

## Frequently Asked Questions

### NPS Electronic Annual Financial Reports (AFRs)

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Q. Where can I find the User's Guides?

A. The User's Guides are posted at [https://concessions.nps.gov/tools\\_afr.htm](https://concessions.nps.gov/tools_afr.htm). This document provides specific guidance for filling out and submitting an annual financial report (AFR).

Q. What is my Concessioner ID (ConclID)?

A. The concessioner ID is the middle part of your contract number, which can be found on the front page of your contract. If your contract number is CC-BUIS002-07, for example, then your conclID is BUIS002.

Q. Who should I contact if I need help with my AFR?

A. Call Thomas Drake at 303-987-6916, call Jamie Paradise at 303-987-6919, or email [afr\\_submission@nps.gov](mailto:afr_submission@nps.gov).

Q. Can I submit a paper copy of the AFR instead of an electronic copy?

A. No, unless there are extenuating circumstances. If you are unable to submit an electronic copy, submit a written request to the superintendent of the park where you operate describing the reason why and requesting permission to submit a paper copy. If the superintendent approves your request, make two copies of your AFR; send one to your park and one to the WASO office. This approval is granted on an annual basis only; a written request to submit a paper copy would have to be submitted each year.

Q. Can I add other worksheets to the AFR Excel file?

A. No, if other worksheets are added to the AFR file, the file can't be processed successfully. You can attach additional documents to your email submission if needed.

Q. How do I calculate deductions for Franchise Fees if I use the AFR Short Form?

A. Provide a supplemental attachment with notes on the deductions. An example worksheet for this calculation is available on the AFR website titled "Short Form Fees Worksheet". You may also fill in this schedule and submit it as an additional document with your AFR.

Q. Do any schedules on the AFR still need to be reviewed or audited ?

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- A. Yes, the AFR Long Form includes space for two years of data on Schedules A, A-1, C, and E. Your CPA should Audit or Review Schedules A through E. Make sure you submit the Opinion Letter and Notes to the Financial Statements from your CPA with your AFR.
- Q. I am required to have my AFR audited or reviewed, how do I submit the opinion letter and other documents from my CPA?
- A. PDF or Word copies of the review or audit documents should be submitted to the AFR website as attachments to the AFR. See the User's Guides for instructions. Please do not password-lock or otherwise protect these files.
- Q. What should I do if I realize I made a mistake on my AFR after it has been submitted?
- A. First, let the concessions specialist at your park know about the mistake. Next, reopen your saved Excel copy of the AFR and make the necessary changes. Lastly, resend the corrected Excel document to [afr\\_submission@nps.gov](mailto:afr_submission@nps.gov) and indicate that it is a revised submission.

### National Park Service WASO Commercial Services Program Contact Info

Note: If you have received permission from your Superintendent to submit a hard copy of the AFR, make two copies of the AFR. Send one copy to the Park, and attach a copy of the letter of approval from your Superintendent to the other copy and mail it to the address below.

### WASO Commercial Services Mailing Address:

12795 W Alameda Parkway  
Lakewood, CO 80228

### Staff Contact Information:

Thomas Drake: 303-987-6916 (work)  
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