

ARIZONA DEPARTMENT OF EDUCATION

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Superintendent of
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STATE OF ARIZONA

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SCHOOL FINANCE MEMORANDUM 02-038

TO: School District Superintendents, Principals, and Head Teachers
FROM: Maggie Singler
DATE: February 14, 2002
SUBJECT: February 15, 2002 Basic Calculations for Equalization Assistance Report (APOR 55 – 1) and Additional State Aid Detail Report (APOR 64)

The February 15, 2002 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 your county's Regional Training Center (RTC) <http://www.ade.az.gov/rtc>. If you have any questions regarding the content of your reports please contact me (602) 542-8244 or e-mail msingle@ade.az.gov.

"FY 2001-2002 REQUEST FOR ADVANCE BASED ON GROWTH" forms received by January 31, 2002 have been processed for the February 15, 2002 payment. ADE's growth calculation report (APOR55-2) for each district is posted on each district's home page on ADE web site (<http://www.ade.az.gov/districts/default.asp>). (Instructions and forms to request an advance of state aid are available on ADE's web site at <http://www.ade.state.az.us/schoolfinance/Forms/DistCashAdv/>.) Beginning April 2002, Growth Advances will be calculated based on 100th day ADM. Additionally, [School Finance Memo 02-025](#) provides requirements for submitting a revised budget relative to growth.

If you have questions regarding your 40th day Average Daily Membership please contact Mario Salinas (602) 542-8797 or e-mail msalina@ade.az.gov. If you have any questions regarding your 40th day Special Education Census data please contact Christina Beltran at (602) 542-3303 or e-mail cbeltra@ade.az.gov.

February's payment includes Small Schools Capital Transportation Adjustments per ARS§15-963 (APOR55-1, page 3 of 4), if eligible and applied for. Adjustments for Route Miles based on Comparative Miles Report (available on each district's home page on ADE web site [School Finance - Districts Home Page](#)) will be made in March. Please contact Shirley Willis (602) 542-8245, swillis@ade.az.gov if you have questions or concerns regarding your district's transportation reports. Increase to the BSL for audit expenditures, eligibility for Rapid Decline and Type 03 Tuition will be updated again for the March apportionment calculation. These items are dependent on the processing of all applicable budget files. Your districts budget status can be easily reviewed on a new page available at <http://www.ade.az.gov/districts/default.asp>. Look for this link: **New** [Click here for Budget/AFR Processing Status](#). Please be sure the district-wide budget, the school-by-school budget, worksheets, Revenue Budget, and 3a file have processed for your district. Districts that have not successfully submitted an adopted budget must do so prior to submitting a revised budget. (Upload 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>. **Check the School Finance Bulletin Board for important budget file information before uploading any budget related file(s).**

Please contact school finance at schoolfinance@ade.az.gov with questions regarding the status of your budget files.

cc: County School Superintendents

February 15, 2002