR (for public view) ▼

Your file upload was successful

Ok

Upload icon
Click here you wish to upload, or [browse](#) for them*.
Only a complete PDF should be uploaded
Max file size: 50 MB. Remaining slots: 9/10
Upload successfully. PDF contains searchable text (55,090 characters across 36 pages). Text density: 1530.3 chars/page.

Uploaded Files: 1 / 10 (9 slots remaining)

Uploaded Files (1/10):

057816a2026v5.pdf

AFR

942.57 KB

Continue to Step 3: Data Feed Upload / Manual Data Entry

Manuals and Resources

Back to Steps

Step 2 AFR Upload

Home > AFR > Step 2 AFR Upload

Step 2: AFR Upload

* Please select a file type before selecting a file.

AFR (for public view) ▾

Your file upload was successful

Ok

Uploaded Files: 1 / 10 (9 slots remaining)

Uploaded Files (1/10):

057816a2026v5.pdf

AFR

942.57 KB

- Uploads will display below the file widget.
- The file name no longer needs to follow a specific format. System will automatically name the file.

Continue to Step 3: Data Feed Upload / Manual Data Entry

Manuals and Resources

Back to Steps

Step 2 AFR Upload

Home > AFR > Step 2 AFR Upload

Step 2: AFR Upload

* Please select a file type before selecting a file.

AFR with Signatures (internal TEA use only) ▾

➤ **After selecting 'OK' the user must then select 'Continue to Step 3' to mark this step as complete and move on.**



Drag files here you wish to upload, or [browse](#) for them*.
Only a complete PDF should be uploaded
Max file size: 50 MB. Remaining slots: 9/10

Searchable PDF uploaded successfully. PDF contains searchable text (82,198 characters across 45 pages). Text density: 1826.6 chars/page.

Uploaded Files: 1 / 10 (9 slots remaining)

Uploaded Files (1/10):

015806cparpt2026v1.pdf	AFR_Signed	1,065.83 KB
------------------------	------------	-------------

[Continue to Step 3: Data Feed Upload / Manual Data Entry](#)

[Manuals and Resources](#)

[Back to Steps](#)

Step 3 Data Feed Upload/ Manual Data Entry

Home > AFR

AFR

Welcome Text

Home Page Descriptive Text or Title?

AFR Process - Progressive Steps

- Step 1**
Step 1: Start Here - Preliminary Info
COMPLETED
- Step 2**
Step 2: AFR Upload
COMPLETED
- Step 3**
Step 3: Data Feed Upload/Manual Data Entry
IN PROGRESS
- Step 4**
Step 4: Finalize Data
LOCKED
- Step 5**
Step 5: Certify
LOCKED

[View District Status](#)

Step 3 Data Feed Upload/Manual Data Entry

Audit 2.0 Laura.Cavazos Role: Charter AFR User Test LEGACY TRADITIONAL SCHOOLS - TEXAS (015806)

Audit 2.0

Home > AFR > Step 3 Data Feed Upload/Manual Data Entry

Step 3: Data Feed Upload/Manual Data Entry

↑

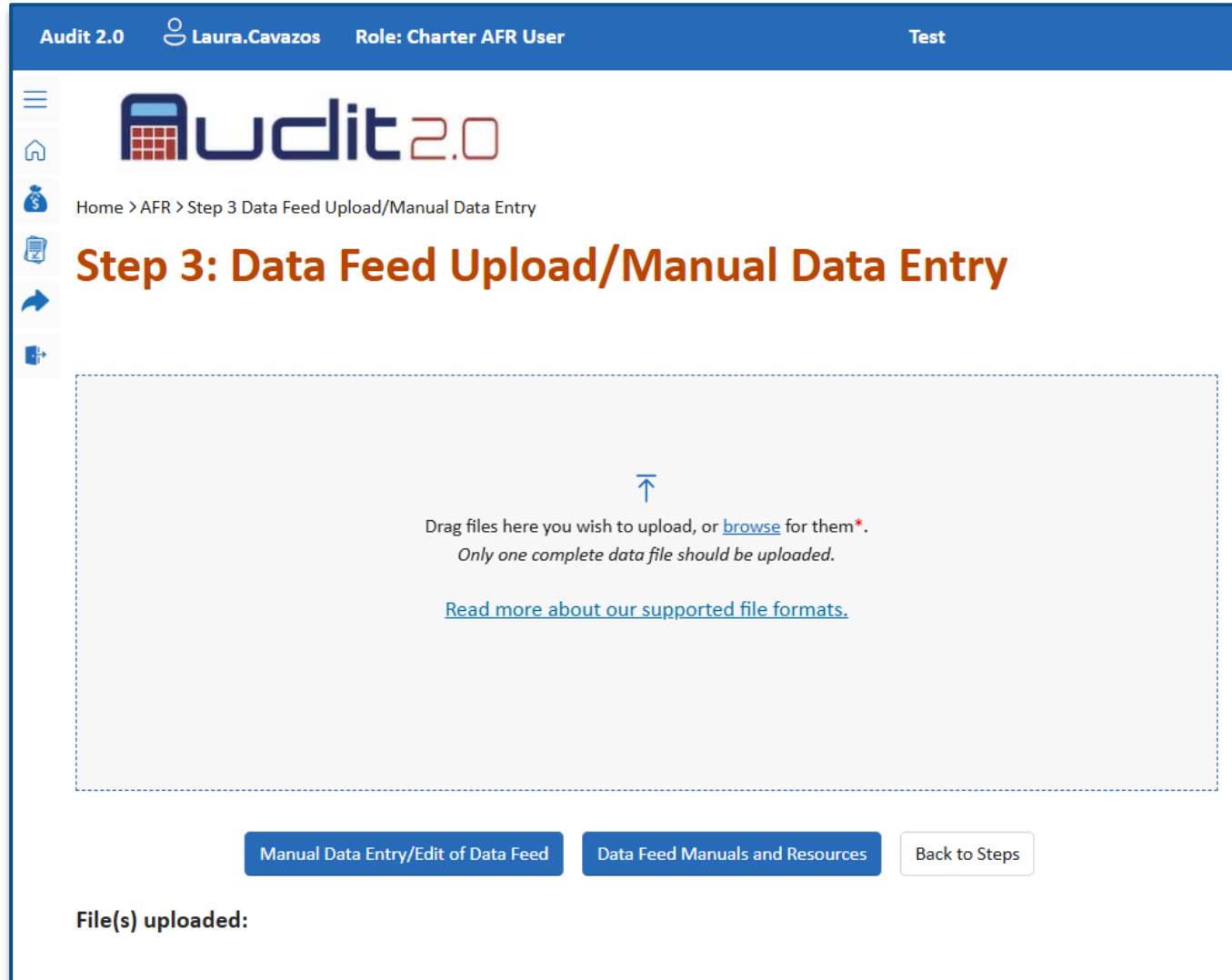
Drag files here you wish to upload, or [browse](#) for them*.
Only one complete data file should be uploaded.

[Read more about our supported file formats.](#)

[Manual Data Entry/Edit of Data Feed](#) [Data Feed Manuals and Resources](#) [Back to Steps](#)

File(s) uploaded:

Step 3 Data Feed Upload/Manual Data Entry



The screenshot shows the 'Audit 2.0' web application interface. At the top, the user is identified as 'Laura.Cavazos' with the role 'Charter AFR User'. The page title is 'Step 3: Data Feed Upload/Manual Data Entry'. The main content area features a large dashed box for file upload with an upward arrow icon and the text: 'Drag files here you wish to upload, or [browse](#) for them*. Only one complete data file should be uploaded.' Below this is a link: '[Read more about our supported file formats.](#)'. At the bottom of the interface, there are three buttons: 'Manual Data Entry/Edit of Data Feed', 'Data Feed Manuals and Resources', and 'Back to Steps'. Below the buttons, it says 'File(s) uploaded:'.

➤ Users may upload data feed files by selecting browse or by drag and drop into the upload widget.

➤ System will automatically name the file.

Example: Data feed file for Austin ISD (# 227901) for fiscal year 2025 = **227901df2025v1.txt**

Step 3 Data Feed Upload/Manual Data Entry

Home > AFR > Step 3 Data Feed Upload/Manual Data Entry

Step 3: Data Feed Upload/Manual Data Entry

Drag files here you wish to upload, or [browse](#)
Only one complete data file should be uploaded.

[Read more about our supported file formats.](#)

Data Feed File Upload Complete

Manual Data Entry/Edit of Data Feed Data Feed Manual

File(s) uploaded:

- 057816df2025v72.txt

Your file upload was successful.
When you click OK, you will be directed to your first data feed schedule.
You will need to review every field and compare the data for correctness to your annual financial report and make any changes that are needed.
Edits will automatically be checked before you move to the next schedule and must be resolved before you are allowed to continue.

OK

- **Success Message** will popup if upload was successful.
- **Successful upload message** will also be emailed to TEAL user.
- **Upon selecting 'OK'** on the popup, user will need to review every schedule prior to finalizing.

Step 3 Data Feed Upload/Manual Data Entry

The screenshot shows the Audit 2.0 web application interface. At the top, the user is identified as Laura Cavazos, a Charter AFR User, in a Test environment. The breadcrumb trail is Home > AFR > Step 3 Data Feed Upload/Manual Data Entry. The main heading is "Step 3: Data Feed Upload/Manual Data Entry". Below this is a large dashed box containing an upload icon and the text: "Drag files here you wish to upload, or [browse](#) for them*. Only one complete data file should be uploaded." Below the dashed box is a link: "[Read more about our supported file formats.](#)". At the bottom of the interface, there are three buttons: "Manual Data Entry/Edit of Data Feed" (highlighted with a red box), "Data Feed Manuals and Resources", and "Back to Steps". At the bottom left, the text "File(s) uploaded:" is visible.

- Users may select 'Manual Data Entry/Edit' button to complete their data schedules manually.
- For manual data entry, users may need to complete prompts before accessing a particular data schedule. More on this later.
- After all applicable schedules have been completed and passed all edit checks, users will be prompted to move on to Step 4.

Step 3 Data Feed Upload/Manual Data Entry

Home > AFR > Step 3 Data Feed Upload/Manual Data Entry > Data Feed Entry/Edits

RQ1 Required Questions


B7 B8 B9 B10 B11 B12 B19 B20 B21 J4 K1 K2 K3 M1 **RQ1** Error List Previous Next

Data Control Codes 1 Answer

Payment Compliance:

q1 Was the charter school in compliance with the payment terms of all debt agreements at

Confirm

 Do you want to Finalize?

q2
Texas workforce Commission (TWC), Internal Revenue Service (IRS), and other government agencies?

Transparency:

q3 Did the charter school post the required financial information on its website in accordance with Government Code, Local Government Code, Texas Education Code, Texas Administrative Code and other statutes, laws and rules that were in effect at the charter school's fiscal year end?

➤ After all applicable schedules have been completed and passed all edit checks, users will be prompted to move on to Step 4: Finalize.

Step 3 Data Feed Upload/Manual Data Entry

Home > AFR > Step 3 Data Feed Upload/Manual Data Entry > Data Feed Entry/Edits

RQ1 Required Questions

B7 B8 B9 B10 B11 B12 B19 B20 B21 J4 K1 K2 K3 M1 **RQ1** Error List Previous Next

Data Control Codes 1 Answer

Payment Compliance:

q1 Was the charter school in compliance with the payment terms of all debt agreements at

Confirm

ⓘ Do you want to Finalize?

Yes No

q2

Texas workforce commission (TWC), internal revenue service (IRS), and other

- CPA Personnel role will not see the prompt message to proceed to the next step. They will be taken back to AFR homepage. Step 3 status will remain as 'In Progress'.
- Authorized school personnel will need to review each schedule. Upon selecting 'Next' on the last schedule, they will be prompted to move on to Step 4: Finalize.
- By selecting 'Yes' you want to finalize, the user will be taken to Step 4, and the Step 3 status will update to Complete.

Step 4 Finalize Data

Audit 2.0

Home > AFR

AFR

Welcome Text
Home Page Descriptive Text or Title?

AFR Process - Progressive Steps

Step 1 Step 2 Step 3 Step 4 Step 5

- Step 1: Start Here - Preliminary Info**
LOCKED
- Step 2: AFR Upload**
LOCKED
- Step 3: Data Feed Upload/Manual Data Entry**
LOCKED
- Step 4: Finalize Data**
AVAILABLE
- Step 5: Certify**
LOCKED

[View District Status](#)

Step 4 Finalize Data

Audit 2.0 Laura.Cavazos Role: Administrator Test A W BROWN LEADERSHIP ACADEMY (057816) Fiscal Year End 2025

Audit 2.0

Home > AFR > Step 4 Finalize Data

Step 4: Finalize Data

By completing this step, you will be confirming that you have verified the data in the schedules against your Annual Financial Report (AFR) for consistency and corrected if necessary. The consistency of the data in the schedules with the annual financial report is essential. Incorrect data could affect your FIRST Rating and/or your State Funding.

To complete your submission, please select the Finalize button. This will confirm your submission and finalize the data. After you finalize, the schedules will be locked and not updatable.

After you Finalize, you will have the option to make corrections up through 30 days after the AFR due date for your entity. No penalty or comment will be made for data schedule corrections re-finalized by the due date. A comment will be made in the TEA review letter for revised PDFs or data schedule corrections made after the AFR due date.

Finalize & Continue to Step 5 Certify Cancel Back To Steps

Step 4 Finalize Data

Audit 2.0 Laura.Cavazos Role: Administrator Test A W BROWN LEADERSHIP ACADEMY (057816) Fiscal Year End 2025

Audit 2.0

Home > AFR > Step 4 Finalize Data

Step 4: Finalize Data

Select 'Finalize & Continue to Step 5' to finalize date and move on.

You have verified the data in the schedules against your Annual Financial Report and the consistency of the data in the schedules with the annual financial report is confirmed and/or your State Funding.

To complete your submission, please select the Finalize button. This will confirm your submission and finalize the data. After you finalize, the schedules will be locked and not updatable.

After you Finalize, you will have the option to make corrections up through 30 days after the AFR due date for your entity. No penalty or comment will be made for data schedule corrections re-finalized by the due date. A comment will be made in the TEA review letter for revised PDFs or data schedule corrections made after the AFR due date.

Finalize & Continue to Step 5 Certify Cancel Back To Steps

Home > AFR > Step 4 Finalize Data

Step 4: Finalize Data

By completing this step, you will be confirming that you have verified the data in the schedules against your Annual Financial Report (AFR) for consistency and corrected if necessary. The consistency of the data in the schedules with the annual financial report is essential. Incorrect data can result in a penalty for your entity. No penalty will be assessed if you provide a letter for revised PE data.

To complete your submission, you must finalize the data. After you finalize, the schedule data will be locked for review.

After you Finalize, you will receive a confirmation email or comment will be posted to the system. A letter for revised PE data will be sent to you if necessary.

Confirm Finalization

Thank you for finalizing the 2025 annual financial report data schedules for A W BROWN LEADERSHIP ACADEMY (057816) at 1/12/2026 5:14:11 PM.

Yes, Finalize Cancel

- **After selecting finalize, a pop-up window will display for the user to confirm. Select ‘Yes, Finalize’ to continue to Step 5: Certify and mark this step as complete.**

Step 5 Certify

The screenshot shows the 'Audit 2.0' interface for the 'AFR' process. It features a sidebar with navigation icons, a breadcrumb trail 'Home > AFR', and a 'Welcome Text' section. The main content area displays the 'AFR Process - Progressive Steps' as a horizontal timeline with five steps. Steps 1 through 4 are marked as 'LOCKED', while Step 5 is marked as 'AVAILABLE'. Below the steps are two buttons: 'Re-open Process' and 'View District Status'.

Audit 2.0

Home > AFR

AFR

Welcome Text

Home Page Descriptive Text or Title?

AFR Process - Progressive Steps

- Step 1: Start Here - Preliminary Info
LOCKED
- Step 2: AFR Upload
LOCKED
- Step 3: Data Feed Upload/Manual Data Entry
LOCKED
- Step 4: Finalize Data
LOCKED
- Step 5: Certify
AVAILABLE

Re-open Process View District Status

Step 5 Certify

Step 5: Certify

By completing this step, you will be certifying that you have reviewed the Annual Financial Report (AFR) PDF which has been submitted for your Charter School, School District, or Education Service Center for completeness and accuracy. It is critical that the AFR PDF is correct and complete. Incorrect information could affect your district's FIRST Rating and/or your State Funding.

To finalize your Annual Financial Report submission, all statements must be completed. By marking the following checkboxes below, you certify that this statement is true:

A. The AFR PDF submitted is for **A W BROWN LEADERSHIP ACADEMY** and **fiscal year 2025** as displayed in the header of this page and includes the following:

- Yes N/A
- i. Certificate of Board**
- approved/disapproved
 - contains the complete date: month, date, and year
 - signatures of the Board President and Board Secretary (or other board member in place of)
- Yes N/A
- ii. Signed and dated Independent Auditor's Reports:**
- Independent Auditor's Report
 - Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards
 - Independent Auditor's Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance and Report on the Schedule of Expenditures of Federal Awards Required by the Uniform Guidance (if a Single Audit is required)
- Yes N/A
- iii. Schedules (if a Single Audit is required):**
- Schedule of Findings and Questioned Costs (SFQC)
 - Schedule of Expenditures of Federal Awards (Schedule K-1, SEFA)
 - Summary Schedule of Prior Audit Findings and Corrective Action Plan, if applicable
- Yes N/A
- iv. Management Letter, if applicable**
- Yes N/A
- v. Schedule L-1: Required Responses to Selected School FIRST Indicators (ISDs only)**
- Yes N/A
- B. The AFR PDF submitted in Step 2 is consistent with the information entered in Step 1 and the data schedules submitted in Step 3.**
- Yes N/A
- C. The email addresses for Superintendent, CFO/Business Manager and Board President are current in AskTed.**

Certify & Complete Submission

Cancel

Back to Steps

➤ **All statements with checkboxes must contain a selection.**

➤ **Upon selecting 'Certify' button, a Success message will appear if Certification was successful.**

- A. The AFR PDF submitted is for <LEA Name> and <fiscal year> and includes the following:
 - Certificate of Board - indicates approved/disapproved, contains a complete date, and required Board signatures
 - Signed and dated Independent Auditor Reports
 - Independent Auditor's Report,
 - Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards,
 - Independent Auditor's Report on Compliance for Each Major Program and on Internal Control over Compliance Required by Uniform Guidance and Report on the Schedule of Expenditures of Federal Awards (if Single Audit is required).

➤ Part A continued...

- Other Schedules as required
 - Schedule of Findings and Questioned Costs (SFQC)
 - Schedule of Expenditures of Federal Awards (Schedule K-1)
 - Summary Schedule of Prior Audit Findings and Corrective Action Plan, if applicable
- Management Letter, if applicable
- Schedule L-1 – Required Responses to Selected School FIRST Indicators (ISDs only)

➤ B. The AFR PDF submitted in Step 2 is consistent with the information entered in Step 1 (Prelim Info) and the date schedules submitted in Step 3.

➤ C. The email addresses for the Superintendent, CFO/Business Manager and Board President are current in [AskTed](#).

Step 5: Certify

By completing this step, you will be certifying that you have reviewed the Annual Financial Report (AFR) PDF which has been submitted for your School, School District, or Education Service Center for completeness and accuracy. It is critical that the AFR PDF is correct and complete. Incomplete or incorrect information could affect your district's FIRST Rating and/or your State Funding.

To finalize your Annual Financial Report submission, all statements must be completed. By marking the following checkboxes below, you certify that the following statement is true:

A. The AFR PDF submitted is for **A W BROWN LEADERSHIP ACADEMY** and **fiscal year 2025** as displayed in the header page and includes the following:

Yes No **i. Certificate of Board**

✔ Submission Complete

Thank you for certifying the [2025] AFR for A W BROWN LEADERSHIP ACADEMY (057816) at 1/12/2026 5:30:44 PM.

You have completed your AFR submission. You can re-open any step of your AFR Submission to make corrections up through 30 days after the AFR due date for your entity.

No penalty or comment will be made for AFR corrections made by the due date.

A comment will be made in the TEA review letter for AFR corrections made after the AFR due date.

[Return to AFR Home](#)

Yes N/A **iii. Schedules (if a Single Audit is required):**

- Schedule of Findings and Questioned Costs (SFQC)
- Schedule of Expenditures of Federal Awards (Schedule K-1, SEFA)
- Summary Schedule of Prior Audit Findings and Corrective Action Plan, if applicable

➤ **AFR Certification message will be emailed to TEAL user.**

➤ **Upon selecting 'Return to AFR Home' on the popup, user will be directed to AFR homepage with Steps 1-5 marked as complete.**

Step 5 Certify

AFR Process - Progressive Steps



Step 1



Step 2




Step 3





Step 4





Step 5

 Step 1: Start Here - Preliminary Info
LOCKED

 Step 2: AFR Upload
LOCKED

 Step 3: Data Feed Upload/Manual Data Entry
LOCKED

 Step 4: Finalize Data
LOCKED

 Step 5: Certify
LOCKED

Re-open Process

View District Status

Please select an available step to continue

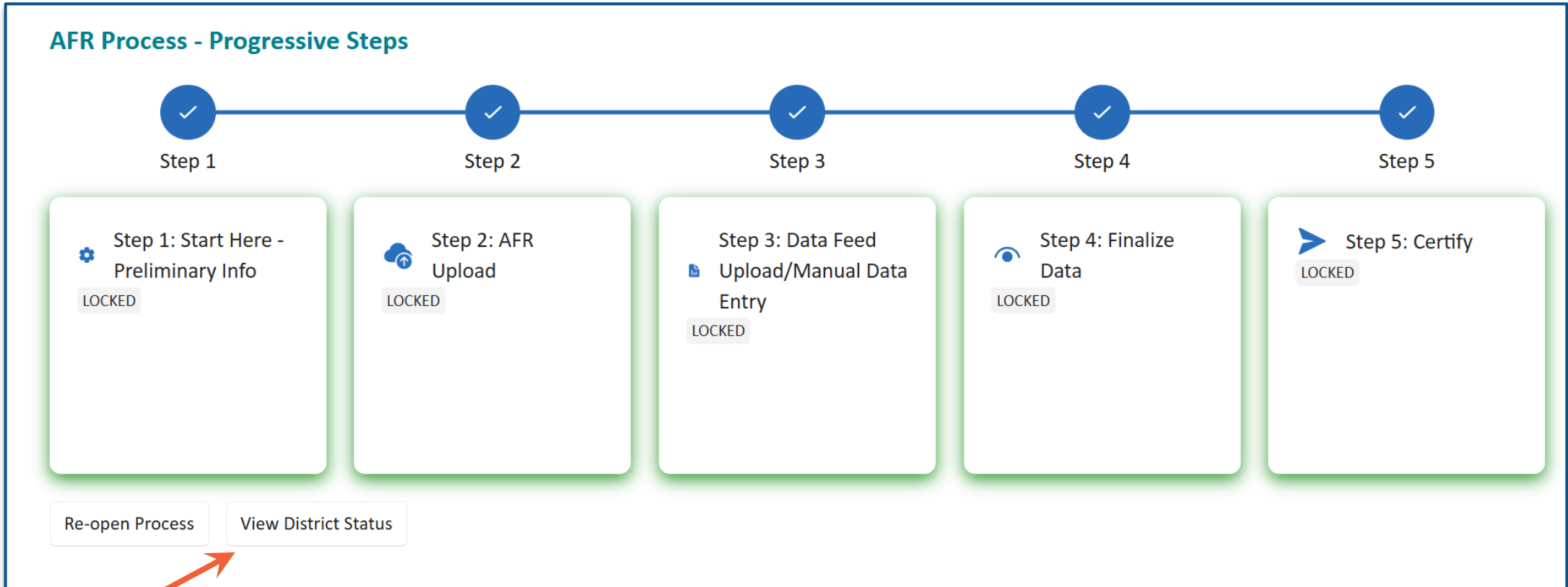


AFR Submission Complete!

Your Annual Financial Report has been successfully submitted. Reference ID: AFR-20260112-173422



Other Features




➤ **Users may view the status of their submission anytime using the View District Status button from the AFR homepage.**

View District Status

Actions	Activity	Date	Login ID	File Name
Step 1: Preliminary Info				
View Download	Preliminary Info Completed	1/12/2026 4:47 PM	Laura.Cavazos	
Step 2: AFR Upload				
View Download	AFR with Signatures	1/12/2026 4:48 PM	Laura.Cavazos	015806cparpt2026v1.pdf
View Download	AFR (for public view)	1/12/2026 4:47 PM	Laura.Cavazos	015806a2026v1.pdf
Step 3:				
DataFeed Upload				
<i>No DataFeed uploads found.</i>				

- **Users can track the completion of each step of the AFR submission.**
- **View the listing of submitted files including submission dates and times.**

Step 3: 

DataFeed Upload

Download	Success	1/13/2026 10:16 AM	Laura.Cavazos	057831df2025v2.txt	16 KB	2
Download	Failure	1/13/2026 10:14 AM	Laura.Cavazos	057831df2025v1.txt	16 KB	1

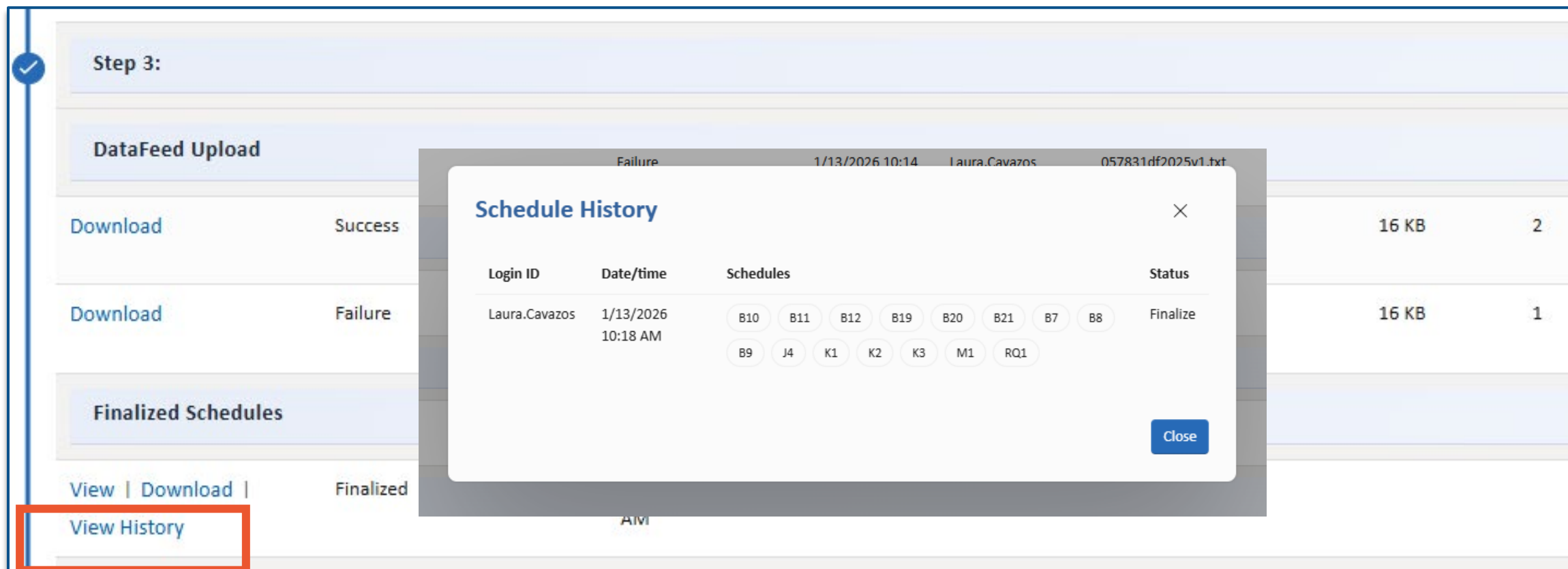
Finalized Schedules

View Download View History	Finalized	1/13/2026 10:18 AM	Laura.Cavazos
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- **Within the Data Feed Upload section, the download button will allow user to download the TXT file that was uploaded on Step 3.**

Step 3:							
DataFeed Upload							
Download	Success	1/13/2026 10:16 AM	Laura.Cavazos	057831df2025v2.txt	16 KB	2	
Download	Failure	1/13/2026 10:14 AM	Laura.Cavazos	057831df2025v1.txt	16 KB	1	
Finalized Schedules							
View Download View History	Finalized	1/13/2026 10:18 AM	Laura.Cavazos				

- The View link within the Finalized Schedules will take the user to the Schedule UI page (in View Only mode). The download button will download the most recent version of the data schedules as a CSV file.



The screenshot displays a web interface for 'View District Status'. At the top, a progress indicator shows 'Step 3:'. Below this, there are sections for 'DataFeed Upload' and 'Finalized Schedules'. A modal window titled 'Schedule History' is open, showing a table of schedule changes. The table has columns for 'Login ID', 'Date/time', 'Schedules', and 'Status'. The data row shows 'Laura.Cavazos' on '1/13/2026 10:18 AM' with a status of 'Finalize'. The 'Schedules' column lists various schedule codes: B10, B11, B12, B19, B20, B21, B7, B8, B9, J4, K1, K2, K3, M1, and RQ1. A 'Close' button is located at the bottom right of the modal. In the background, a table shows download actions with 'Success' and 'Failure' statuses, file sizes of '16 KB', and counts of '2' and '1'. A 'View History' link is highlighted with a red box in the bottom left corner of the interface.

Login ID	Date/time	Schedules	Status
Laura.Cavazos	1/13/2026 10:18 AM	B10 B11 B12 B19 B20 B21 B7 B8 B9 J4 K1 K2 K3 M1 RQ1	Finalize

- The View History link shows the schedule history including a list of schedules that have been modified.

Finalized Schedules				
View Download View History	Finalized	1/13/2026 10:18 AM	Laura.Cavazos	
Step 4: Finalize				
	Finalized	1/13/2026 10:18 AM	Laura.Cavazos	
Step 5: Certify				
View Download	Certified	12/2/2025 9:16 PM	Laura.Cavazos	
AFR Submission Review				

- **View links will allow user to view information on the Step 5 UI page, while download button will allow user to download file as a CSV.**

View District Status								
		Activity	Date	Login ID	File Name	File Size	Version	AFR Comments
TEA AFR Submission Review		TEA AFR Review in Progress			District response is overdue			
View Download		District Response to TEA	10/2/2024 15:22	Sarah.Brown	filename.pdf	650 kb	2	
View Download		TEA AFR Review Letter	10/2/2024 15:15	TEA	filename.pdf	688 kb	1	

- **AFR submission Review section will show progress of TEA’s AFR review. Users will be able to view or download the TEA AFR Review Letter. Users will also be able to view uploaded District Response files, if applicable.**

View District Status							
	Activity	Date	Login ID	File Name	File Size	Version	AFR Comments
TEA AFR Submission Review							
		TEA AFR Review in Progress		District response is overdue			
View Download	District Response to TEA	10/2/2024 15:22	Sarah Brown	filename.pdf	650 kb	2	
View Download	TEA AFR Review Letter	10/2/2024 15:15	TEA	filename.pdf	688 kb	1	

➤ **AFR Review Statuses include:**

- **TEA AFR Review in Progress**
- **TEA Waiting for Response to Letter (if District Response is required)**
- **TEA Review of District’s Response – In progress (if District Response is required)**
- **Closed.**

Re-open Process

AFR Process - Progressive Steps



Step 1



Step 1: Start Here -
Preliminary Info

LOCKED



Step 2



Step 2: AFR
Upload

LOCKED



Step 3



Step 3: Data Feed
Upload/Manual Data
Entry

LOCKED



Step 4



Step 4: Finalize
Data

LOCKED



Step 5



Step 5: Certify

LOCKED

Re-open Process

View District Status



Users may now re-open the AFR submission without contacting TEA.

- If the date is **more than** 30 days after the submission due date, the Re-open Process button will not be available.
- Re-open Process button will appear on the AFR homepage only if two conditions are met:
 - Step 4 – Finalize is completed (at minimum) and
 - The date is less than 30 days after the submission due date.
- If selected, Re-open Process button will allow edits to Steps 1, 2, 3 while Steps 4 & 5 will be reset.



AFR Submission Demo



Questions?

Contact Information

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