



State of Arizona  
Department of Education

**SCHOOL FINANCE MEMORANDUM 16-051**

**TO:** Charter School Administrators, Directors, and Principals

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

**DATE:** May 1, 2016

**SUBJECT:** 5/1/16 Basic Calculation for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

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The May 1<sup>st</sup>, 2016 charter apportionment is complete. The CHAR55-1 and the CHAR64-1 equalization assistance reports for charters are posted on each charter school's home page of the Arizona Department of Education (ADE) School Finance website at <http://www.ade.az.gov/districts>. If assistance is required for finding or viewing these reports, please contact the ADE IT Technology Support team at (602) 542-7378 or toll free at (866) 577-9636.

All eligible charters were paid based on their 100<sup>th</sup> day data if the 100<sup>th</sup> day was reached on April 4, 2016 by 5:00 p.m. The Charter School Student Enrollment Summary report is available for download and review from the School Finance website. If the charter has any concerns or questions regarding the Enrollment Summary report, please contact the assigned account analyst for the charter. A list of account analysts is located at: <https://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>

Important Notes:

- The May 1<sup>st</sup>, 2016 apportionment of state aid includes the preliminary Charter Additional Assistance lump sum [reduction adjustments](#) for FY 2016. The final reduction will be recalculated during June 1<sup>st</sup> payment based on 100<sup>th</sup> day ADM.

For any questions regarding May 1<sup>st</sup>, 2016 charter equalization calculation, please email [SFPaymentTeam@azed.gov](mailto:SFPaymentTeam@azed.gov). Please contact your Account Analyst if you have any questions about your estimated counts or other required student information. You can locate the contact information of the Account Analyst for the charter at: <https://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>.