

ARIZONA DEPARTMENT OF EDUCATION

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STATE OF ARIZONA

SCHOOL FINANCE MEMORANDUM 99-081

TO: School District Business Managers and Superintendents
FROM: Lyle Friesen
DATE: June 11, 1999
SUBJECT: FY 2000 School District Budget Forms

Enclosed is a diskette with budget forms school districts are to use for fiscal year 1999-2000. Included are a district budget form, district budget worksheets, and the school-by-school budget form. If there is no diskette enclosed it is because we have already emailed the files to someone at your school district. Also included in this mailing is a paper copy of the allocation counts report which has student count information you can use in completing school by school budgets.

For some large school districts we have compressed the files on diskette into a single file in order to fit on one disk. In that case you should be able to copy the file to your computer's hard drive and then double-click on the file to extract the forms.

In order for the budget forms to work together, they should all be copied to the same directory. If you want the forms to pull data from the FY 99 version of the Excel forms you should copy the forms to the directory for the FY 99 forms. This directory is normally C:\SDFORMS.

The district budget and worksheets are blank forms. The school-by-school budget form contains sheets already loaded for each school. Also included on the diskette is an Excel file compiled by the Auditor General's staff containing hints on use of the budget forms, and a copy of the allocation counts report.

The allocation counts report contains counts for use in preparing the school-by-school budget. This report contains at a district level the attending ADM, the tuition-out ADM, the self-contained ADM and student counts by special education category. The special education counts include all students who have the district as the district of attendance or the district of residence. In other words, all students that could result in either instructional or tuition expenditures. The allocation counts report has school-level counts for total attending ADM, self-contained ADM and certified FTEs.

The pre-loaded school-by-school budget has one worksheet for each school that had FY 1999 membership data reported. The school-level counts mentioned above are loaded into the various worksheets. The special education counts are loaded into the Special Education worksheet. Districts will need to determine for themselves which schools should be assigned the tuition-out ADM that is listed for the district on the allocation counts report.

These counts are provided for the use of school districts in preparing school-by-school budgets. **Use of these counts is optional.** If districts expect significantly different student counts in FY 2000 (for example, if a new school is opening) then districts should use more appropriate estimates in preparing the school-by-school budget.

June 11, 1999

The Web site address given in the USFR memorandum included with the paper budget forms was incomplete. The relevant files at the Department of Education's Web site are in two locations.

To obtain blank budget forms, the USFR memorandum or the hints file you can go to <http://www.ade.state.az.us/schoolfinance/main/support>. There is a link on that page for the FY 2000 budget forms.

To obtain the school-by-school budget file customized for your district or to obtain the allocation counts report for your district you can go to <http://www.ade.state.az.us/schoolfinance/districts>. What you see there will depend on whether or not you have visited this area before. If you have, a home page for your district will come up. Click on the Reports/Data link at the top of the page. The school budget file and allocation counts report will be listed on the page that comes up.

If you have not visited this area before, selected your district from the pick list of districts. You will then come to the home page for your district and you can proceed as above.

If you have questions on downloading these files or setting them up on your computer please contact John Eickman (542-8250) or Marcie Celaya (542-8797) in the School Finance unit. Questions concerning the budget forms and worksheets can be directed to Dick Feight (542-8248), Barbara Huttinger (542-8227) or Sally Craig (542-8241).