

How to Access Historical Annual Financial Reports (AFR)

1. Use the following link to access *Finance, Budgets and Funding* on ISBE's website:
<https://www.isbe.net/Pages/Annual-Financial-Report.aspx>
2. Scroll down to the second paragraph and click *Historical Archive – Annual Financial Reports*

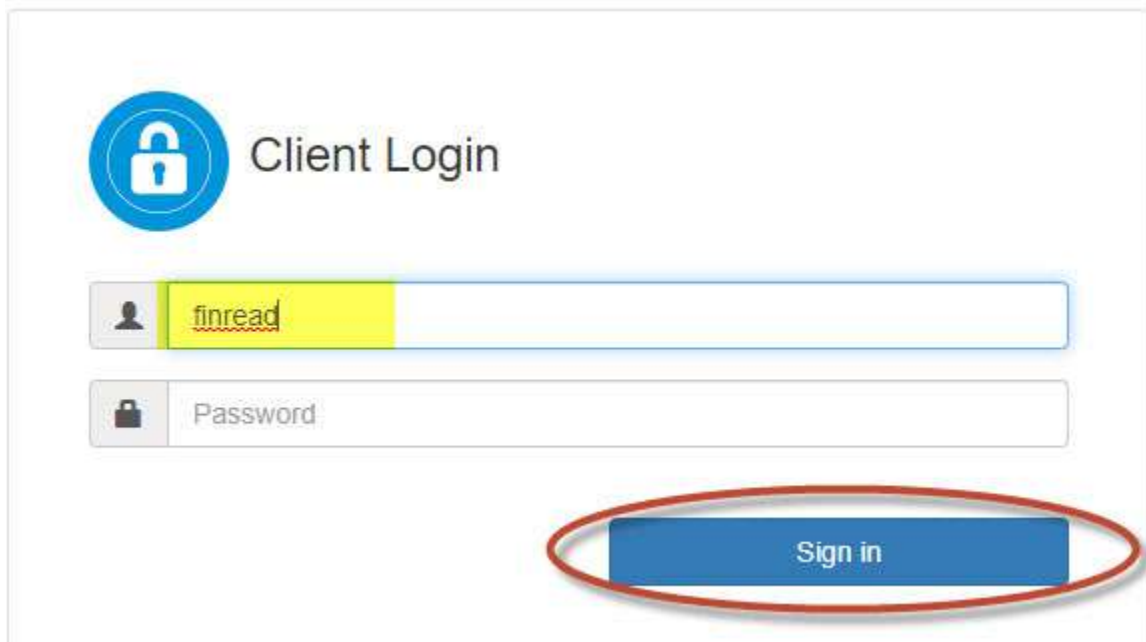
Historical Archive — Annual Financial Reports

3. Click the *FTP Server* link.

The following reports are available via ISBE's Cerberus FTP Server. Click the link, enter "finread" in the username, and then click "Sign-in". This application does not require a password.

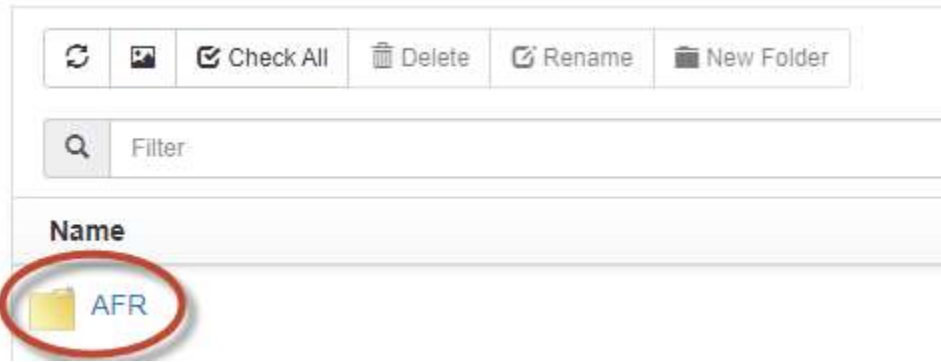
- Annual Financial Reports (1996–2020)
- Annual Statements of Affairs (2006–2020)
- Charter School Audits (2009-2020)
- Districts Capital Needs Assessment Instruments (2008-2020)
- Regional Superintendent's Annual Reports (2004-2019)
- School District Budgets (2007–2021)

4. Type in the username field finread then click *Sign In*. (No password – leave the field blank)



The screenshot shows a 'Client Login' interface. At the top left is a blue circular icon with a white padlock. To its right is the text 'Client Login'. Below this are two input fields. The first field has a person icon on the left and contains the text 'finread'. The second field has a padlock icon on the left and contains the text 'Password'. At the bottom right of the form is a blue button with the text 'Sign in', which is circled in red.

5. Click the *AFR*.



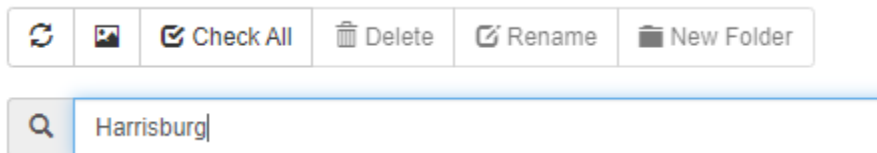
6. Scroll down to the bottom of the screen to select appropriate year and click on the year.



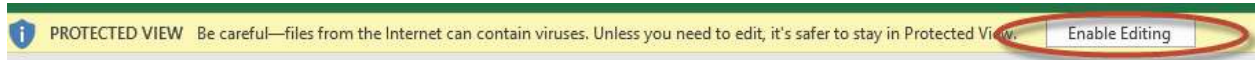
7. Select School Districts



8. Type district name in the Search.



9. Open the Excel file and click *Enable Editing*.



10. Open Expenditures 16-24 tab

