

Instructions to find Budget reports. (BUDG25/BUDG75) (District's Only)

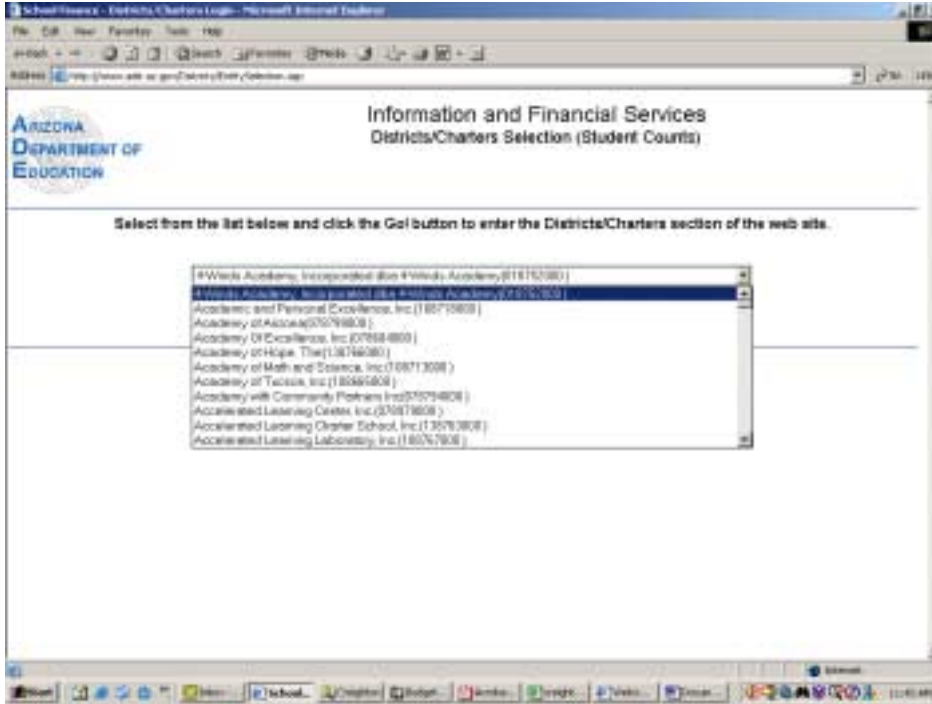
1. Open You Browser of Choose

2. 1) Go to the LEA's ADE Submitted File Page at the following address.

<http://www.ade.az.gov/Budget>

GO TO STEP 3

3) Click on the drop down list and select the district or charter you are wanting to research



4) After selecting the entity, click the “GO” button.

- 5) Click the link in the upper right hand corner titled “Switch to Budgets”. This will switch you from the student count system into the budget system.



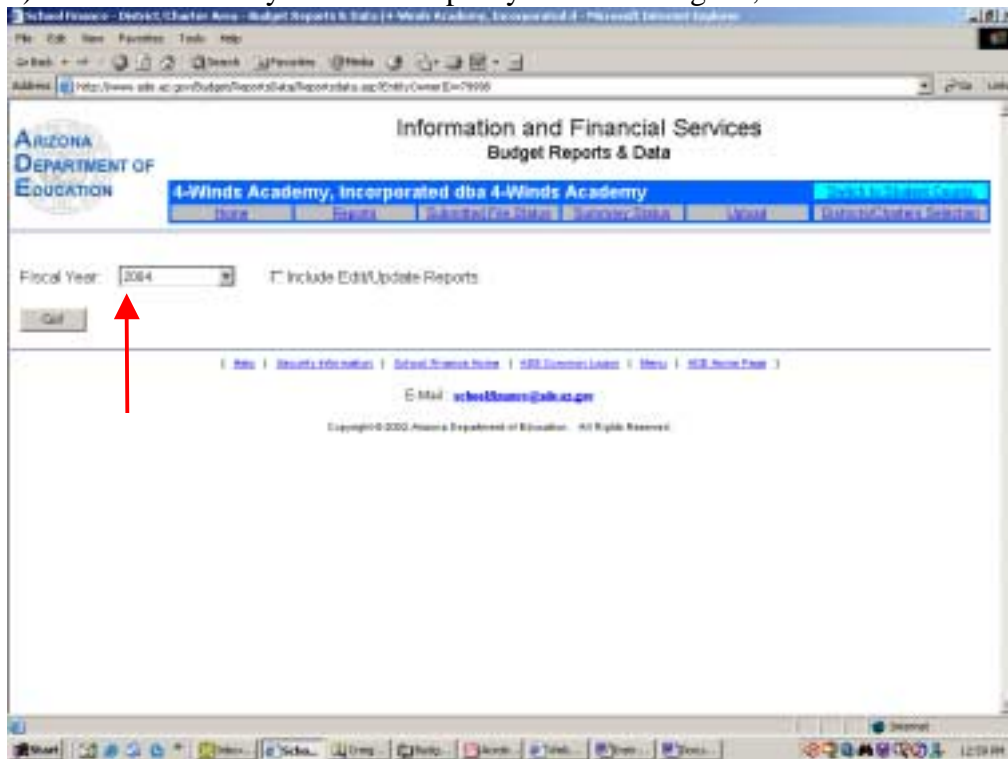
The screen will look very similar with the exception of the second line of the title. It was changed from (Student Counts) to (Budgets).



6) Click the link “Reports”.



7) Select the fiscal year for the report you are looking for, then click “Go”.



8) Select the link of the report you wish to view (for this example we will select the SAIS BUDG75)

The screenshot shows a web browser window displaying the Arizona Department of Education's website. The page title is "Information and Financial Services Budget Reports & Data" for the "McNeal Elementary District". The browser's address bar shows the URL: <http://www.ade.az.gov/BudgetReportsData/ReportsData.asp>. The page features a navigation menu with links for "Home", "Reports", "Submitted File Status", "Summary Status", "Upload", and "District/County Selection". Below the menu, there is a "Fiscal Year" dropdown menu set to "0000" and a checkbox for "Include Edit/Update Reports". A "Go!" button is positioned below these options. A list of reports is displayed, with a red arrow pointing to the second item: "BUDG-75 Expenditure Analysis 0000 - 02/03/004 6:16 AM". Other reports in the list include "BUDG-25 Budget Verification Report 0000", "BUDG-AGD Budget Aggregate Expenditures Report - Districts 0000", and "BUDG-CSE Budget Classroom Site Fund - Budget Capacity 0000". At the bottom of the page, there is a footer with contact information: "E-Mail: [schul@ade.az.gov](mailto:schul@ade.az.gov)" and "Copyright © 2002 Arizona Department of Education. All Rights Reserved."

9) The report will open on the next screen using a PDF format.

SAIS BUDG75 Arizona Department of Education CTDS 02-03-55-000  
 Over Expenditure Report for Fiscal Year 2003  
 McNeal Elementary District

Description	ADE Calculated	District Amount	Difference
<i>Comments and concerns about the content, the design, or the results should be e-mailed to: <a href="mailto:edoffice@ade.k12.az.gov">edoffice@ade.k12.az.gov</a></i>			
Budget Version		6/14/2003	Revised #2
<b>General Budget Limit</b>			
Base Support Level	202,458		
Transportation Revenue Control Limit	99,172		
Type 03 Tuition	142,960		
ADE column includes values from most recent APOR55.			
Adjustment to actual HS Type 03 Tuition	0		
<i>Reductions are made based on Type 03 tuition expenditures reported on APR</i>			
Revenue Control Limit (RCL)	444,590	447,880	
Growth	0	0	
Adjusted RCL	444,590	444,590	0
Adjusted RCL in M&O	444,590	444,590	0
Adjusted RCL in Unr Cap	0	0	0
Capital Outlay Revenue Limit (CORL) Total	16,579	16,579	0
Capital Outlay Revenue Limit (CORL) M&O	0	0	0
Capital Outlay Revenue Limit (CORL) Unr Cap	16,579	16,579	0
Maintenance and Operations Override	0	0	0