



State of Arizona  
Department of Education

**SCHOOL FINANCE MEMORANDUM 13-020**

**TO:** School District Superintendents, Business Managers and County School Superintendents

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

**DATE:** November 1, 2012

**SUBJECT:** FY 2013 Cash Advance of State Aid

Per A.R.S. Section 15-973, Subsection C, school districts are eligible to receive an advance of basic state aid if sufficient appropriated funds are available and the school district can show that additional state monies are necessary for current expenses. Posted to ADE's web site at <http://www.ade.az.gov/schoolfinance/Forms/DistCashAdv/> is the FY 2013 Cash Flow Analysis form that must be completed and returned to the Arizona Department of Education to verify the school district's need of an advance payment of basic state aid. The completed form must be accompanied by a formal letter of request addressed to:

Arizona Department of Education  
School Finance  
**Attention: Chelsea Jemison**  
School Finance Unit, Bin 13  
1535 West Jefferson Street  
Phoenix, Arizona 85007

This request must include the following statement:

"Under the provisions of A.R.S. § 15-973, Subsection C, and by resolution of the Governing Board, \_\_\_\_\_ District requests an advance of state aid in the amount of \$\_\_\_\_\_ in order to alleviate the projected cash deficit as shown on the attached Cash Flow Analysis."

The clerk or president of the governing board must sign the request that includes the above statement. The request may include any other comments you wish to make to support the need for an advance payment.

Cash Advances must be approved by the Superintendent of Public Instruction, the State Treasurer and the Director of the Department of Administration prior to the release of payment. Please allow 4-6 weeks for this approval process. The Cash Advance Request and the cash flow analysis must be received no later than the beginning of the month in order to be calculated and included in the next scheduled payment. The last opportunity to receive a cash advance is in the March 1 apportionment payment. Therefore, final cash advance requests for the fiscal year must be received prior to February 1, 2013.

In addition to the processing directions outlined above, an electronic copy of your cash flow analysis must be sent to [sfpaymentteam@azed.gov](mailto:sfpaymentteam@azed.gov). Please include "**Cash Advance Request**" in the subject line. If you need additional information please contact Chelsea Jemison at (602) 542-8244 or by email at [chelsea.jemison@azed.gov](mailto:chelsea.jemison@azed.gov).