

ARIZONA DEPARTMENT OF EDUCATION

Tom Horne
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
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SCHOOL FINANCE MEMORANDUM 04-002

TO: School District Superintendents, Principals, and Head Teachers
FROM: Maggie Singler
DATE: July 14, 2003
SUBJECT: July 15, 2003 Basic calculations for Equalization Assistance Report (APOR 55 - 1) and Equalization Assistance and Additional State Aid Detail Report (APOR 64)

The July 15, 2003 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>). 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 602.542.8244 or e-mail msingle@ade.az.gov.

July 15, 2003 equalization calculation is based on FY03 Student Detail data successfully submitted and processed at ADE by June 30, 2003. Contact Rose Whelihan at 602.542.8240 or by email (rwhelih@ade.az.gov) if you have concerns regarding the counts used in the calculation.

Districts that are missing TSL, contact Shirley Willis at 602.542.8245 or by email at swillis@ade.az.gov for direction on resolving these matters.

Instructions and forms to request an advance of state aid are available on ADE's web at <http://www.ade.state.az.us/schoolfinance/Forms/DistCashAdv/>. Please be advised that districts will not receive an equalization assistance payment in August or November (A.R.S. §15-973).

Be sure to submit the district-wide budget, the school by school budget (if you have more than 1 school) and the worksheets when submitting budgets. Items such as the increase to the BSL for audit expenditures, eligibility for Rapid Decline, Type 03 Tuition, etc are dependent on the submission and successful processing of all applicable files. These items will be included in the September apportionment calculation. (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>.

cc: County School Superintendents

July 15, 2003