

**ARIZONA DEPARTMENT OF EDUCATION**

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Superintendent of  
Public Instruction



STATE OF ARIZONA

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**SCHOOL FINANCE MEMORANDUM 03-023**

**TO:** School District Superintendents, Principals, and Head Teachers

**FROM:** Maggie Singler

**DATE:** December 13, 2002

**SUBJECT:** December 16, 2002, Basic Calculations for Equalization Assistance Report (APOR 55 – 1) and Additional State Aid Detail Report (APOR 64)

The December 16, 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>). Current month APOR 55-1 & 64-1 reports are available by the 15<sup>th</sup> of each payment month. Since reports are "current month only", it is recommended APOR 55-1 & 64-1 reports be saved each month to a local computer/server to be available for reference throughout the current and future fiscal years. 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 (602) 542-8244 or e-mail [msingle@ade.az.gov](mailto:msingle@ade.az.gov).

District Sponsored Charter Schools (DSCS) December payment calculation is based on estimated counts submitted in the month of September. These are the same counts used for the November payment. Questions regarding DSCS student counts used for any month's payment calculation should be directed to Rose Whelihan at (602) 542-8240 or [rwheliha@ade.az.gov](mailto:rwheliha@ade.az.gov).

Due to the great variance between districts, in validity of 40<sup>th</sup> day Average Daily Membership, Growth was not included in the December, 2002, apportionment. We are aware that this creates financial difficulty for some districts. However, the number of and variety of problems in the existing data submitted by school districts prevents us from turning on 40<sup>th</sup> day growth advances for those who had requested this. We urge all districts to work with their vendors, with the RTCs, and with appropriate ADE, School Finance staff to rectify problems in student detail. When student detail data has been further validated and is more accurate, 40<sup>th</sup> day advances can be turned on. If it is imperative that an advance is received in the January apportionment, please refer to the Advances of State Aid instructions also referenced in this memo.

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/>. Requests for advances of state aid must be received by the last day of any month to be calculated for the following month's payment.

Items such as the increase to the BSL for eligibility for Rapid Decline, Type 03 Tuition and Soft Capital Allocation increase for High School Count Transported by District of Residence will be updated for the January apportionment calculation. BSL increases for audit expenditures were updated for December's apportionment for districts that had submitted and successfully processed budget worksheets by December 1, 2002. 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>. If you need assistance uploading budget items, contact a Regional Training Center (RTC) at <http://www.ade.az.gov/rtc>.

cc: County School Superintendents

December 13, 2002