



SCHOOL FINANCE MEMORANDUM 15-011

**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: August 15, 2014

SUBJECT: Charters, and District and University Sponsored Charter Schools

Charter Estimated Counts is now open for all active charter holders to submit new or revised estimates of their ADM (Average Daily Membership) for FY2015 and will close on August 14, 2014 at 4:30 p.m. The data within Estimated Counts on August 14, 2014 will be used as the basis for the September 2, 2014 state aid disbursement. Please see the table below for future submission and payment dates:

For Payment Date:	Estimated Counts Submission START DATE	Estimated Counts Submission DEADLINE (by 4:30 p.m.)
September 2, 2014	July 29, 2014	August 14, 2014
October 1, 2014	August 27, 2014	September 15, 2014
November 3, 2014*	Paid on SAIS 40 th day ADM, unless Charter Holder has not reached the 40 th 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).

It is imperative that you submit your Estimated Counts data for your schools by the August 14, 2014 deadline or your September 2, 2014 payment amount will be severely impacted.

Without the submission of District Sponsored Charter School Estimated Counts and University Sponsored data, ADE School Finance cannot accurately calculate rollover adjustments for other school districts or for Charter Additional Assistance lump sum deductions for any charter schools. Additionally, incremental funding cannot be calculated without estimated counts. Failure to submit accurate and timely Estimated Counts data will also impact Budg25 reports and funding.

Please see [Memo 14-053](#) for submission instructions and future deadlines.

If you have questions regarding the submissions, please see your account analyst. To find your analyst, see <https://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>.