

ARIZONA DEPARTMENT OF EDUCATION

Tom Horne  
Superintendent of  
Public Instruction



School Finance  
1535 West Jefferson  
Phoenix, Arizona 85007  
(602)-542-5695  
(602)-542-3099 fax

STATE OF ARIZONA

**SCHOOL FINANCE MEMORANDUM 04-033**

**TO:** School District Superintendents, Principals, and Head Teachers  
**FROM:** Maggie Singler  
**DATE:** March 12, 2004  
**SUBJECT:** March 15, 2004 Basic Calculations for Equalization Assistance Report (APOR 55 – 1) and Additional State Aid Detail Report (APOR 64)

The March 15, 2004 apportionment reports for your school district are posted on your district's home page on the ADE web site (<http://www.ade.az.gov/districts/default.asp>). If you need help finding or viewing these reports please contact a Regional Training Center (RTC) at <http://www.ade.az.gov/rtc>.

Advances Based on 40<sup>th</sup> Day Growth and February 1, 2004 Special Education Census were included in the March 15, 2004 APOR calculations for eligible districts that submitted a signed growth request form. If your district submitted a form but did not receive growth, it may be due to missing or late submitted ADM/SPED counts. Instructions and forms to request an Advance Based on Growth are available on the ADE web site at <http://www.ade.az.gov/schoolfinance/Forms/GrowthForms/Default.asp>. April 15, 2004 calculation for Advances Based on Growth will be based on 100<sup>th</sup> Day Growth and February 1, 2004 Special Education Census. Additionally, School Finance Memo 04-014 provides <http://www.ade.az.gov/schoolfinance/Memos/FY2003-2004/04014.pdf> requirements for submitting a revised budget relative to growth.

Please review Student Detail reports (ADM/SPED/ELL) to determine if all submitted data files processed successfully. If you need additional assistance regarding file submissions/processing, please contact one of the following - a RTC at <http://www.ade.az.gov/rtc/>, Katherine van Mourik or Steve Murosky at (602) 542-5695 or (602) 542-8227, or email the School Finance Inbox at [schoolfinance@ade.az.gov](mailto:schoolfinance@ade.az.gov).

Comparative Miles adjustments for variances between Route Miles and Vehicle Inventory Reporting were included in March's payment. Please contact Shirley Willis (602) 542-8245, [swillis@ade.az.gov](mailto:swillis@ade.az.gov) if you have questions or concerns regarding your district's transportation reports.

Items such as the increase to the BSL for audit expenditures and eligibility for Rapid Decline will be updated for the April apportionment calculation. These items are dependent on the submission of all applicable budget files. Please check the submitted file status on your home page <http://www.ade.az.gov/budget>. Be sure your district has submitted the district-wide budget, the school-by-school budget and the worksheets when submitting budgets. (Submit all budget files at <https://www.ade.az.gov/commonlogon>. **COMMON LOGON** username and password are required.) If you need assistance uploading budget items, contact a RTC at <http://www.ade.az.gov/rtc>.

If you have any questions regarding the content of your reports please contact me at (602) 542-8244 or by e-mail at [msingle@ade.az.gov](mailto:msingle@ade.az.gov).

cc: County School Superintendents

March 15, 2004