

ARIZONA DEPARTMENT OF EDUCATION

Tom Horne
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
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SCHOOL FINANCE MEMORANDUM 04-052

TO: School District Superintendents, Principals, and Head Teachers

FROM: Maggie Singler

DATE: May 14, 2004

SUBJECT: May 17, 2004 Basic Calculations for Equalization Assistance Report (APOR 55 – 1) and Additional State Aid Detail Report (APOR 64)

The May 17, 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/>). 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 April 30, 2004 were processed for the May 17, 2004 payment. Calculations for Advances Based on Growth are now 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. 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.

Be sure your district has submitted the most recently revised district-wide budget and the worksheets. (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>. To check the status of budget files you have already submitted, a guide is available on the School Finance Bulletin Board or from the Budgets section of the School Finance Web page. <http://www.ade.az.gov/schoolfinance/FAQs/BudgetRptsFiles/InstrsFileStatus.pdf> Please contact Rachel Arroyo, (602) 364-1990, or Leslie Martin, (602) 542-8246, with questions on submitting budgets. Laws 2003, 1st Regular Session, Chapter 264, Section 36 states that the apportionment of state aid normally scheduled for June 15, 2004, shall be deferred until July 1, 2004.

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