



State of Arizona  
Department of Education

**SCHOOL FINANCE MEMORANDUM 13-017**

**TO:** Charter School Administrators, Directors, and Principals

**FROM:** Lyle Friesen, Director of School Finance

**DATE:** October 1, 2012

**SUBJECT:** 10/01/12 Basic Calculation for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

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Please be advised that the October 1, 2012 charter apportionment is complete. The CHAR55-1 and the CHAR64-1 equalization assistance reports for charters are posted on each charter school's home page of the Arizona Department of Education (ADE) School Finance website at <http://www.ade.az.gov/districts>. If assistance is required for finding or viewing these reports, please contact the ADE IT Technology Support team at (602) 542-7378 or toll free at (866) 577-9636.

All eligible charters were paid based on the estimated student counts data submitted by the cutoff time of 4:30 p.m. on September 12, 2012. The student enrollment summary reports related to this payment cycle are available for download and review from the School Finance website. If the charter has any concerns or questions regarding the estimated enrollment data or report, please contact the assigned account analyst for the charter. The school-by-school list of account analysts is located at: <https://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>

For the November 1<sup>st</sup> payment, the charters who have reached the 40<sup>th</sup> day of instruction by October 1<sup>st</sup>, funding will be based on 40<sup>th</sup> day ADM, and for the charters who have not reached the 40<sup>th</sup> day will continue on estimated ADM.

Important Notes:

- Charter Statewide Recalculation: The FY2012 statewide recalculation payment is included in the October 1<sup>st</sup> payment. Positive adjustments will be included as the current month adjustment (full payment on October 1) and negative adjustments will be included as an above the line adjustment. (For negative adjustments, 3/12ths of the adjustment will be taken back on the October payment and the balance of 9/12 will be taken back equally from November to June 30<sup>th</sup> payments.)



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- A.R.S. section 15-185, Subsection B, paragraph 4: Additional Assistance has been calculated based on estimated ADM submitted by the schools. The preliminary reduction amount, pursuant to [Laws 2012, 2nd Regular Session, Chapter 294 \(SB1523\)](#), can be found on the last page of the CHAR 64-1 report. One-twelfth (1/12) of the amount was taken in the August 1 payment and the balance of the 11/12 amount will be taken equally from September to June 30 payment. \*\*Please note: This is only a preliminary number; the final reduction amount will be recalculated once the 100<sup>th</sup> day ADM is available for all schools.
- Charter audit expense adjustments are included in your October 2012 charter apportionment based on the submitted adopted budget as of July 15, 2012. The chart below outlines the locations in which a value must have been present in order to receive the adjustment. If you have any questions related to budget submissions, please contact the budget team by email at [SFBudgetTeam@azed.gov](mailto:SFBudgetTeam@azed.gov).

Group	Budget Type Description	Page	Cell Reference
Audit Expense	FY2013 Charter Expenditure Budget	2	034
Audit Expense	FY2013 Charter Budget Worksheets	Worksheet C	F15
Audit Expense	FY2011 Charter Annual Financial Report	7	G16

For any questions regarding the October 1, 2012 charter equalization calculation please call or email Barbara Axe, 602-542-8248, [Barbara.Axe@azed.gov](mailto:Barbara.Axe@azed.gov). Please contact your Account Analyst if you have any questions about your student count data or other required student information. You can find your Account Analyst at <https://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>.