



SCHOOL FINANCE MEMORANDUM 16-052

State of Arizona Department of Education

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

FROM: Lyle Friesen, Deputy Associate Superintendent of School Finance

DATE: May 15, 2016

SUBJECT: School Finance Updates

AzEDS

Final deadline information for Local Education Agency transitions to AzEDS is available [here](#).

Vehicle Inventory Window is Now Open for FY2016 Submissions

It's that time of year again when districts are required to submit final transportation data. This includes submitting the Vehicle Inventory data and generating the TRAN40-2 report as well as re-creating the TRAN55-1 report after both Vehicle Inventory and Transportation Routes data have been finalized. Generating the reports is the responsibility of the district and if they are not re-run to reflect the most recent data, it will cause unexpected results on the APOR55-1 and unexpected funding changes. Be sure to include all applicable vehicle miles through June 30. If they are not included, a negative impact to Transportation Support Level may be seen.

Vehicle Inventory data, like the Transportation Routes data, is entered via Common Logon.

Note: Transportation Routes is open as well. Both sets of data can be updated now through the deadline below.

200 Day Calendar Operation Approval Deadline

FY2017 deadline for approval of 200 Day Calendar is June 1, 2016. This must be approved and completed each year as a new process. The 200-day calendars are approved one year at a time. If your district or charter intends to operate on a 200-day calendar in FY2016, you must, at a minimum:

- a. Submit a letter to Lyle Friesen, Deputy Associate Superintendent of School Finance, and request approval of the 200-day calendar prior to June 1, 2016.
- b. Submit a 200-day calendar for each school within the district/charter holder, which includes a 10 percent increase in annual instructional hours.
- c. Charters (ASBCS sponsored schools) requesting a 200-day calendar must have it approved by the Charter Board prior to approval by School Finance.

- d. Budget for a five percent increase in base level support.
- e. Submit the “Optional 200 Day Instructional Calendar Compliance Form” <http://www.azed.gov/finance/forms/> to your Account Analyst.

SAIS Updates

FY 2016 System of Record

SAIS will be the system of record for FY 2016. All state funding will be based on the data in SAIS and reports available through Student Detail Data Interchange (SDDI) and Student Detail Reports (SDR), both accessible from [Common Logon](#).

The following reports have been implemented in SDR (Student Detail Reports), and therefore have been removed from SDDI (Student Detail Data Interchange) in Common Logon:

District and School Level Reports

- SDADMS75-1 – Adjusted Student ADM Limit Report
- SDELL75-1 – ELL Adjusted Membership Report by DOA
- SDSPED75-1 – Adjusted Membership Report by DOA

District Level Only Report

- SDELL75-3 – ELL Adjusted Membership Report by DOR

If you have any trouble locating the reports listed above, please contact your Account Analyst listed [here](#).

Important Reminder: Reconcile ADE Data to your SIS Data

Remember to reconcile the data that is in your student information system (SIS) with the data in SAIS. Funding is determined by the data that is in SAIS, not your SIS. If there is a discrepancy in the data, whatever is in SAIS will be used for your funding. Data should be reconciled monthly, at a minimum.

A couple of reports to review on a regular basis:

- Student Integrity Status Report SAIS raw data reports: ADMS72, SPED71, ELL71Funding reports after Aggregation: ADMS, SPED and ELL 75 reports and the ADMS76 report.

These reports can all be found within [Common Logon](#) within either SDDI or the Student Detail Reports applications. Presentations on how to reconcile SAIS reports are available on our [Business Rules and Presentations site](#) within the “Presentation” section under FYs 2015 and 2014. You may also contact your [Account Analyst](#) for additional guidance and support.

Charter Estimated Counts – FY 2017

Charter Estimated Counts will still be available for use during FY2017; the window for Charter Estimated Count submission will be open on June 15, 2016.

The implementation of current year funding will impact districts and JTED's, charters holders will continue to utilize Charter Estimated Counts tool to report their estimated of Average Daily Membership (ADM) as they normally would for their first few monthly payments.

Dropout Recovery and Grand Canyon Diploma Data Reporting

Dropout Recovery Program (DRP) and Grand Canyon Diploma (GCD) data will follow the same method of submission in FY 2016 as used in FY 2015. The data required for these two programs is being added to AzEDS. Submission of GCD and DRP data will be possible in AzEDS during FY 2016 for testing purposes only. Data submitted into AzEDS will not be transferred to SAIS for FY2016. DRP student data submissions and state funding will remain the same for FY 2016 as it has in past fiscal years

Reminder: Guidelines for Requesting a 15-915

If your district is planning on requesting a Prior Year Corrections to State Aid or Budget Capacity (ARS§15-915), be aware that the guidelines have been updated since 08/20/2015. Prior to submitting your request, please review the guidelines to ensure that your request is complete. Beginning FY2017, we will only accept data revisions for FY2016, FY2015 and FY2014.

The Guidelines have been posted on our webpage since August at this location:

<http://www.azed.gov/finance/files/2011/06/15-915-guidelines.pdf>

If you have additional questions, please contact your assigned Account Analyst

<http://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>

Payment Updates

FY2016

APOR 55-2 Growth Reports:

The APOR 55-2 Growth Reports reflect the 100th day count comparison. These reports were posted online with the other May Apportionment reports. Growth will be paid out based on the lesser of the ADE calculated amount or the budgeted amount in the June 1st APOR.

Audit Expense Adjustment and Type 03 High School Tuition: All adjustments will be included in your June 1, 2016 apportionment based on your submitted revised budget as of May 17, 2016.

The chart below outlines the locations in which reporting by the District may have been required:

Adjustment	Source	Location	Cell
Audit Expense	2016 Expenditure Budget	Page 2	O8
	2016 Budget Worksheet	Worksheet C	J47
	2014 Annual Financial Report	Page 8	O20
Type 03 Tuition	2016 Budget Worksheet	Worksheet E	K12
	2016 Budget Worksheet	Worksheet E	K20
	2016 Budget Worksheet	Worksheet G	J36

Additional State Aid Adjustments: Implementation Procedures for A.R.S. § 15-972(K)

Beginning in FY 2016, additional state aid to education (ASAE) related to the 1% cap is limited to \$1 million per county. The Property Tax Oversight Commission (PTOC) is to determine the proportion of the violation over the 1% cap to each taxing jurisdiction within the affected school districts in counties in excess of \$1 million. (Chapter 15, Senate Bill 1476, Laws 2015)

PTOC determined the cost of ASAE that exceeded the 1% cap is \$24.33 million

School Finance will be including these adjustments in the June 1 and June 30 payments. June 1 will take approximately 92% of the adjustment total, and June 30 will take the remaining 8% through APOR64-1 report.

Budgets Updates

FY2017 Budget Forms Anticipated Release by May 27, 2016

On May 13, 2016, Cris Cable and Amanda Winn from the Office of the Auditor General did a presentation at AASBO that provides some background and highlight changes to the FY2017 Expenditure Budget and Worksheet forms. The presentation is posted on AASBO's website and linked below:

[Budget Changes for FY17-Cris Cable & Amanda Winn](#)

Transportation Routes is Open for Data Submission

It's that time of year again for districts to submit their transportation routes data to ADE. In accordance with A.R.S. §15-922, transportation routes data must be submitted to ADE within 12 business days of the district's 100th day.

Transportation Routes data must be submitted via Common Logon on the ADE web site. Your School Finance Account Analyst can assist you with any questions that you may have. Click [here](#) to find your Account Analyst.

Please note that only districts must submit this data. Charters do not submit transportation data.

General Updates

Email Distribution

If you are not receiving updates via email and you would like to, please email 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 or call Stephanie Dunford @ 602-542-8248.

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/>.

Questions?

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

- 1) **General Updates:** Email schoolfinance@azed.gov
- 2) **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>
- 3) **Payment:** Email the School Finance payment team at SFpaymentteam@azed.gov
- 4) **Budget:** Email the School Finance budget team at SFBudgetTeam@azed.gov .

Other Areas within ADE

- **Title I, Maintenance of Effort, Stephanie Washington**
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 and in the subject line type SUGGESTIONS.