

**ARIZONA DEPARTMENT OF EDUCATION**

**Jaime A. Molera**  
Superintendent of  
Public Instruction



STATE OF ARIZONA

School Finance  
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**SCHOOL FINANCE MEMORANDUM 02-028**

**TO:** Charter School Administrators, Directors, Principals  
**FROM:** Mary Beth Reilly  
**DATE:** December 14, 2001  
**SUBJECT:** December 17, 2001 Basic calculations for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

The December 17, 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](mailto:mreilly@ade.az.gov).

All eligible charter schools have been paid based on 40<sup>th</sup> day counts submitted by December 5, 2001. If a charter school has not reached its 40<sup>th</sup> day, the current month payment is based on the student lists submitted by September 7, 2001.

In the event that you did not receive a December 17, 2001 payment, it may be due to missing or late submitted 40<sup>th</sup> day counts. 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 40<sup>th</sup> day counts, please contact Rose Whelihan at (602) 542-8240 or [rwhelih@ade.az.gov](mailto:rwhelih@ade.az.gov).

Please refer to the Char 55 (page 2) report to see if your school was reimbursed for audit 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. The increase to the BSL for audit expenditures will be updated in the January payment. In order to be reimbursed, the correct budget information must be submitted. If you have questions concerning budget information please contact Barb Huttlinger at 602-542-8241 or e-mail [bhuttin@ade.az.gov](mailto:bhuttin@ade.az.gov).

Budget files and worksheets have been released and processed. Please review the submitted file status on your home page <http://www.ade.az.gov/districts/default.asp> to check for your processed budget and worksheets. In addition, check the School Finance Bulletin Board <http://www.ade.az.gov/schoolfinance/BulletinBoard/default.asp> for important budget information before any new/revised budget information or worksheets are uploaded. Budget files can be uploaded at <http://www.ade.az.gov/districts/default.asp>. **COMMON LOGON** username and password is required. If you need assistance uploading budget items, contact a Regional Training Center (RTC) at <http://www.ade.az.gov/rtc>.

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](mailto:mreilly@ade.az.gov).

December 14, 2001