

**ARIZONA DEPARTMENT OF EDUCATION**

**Jaime A. Molera**  
Superintendent of  
Public Instruction



STATE OF ARIZONA

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**SCHOOL FINANCE MEMORANDUM 03-010**

**TO:** Charter School Administrators, Directors, Principals  
**FROM:** Mary Beth Reilly  
**DATE:** September 14, 2002  
**SUBJECT:** September 16, 2002 Basic calculations for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

The September 16, 2002 apportionment reports for your charter school are posted on your charter school's home page on the ADE web site <http://www.ade.az.gov/districts>. Hard copies of these reports will not be mailed. If you need help finding or viewing these reports please call your county's Regional Training Center (RTC). The phone number for your county's RTC can be found at <http://www.ade.az.gov/rtc>. If you have any questions regarding the content of your reports please contact me at (602) 542-8249 or e-mail [mreilly@ade.az.gov](mailto:mreilly@ade.az.gov).

All eligible charter schools have been paid based on student lists submitted by August 23, 2002.

In the event that you did not receive a September 16, 2002 payment, it may be due to missing or late submitted forms and/or student lists. In addition, if the banking forms were not submitted to the state treasurer's office or Charter contracts were not signed, a payment will not be issued.

The October payment will be based on the student lists submitted by September 20, 2002. If you have questions about the revised enrollment or other required information please call **Rose Whelihan at (602) 542-8240** or e-mail at: [rwhelih@ade.az.gov](mailto:rwhelih@ade.az.gov).

The adjustment for 200 days for FY'03 will be made in the October payment. In order to be eligible for the increase, each Charter must have prior approval from their sponsoring board, the school calendar must reflect 200 session days and the FY2003 budget worksheets on file with ADE must reflect the increase and be submitted by December 31, 2003. Additionally, audit expenditures will be processed in the October payment.

If you have any concerns regarding your equalization calculation or payments please do not hesitate to call me at (602) 542-8249 or e-mail at [mreilly@ade.az.gov](mailto:mreilly@ade.az.gov).

September 14, 2001