



State of Arizona
Department of Education

SCHOOL FINANCE MEMORANDUM 12-009

TO: County Assessor's Office and County School Superintendent
FROM: Wendi Trudell, Interim Director of School Finance
DATE: August 2, 2011
SUBJECT: Tax Year 2011 (FY2012) Assessed Valuation Electronic Reporting Requirement

Pursuant to A.R.S. § 15-994, Subsection B, "At the same time the county assessor is required to transmit values to the county school superintendent as provided in section 42-17052, the assessor of each county shall provide in electronic format to the superintendent of public instruction the assessed valuation used for determining the primary property tax rate and the secondary property tax rate for each school district in the county." The values reported must exclude the SRP Voluntary Contribution Amounts – these values are received under separate cover directly from SRP. The Tax Year 2011 Assessed Valuation values reported shall be representative of the official rate and levy sheets used to set the tax rate of each school district for FY2012.

To facilitate this request, formatted Excel files that include all districts within each county have been created and are available at <http://www.ade.az.gov/schoolfinance/Forms/CountyForms/>. Save this file to a local drive prior to completing the form. Please note that an Unorganized Territory row is included in those counties where applicable.

Please complete your county's FY2012 (TY2011) Assessed Valuation Excel file and send it to School Finance at SchoolFinance@azed.gov. Please enter "**Primary Assessed Valuations for STATE AID**" in the subject line of the email.

As an alternative, comma delimited files will also be accepted via email. However, these files must be limited to required fields:

- Name of School District and/or Unorganized Territory,
- Primary and secondary assessed valuations, and
- Nine-digit district CTD number.

Files are due to ADE by August 19, 2011. If you have questions or concerns regarding this matter, please contact Xin Liu at (602) 364-2262 or by email at xin.liu@azed.gov.