

ARIZONA DEPARTMENT OF EDUCATION

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STATE OF ARIZONA

SCHOOL FINANCE MEMORANDUM 07-080

TO: School District Superintendents, Charter Representaives and Business Managers

FROM: Philip Williams, Deputy Associate Superintendent, School Finance

DATE: June 18, 2007

SUBJECT: **A.R.S § 15-905, Clarification of budget proposal and adoption timeline**

Many districts and charters have asked School Finance to clarify the requirements of approving the proposed budget, hearing notice and the adopted budget as required by ARS § 15-905. What follows is an example of the proposed budget approval timeline. Districts and charters may use the procedure outline below in order to properly comply with A.R.S § 15-905.

1. June 28, 2007 - District/Charter governing board holds a meeting to approve the proposed budget. Board approves the proposed budget.
2. June 29, 2007 - Business manager uploads the approved proposed budget and the hearing notice to ADE via common logon, in a newspaper of general circulation within the school district or by mailing the information to each household in the school district. Please note the hearing notice should indicate when and where the governing board will hold a hearing. The date of the hearing must take place at least ten days after the hearing notice is posted, published or mailed. Therefore, since the notice was posted on ADE's website, published in the newspaper or mailed on June 29, 2007, the governing board hearing should take place at least 10 days after June 29, 2007. If the governing board chooses to electronically submit the proposed budget and hearing notice on ADE's website, please ensure both files process successfully, otherwise, the governing board will not meet the requirements of A.R.S. § 15-905(C).
3. July 9, 2007 - The district/charter governing board will conduct a hearing to discuss the approved proposed budget. The district concludes the hearing and enters into a regular board meeting to possibly adopt the budget.

Districts and charters cannot approve the proposed and adopted budget at the same meeting. The dates used above were only used to provide guidance and were not intended to require governing boards to meet on the dates mentioned above. Districts and charters must approve their proposed budget on any date prior to or on July 5. Additionally, districts and charters must approve their adopted budget on any date prior to or on July 15, as long as the 10 day requirement is met.

Should you have any further questions, please do not hesitate to call Mike Barragan at 602.542.8249 or via email at mike.barragan@azed.gov.