

ARIZONA DEPARTMENT OF EDUCATION

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Superintendent of
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STATE OF ARIZONA

School Finance
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SCHOOL FINANCE MEMORANDUM 02-017

TO: Charter School Administrators, Directors, Principals
FROM: Mary Beth Reilly
DATE: October 12, 2001
SUBJECT: October 15, 2001 Basic calculations for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

The October 15, 2001 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.

All eligible charter schools have been paid based on student lists submitted by September 7, 2001 or if applicable, 40th day counts submitted by October 5, 2001.

In the event that you did not receive an October 15, 2001 payment, it may be due to missing or late submitted forms and/or missing September 7, 2001 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 includes an increase to the BSL for audit expenditures. Please refer to the Char 55 (page 2) report to see if your school was reimbursed for these expenditures. In order to be reimbursed for audit expenditures your school must have reported the expense on the FY'02 budget worksheets and the FY'00 AFR.

Budget files and worksheets have been released and processed. Please check the submitted file status on your home page <http://www.ade.az.gov/districts/default.asp>. Please be sure your charter has submitted the charter holder budget, the school-by-school budget and the worksheets when submitting budgets. (Submit all budget files at <http://www.ade.az.gov/districts/default.asp>. **COMMON LOGON** username and password are required.) If you need assistance uploading budget items, contact a Regional Training Center (RTC) at <http://www.ade.az.gov/rtc>.

If the submitted file status or budget edit reports indicate any of the following, please send an e-mail explaining the situation to schoolfinance@ade.az.gov.

1. An adopted budget was rejected due to missing proposed budget
2. Revised budget rejected due to missing adopted budget
3. File rejected because version already exists

School Finance staff will research and work with you to resolve the problem. Similar problems or questions can also be sent to the school finance e-mail address.

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.

October 12, 2001