State of Arizona
Department of Education

SCHOOL FINANCE MEMORANDUM 17-000

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

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

DATE: **August 1, 2016**

SUBJECT: **FY 2017 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 2017 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 3-5 weeks for this approval process, and take that timeline into consideration when submitting for one in hopes of it being 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 by February 1, 2017.

In addition to the processing directions outlined above, an electronic copy of your cash flow analysis must be sent to 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.