

ARIZONA DEPARTMENT OF EDUCATION

Tom Horne
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
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SCHOOL FINANCE MEMORANDUM 04-043

TO: School District Superintendents, Principals, and Head Teachers

FROM: Maggie Singler

DATE: April 13, 2004

SUBJECT: April 15, 2004 Basic Calculations for Equalization Assistance Report (APOR 55 – 1) and Additional State Aid Detail Report (APOR 64)

The April 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>.

"FY 2003-2004 REQUEST FOR ADVANCE BASED ON GROWTH" forms received by March 31, 2004 were processed for the April 15, 2004 payment. April 15, 2004 calculation for Advances Based on Growth are based on 100th Day Growth and February 1, 2004 Special Education Census. 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>. 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.

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 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.

cc: County School Superintendents

March 15, 2004