

## Comparing Balances Instructions – Follow the **Blue Arrows**:

**The balances on all of your AFR Reports and your Account Balance Report must match one another exactly.**

To help you see what this means, **blue arrows** have been placed on the [Sample Form AFR 1](#), [Sample Form AFR 2](#), [Sample Form AFR 3](#), [Sample Form AFR 4](#), and the [Sample Account Balance Report](#). The arrow on each report points at the balance that must match each of the other **blue arrow** balances.

If the balances on your reports that correspond to the Sample **blue arrow** balances match one another, then your Education Operating Fund is in balance and your reports should be an accurate reflection of the fiscal year's transactions. However, if the **blue arrow** balances do not match there is a problem somewhere that needs to be found and corrected before your Form AFR 1 is published, and before all reports are submitted to your Area Director. If you should have balances that do not match, contact your Area Director.