

ARIZONA DEPARTMENT OF EDUCATION

Tom Horne
Superintendent of
Public Instruction



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STATE OF ARIZONA

SCHOOL FINANCE MEMORANDUM 06-010

TO: Charter School Administrators, Directors and Principals

FROM: Philip Williams, Deputy Associate Superintendent of School Finance

DATE: August 12, 2005

SUBJECT: August 15, 2005 Basic Calculation for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

The August 2005 charter apportionment is complete. All eligible charter schools were paid based on the estimated counts submitted by 5:00 pm on July 19th, 2005. The equalization assistance reports (CHAR55-1 and CHAR64-1) for your charter school are posted on your charter school's home page on the ADE School Finance web site at <http://www.ade.az.gov/districts>. If you need help finding or viewing these reports please contact the Arizona Department of Education, Support Center at (602) 542-7378 or toll free at (866) 577-9636.

In the event that you did not receive an August 2005 payment, this may be due to:

- Missing or late submission of estimated enrollment data.
- Missing or late submission of M&O Deduct form.
- Banking information not submitted to the Arizona State Treasurer's Office.
- Missing or late data submitted to the Arizona State Board for Charter Schools.

If you have any concerns regarding your equalization calculation or payments please contact Lori Damanti at (602) 542-3303 or by email at ldamant@ade.az.gov.

All charter schools, regardless of sponsorship, must submit all student detail data to ADE using an approved electronic format for each charter site. It is the responsibility of each charter school to verify that the Charter School Enrollment Summary reports accurately reflects the data submitted.

Audit Service Expense reimbursements have been included on the August 15, 2005 CHAR55-1 reports. In order to be eligible to receive audit service expense reimbursements for FY2005-06, the expenses must be included on your FY2003-04 AFR as well as your FY2005-06 budget worksheets.

To revise your FY2003-04 AFR, a formal 15-915 request must be submitted. You can find the directions for submitting this request at: <http://www.ade.az.gov/schoolfinance/FAQs/915Requests/915Instrs.pdf>. FY2005-06 budget worksheet revisions may be uploaded without prior approval. If you need any assistance with this process, please contact Rachel Arroyo at (602) 364-1990 (rarroyo@ade.az.gov) or Leslie Martin at (602) 542-8246 (lmartin@ade.az.gov) or Jeremy Calles at (602) 542-8249 (jcalles@ade.az.gov).

If you have questions about student counts or other required information please contact Karla Dunn at (602) 542-8240 or by email at kdunn@ade.az.gov.