



## SCHOOL FINANCE MEMORANDUM 15-017

### State of Arizona Department of Education

TO: Superintendents, District Business Managers, Charter Business Managers, Charter Holders, and Administrators

FROM: Lyle Friesen, Director of School Finance

DATE: September 15, 2014

SUBJECT: School Finance Updates

#### SAIS Updates

1) **FY 2014 Recalculation Complete**

The FY2014 statewide recalculation of ADM completed on August 1, 2014. The SDDI / SDR reports (including integrity status and 75 reports) are available as well as the ADMS40 series reports (including the ADMS46-1), the SPED28-1 and ELLS28-1 reports, all of which display the final figures for the year.

2) **SAIS Submissions for FY 2015**

REMINDER: SAIS is open and ready to accept your FY 2015 data.

Per A.R.S. §15-1042, schools must submit their student data to SAIS within the first 20 days of school, and must update their student data no less often than every 20 days of school. The exception to this is student absence data, which according to A.R.S. §15-901 must be reported at least once every 60 school days.

3) **Charter School FY 2015 Estimated Counts Submissions**

Estimated counts are submitted by all charter schools, regardless of their sponsor, and represent an estimation of the “ADM” that the charter has projected will be generated based on students registered for FY 2015 (SY 2014-2015). These counts are used for the initial equalization payments of the year prior to 40<sup>th</sup> and 100<sup>th</sup> day ADM being available through the SAIS system.

The schedule for updating estimated counts is below:

For Payment Date:	Submission START DATE	Submission DEADLINE
October 1, 2014	August 27, 2014	September 15, 2014 @ 4:30 pm
November 3, 2014*	Paid on SAIS 40 <sup>th</sup> day ADM, unless Charter Holder has not reached the 40 <sup>th</sup> day of school.	See Account Analyst

**\* Note:** If payments are based on estimated counts beyond the dates scheduled above, it is the charter school's responsibility to request that a window be opened in any month to make changes to estimated counts. **A window will only be opened by request.** The school name and CTDS number should be submitted via e-mail to the LEA Account Analyst and a window will be opened in the appropriate time frame (generally early in the month before the next payment is calculated).

School districts which have sponsored charter schools (DSCS) **should** submit estimated counts. In most cases, 40<sup>th</sup> day ADM for DSCS will not be available in time for the Expenditure Budget Analysis (BUDG25), which is required by October 30. Missing estimated counts cause the charter additional assistance lump sum reductions for all other charters to be over-stated. Additionally, the preliminary allocation of \$24,500,000 for DSCS Incremental Funding cannot be completed until estimated counts are provided for all DSCS which began operation in FY 2014.

A memo (14-053) providing deadlines and instructions for submitting Estimated Counts was distributed June 11. The memo is posted on our FY 2014 Memos webpage at <http://www.azed.gov/administrators/SF/NumberedMemos/FY2014/Forms/PublicView.aspx>

#### 4) **LEA Calendar Submission**

If you have not submitted and activated your FY 2015 calendar, the deadline has passed in order for you to enter it online via the LEA Calendar application within Common Logon. You will need to fill out a Calendar Change Request Form for each CTDS number and calendar track that needs updating. Follow these steps:

- Select your LEA Account Analyst in the dropdown
- Click the "E-MAIL FORM" button
- The request will be emailed to your analyst upon completion of the form.
- Find your Account Analyst here.  
<http://www.azed.gov/finance/files/2011/11/calendarchangerequest2.pdf>

Calendars must be submitted and activated prior to charter schools receiving equalization payments. Active calendars are also required in order for students to pass integrity within SAIS, and therefore to generate 40<sup>th</sup> or 100<sup>th</sup> day ADM.

Memorandum (14-054) provides deadlines and instructions for submitting a FY 2015 calendar for your LEA, as well as any applicable varying school calendars. The memo is posted on our FY 2014 Memos webpage at <http://www.azed.gov/administrators/SF/NumberedMemos/FY2014/Forms/PublicView.aspx>.

#### 5) **Reminder: Preschool FTE Must Be 0.0 or 0.5**

The preschool FTE integrity rule implemented at the end of last school year continues to be in place for FY 2015. It requires that preschool students be reported with an FTE (full-time equivalency) of either 0.0 or 0.5. For more detailed information, please see this HOT TOPIC: <http://www.azed.gov/finance/2014/06/26/preschool-fte-integrity-check-is-here/>.

#### 6) **FERPA Reminder**

In communication with School Finance, when referencing student, please use only the SAIS ID; do not include the student's name as name and SAIS ID together is considered personal information

and that should not be shared via un-secure email. A student can be easily searched using just the SAIS ID by your Account Analyst.

7) **New Transportation Guideline**

Please review the new transportation guideline posted [here](#). This guideline will assist the districts in completing the Transportation Route Report and Vehicle Inventory Report. It will also help the school districts in determining the type of transportation miles that are eligible for funding.

**Payment Updates**

8) **FY15 District Additional Assistance (DAA) Reduction**

Pursuant to [Laws 2014, 2nd Regular Session, Chapter 17, Sections 12 & 13](#), the Arizona Department of Education shall reduce the basic state aid by \$238,985,500, in district additional assistance (DAA), that otherwise would be apportioned to school districts statewide for fiscal year 2014-2015. The final FY15 DAA reduction amount for both state aid and budget capacity is available in [School Finance Hot Topic](#) and was included on the September 1 payment, on the APOR55-1.

9) **FY15 Rollover**

Pursuant to [Laws 2014, 2nd Regular Session, Chapter 18, Sections 141](#), the Arizona State Board of Education shall defer, until July 1, 2015 but no later than July 12, 2015, \$930,727,700 of the basic state aid and additional state aid payment that otherwise would be apportioned to school districts during fiscal year 2014-2015. The final FY15 rollover amount is available on [School Finance Hot Topic](#) and was included in the September 1 payment, on the APOR64-1.

10) **District Cash Advance Request**

The memo for FY15 Cash Advance Requests and relevant forms are available on our site at the following link: <http://www.azed.gov/finance/district-cash-advance/>. Please note, the last month we are able to distribute a cash advance is in the March 1 apportionment, so all requests must be received by February 1, 2015.

11) **K-3 Reading Funding**

The K-3 reading funding was released on the September 1 payment for all eligible LEAs. To be eligible, districts and charters must have been assigned a Letter Grade of either A or B AND 3rd grade students reading far below must be less than 10%. Inclusion of K-3 reading funding for other districts and charters will begin after SBE approval of their K-3 Reading Plan.

12) **Charter Additional Assistance (CAA) Reduction**

Pursuant to [Laws 2014, 2nd Regular Session, Chapter 17, Section 14](#), the Arizona Department of Education shall reduce by \$15,656,000 the amount of charter additional assistance (CAA) funding that otherwise would be apportioned to charter schools and school districts statewide for fiscal year 2014-2015. The preliminary CAA reduction amount will be available in School Finance's Hot Topic <http://www.azed.gov/finance/category/hot-topics/>. The preliminary CAA reduction amount was included on the September 1 payment and can be found on the last page of the CHAR 64-1 report. Two-twelfth (2/12) of the amount will be taken in the September 1 payment and the balance of the 10/12 amount will be taken equally from October to June 30 payment. (Reductions for DSCS can be found on Page 4 of the APOR64-1.)

\*\*Please note: This is just the preliminary number; the final reduction amount will be recalculated once the 100th day ADM is available for all schools.

### 13) New Charter Payment Forms

To ensure new charters receive their monthly apportionment the following AZ State Treasury and General Accounting Office (GAO) forms need to be completed and submitted to the appropriate offices prior to the August 1, 2014 apportionment.

- AZ State Treasurer Recipient Bank Form: Click [here](#).  
Please contact Lorraine Jones at (602) 542-7818 for assistance with this form.
- General Accounting Office Forms (2): Please contact the General Accounting Office at (602) 542-5405 for assistance with these forms.
  - GAO-W-9 & Vendor Authorization Form: Click [here](#). GAO-ACH Vendor Authorization (form to set-up automated payment processing): Click [here](#).

**Note:** The use of these forms requires the user to have installed Adobe Reader, version 8.0 or later. Please click [here](#) to download the free Adobe Reader if needed.

## Budget Updates

### 14) BUDG25 Reports:

The first FY2015 BUDG25 report is available for download and review from the district's budget reports home page of the ADE website, as located by district selection

<https://www.ade.az.gov/Budget/EntitySelection.asp>

Please note that the district's FY 2015 budgeted values will be used for the ADE Calculated amounts for the following items until the FY 2014 BUDG75 Report has been published at the end of October:

- Budget Balance Carry Forward, limited to 4% of the district's FY 2014 Adjusted RCL
- Career Ladder, OPIP, and Unrestricted Capital
- Other Expenditures as denoted on the BUDG25 report with an asterisk (\*)

### COMING SOON: FY 2015 BUDG25 Letters

The FY 2015 BUDG25 letters will be posted towards the beginning of October. Even though the FY 2015 BUDG25 Report will be run again prior to the publishing of the letter, we need the district to closely review the BUDG25 report, dated September 4, 2014, and let us know of any questions or concerns for as soon as possible by emailing the budget team at [sfbudgetteam@azed.gov](mailto:sfbudgetteam@azed.gov).

## General Updates

### 15) Email Distribution

Effective September 1, 2014, the School Finance Yahoo group for email distribution from School Finance no longer exists. If you would like to continue receiving emails from School Finance, please

email [schoolfinance@azed.gov](mailto:schoolfinance@azed.gov) with your name, email, school and position. If you have more than one person you would like to receive emails, please include their information as requested above.

If you have any questions, please email [schoolfinance@azed.gov](mailto:schoolfinance@azed.gov) or call Barb Axe @ 602-542-8248.

#### 16) School Finance Hot Topics

Keep informed of upcoming events, deadlines and system updates by bookmarking our Hot Topics webpage and checking it often. All updates published by School Finance can be found on this page (<http://www.azed.gov/finance/category/hot-topics/>). These same Hot Topics can also be found on our home page at <http://www.azed.gov/finance/>.

#### 17) Updating Your Contact Information

Please make sure that your contact information is up-to-date. Any changes to entities should be sent to your [LEA Account Analyst](#). Changes related to individuals should be sent to [enterprise@azed.gov](mailto:enterprise@azed.gov). Charters must ensure changes are first approved through the Charter Board.

#### 18) External Guidelines

External guidelines are posted on our School Finance website. Next to each guideline is the effective date. As new guidelines become available, they will be posted for your review at: <http://www.azed.gov/finance/school-finance-external-guidelines/>

### Questions?

If you have any questions regarding these updates, please do not hesitate to contact the following individuals relating to these areas:

- **General Updates:** Email [schoolfinance@azed.gov](mailto:schoolfinance@azed.gov)
- **SAIS/ADM, SDER, and Transportation:** A listing of account analysts for each school district and charter holder is available on the School Finance web site at <http://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>
- **Payment:** Email the School Finance payment team at [SFpaymentteam@azed.gov](mailto:SFpaymentteam@azed.gov)
- **Budget:** Email the School Finance budget team at [SFBudgetTeam@azed.gov](mailto:SFBudgetTeam@azed.gov).
- **Other Areas within ADE:**
  - ❖ **Title I, Maintenance of Effort, Stephanie Washington**  
[Stephanie.Washington@azed.gov](mailto:Stephanie.Washington@azed.gov), Education Program Specialist  
Tel: (602) 542-7466
  - ❖ **ESS, Maintenance of Effort, ESSFunding@azed.gov**, 602-542-3851
  - ❖ **ADE Support**, 602-542-7378 or 1-866-577-9636
  - ❖ **Grants Management** –Toll Free (844) 893-9789 or locally (602) 542-3901

Please let us know what we can do to better assist you. Send your suggestions to [SchoolFinance@azed.gov](mailto:SchoolFinance@azed.gov) and in the subject line type SUGGESTIONS.