

**ARIZONA DEPARTMENT OF EDUCATION**

**Tom Horne**  
Superintendent of  
Public Instruction



STATE OF ARIZONA

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**SCHOOL FINANCE MEMORANDUM 04-001**

**TO:** Charter School Administrators, Directors, Principals  
**FROM:** Maggie Singler  
**DATE:** July 14, 2003  
**SUBJECT:** July 15, 2003 Basic calculations for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

The July 15, 2003 apportionment reports for your charter school are posted on your charter school's home page on the ADE web site at <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>.

**All eligible charter schools have been paid on estimated counts submitted by June 20, 2003.** In the event that you did not receive a July 15, 2003 payment, it may be due to missing or late submitted estimated student counts, calendar not submitted online or M & O Deduct forms not submitted. 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. If you have questions or concerns about submitting estimated student counts or M & O Deduct forms please contact Rose Whelihan at (602) 542-8240 or by e-mail at [rwhelih@ade.az.gov](mailto:rwhelih@ade.az.gov). Questions regarding entering calendars on line should be directed to David Schuricht at (602) 542-8244 or email at [dschuri@ade.az.gov](mailto:dschuri@ade.az.gov).

Estimated student counts submitted on or before July 18, 2003, will be the basis of August funding; student counts submitted on or before August 22, 2003, will be the basis of September funding. The September enrollment list due date is September 19, 2003 for funding in October. In order to receive an August charter payment, all charters must also have submitted a calendar online and a completed/signed M&O Deduct form by July 18, 2003. **All charter schools, regardless of sponsorship, must submit a student list utilizing an ADE approved electronic format for each charter site by 5:00 PM on or before the dates listed above to be eligible for a payment in the following month.**

It is the responsibility of each charter school to verify that the Charter School Estimated Count report posted on their web page (<http://www.ade.az.gov/districts>), accurately reflects the data submitted. **Charter schools should revise their estimated counts each month to accurately reflect the actual student registration.**

Please check the submission status of your proposed and adopted budgets as well as your budget worksheets. This may be done at <http://www.ade.az.gov/budget>. If you have questions related to budget submission, please call Rachel Meier at (602) 364-1990 ([rmeier@ade.az.gov](mailto:rmeier@ade.az.gov)) or Leslie Martin at (602) 542-8246 ([lmartin@ade.az.gov](mailto:lmartin@ade.az.gov)).

If you have any concerns regarding your equalization calculations or payments please do not hesitate to contact me at 602-542-8244 or by email at [msingle@ade.az.gov](mailto:msingle@ade.az.gov).

July 15, 2003