

# New Charter Orientation



**Kathy Hoffman**  
Superintendent of Public Instruction

## Introduction to School Finance

FY 2021

Presented by:

Operation Support: Monica Paz  
Payments Team: Chelsea Jemison  
Budgets Team: Karla Dunn

# Agenda

- **School Finance Teams**
- **Access School Finance**
- **Submitting Student Data**
- **Payments Reports**
- **Submitting Budget Reports**
- **Questions**



# Upcoming Charter Trainings

- **AzEDS Instructional Calendars**
  - AzEDS Calendar application
  - Posted guidance
- **Introduction to Integrity**
  - Defining Integrity
  - Integrity Reports
- **Introduction to ADM**
  - Defining ADM
  - ADM Reports



# ADE, School Finance

School Finance

- (602) 542-5695
- [SchoolFinance@azed.gov](mailto:SchoolFinance@azed.gov)
- <http://www.azed.gov/finance/>

SF Account Analysts

- <http://helpdeskexternal.azed.gov> or [SFAlystTeam@azed.gov](mailto:SFAlystTeam@azed.gov)
  - Student Data
  - School District Employee Report
  - Instructional Calendars
  - Transportation Reporting
  - 915s

SF Payments Team

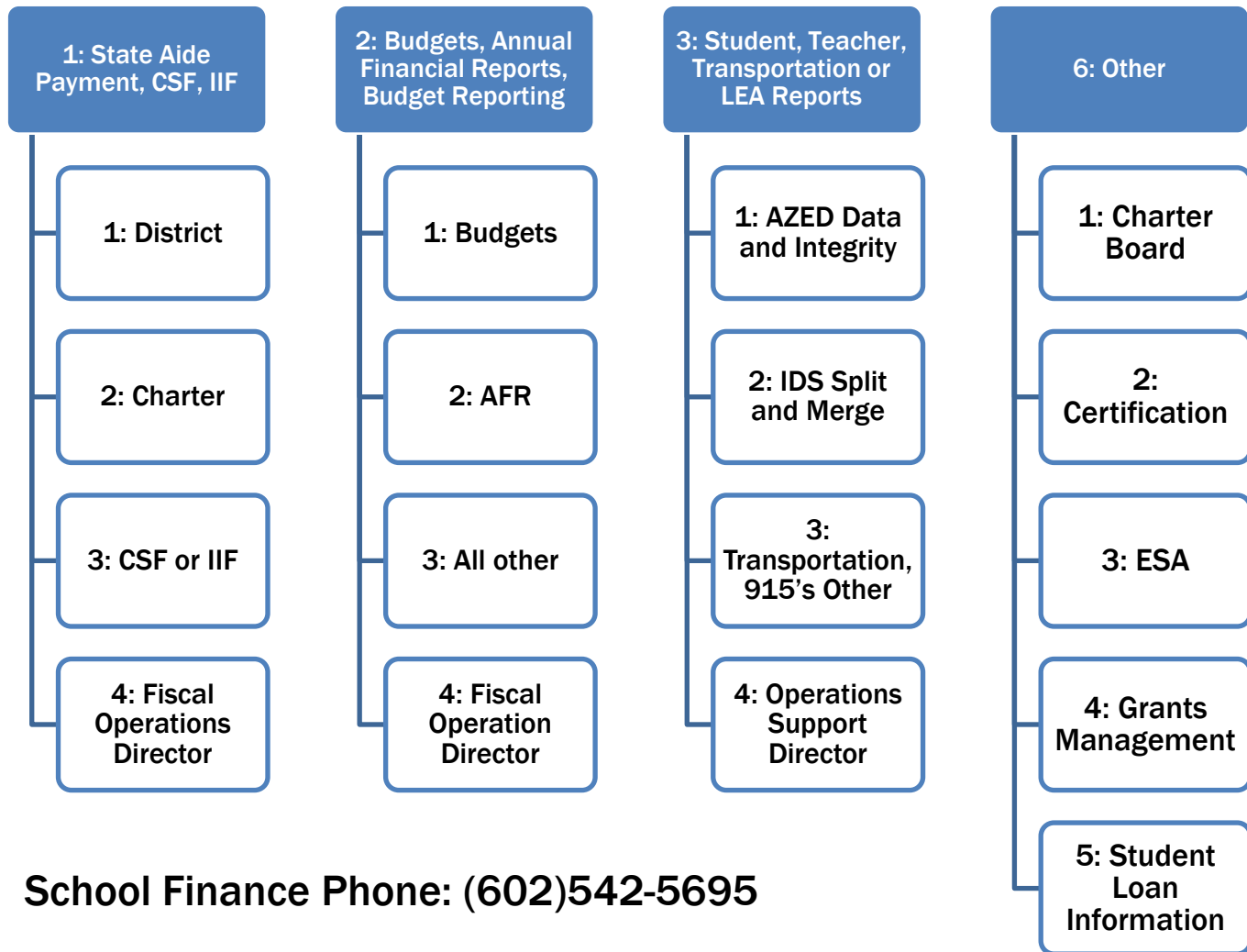
- [SFPaymentTeam@azed.gov](mailto:SFPaymentTeam@azed.gov)
  - APOR
  - CHAR
  - CSF
  - IIF

SF Budget Team

- [SFBudgetTeam@azed.gov](mailto:SFBudgetTeam@azed.gov)
  - Expenditure Budgets
  - Annual Financial Reports
  - BUDG25, BUDG75, BUDGAGD



# Phone Tree



**School Finance Phone: (602)542-5695**



# How to Access Information

- Help Desk: <http://helpdeskexternal.azed.gov>
- School Finance Memos
- Hot Topics
- Knowledge Center
- Subscribe to Emails via [www.azed.gov/finance](http://www.azed.gov/finance)

## Contact

School Finance Main Line

(602) 542-5695

[SchoolFinance@azed.gov](mailto:SchoolFinance@azed.gov)

[Help Desk Ticket](#)

[Subscribe to Our Emails](#)



# ADE Connect

**ADE Connect is the system that is used to manage the applications for the data sent to ADE.**

- **Some of the data types sent to ADE include:**
  - LEA Directory Information
  - LEA Contact Information
  - Student Data
  - Grants Management
  - Staff/Teacher Certification
  - Health and Nutrition



# Entity Administration

- The assigned Entity Administrator will add and assign ADE Connect roles and access to applications.
- Entity Admin Training videos must be reviewed before you are able access the application.
- Additional Resources:  
<https://www.azed.gov/aelas/adeconnect/>
  - Click on Entity Admin Training



# Entity Administrator

- The Entity Administrator (EA) can assign roles/permissions to staff within your charter

<input checked="" type="checkbox"/>	AzEDS Data Coordinator - ADM Reports	ADEConnect	No	Access to: AzEDS Portal Status Page AzEDS Identity Search - can search for an AzEDS Student Identity AzEDS ADM Reports (ADM15)
<input checked="" type="checkbox"/>	AzEDS Data Coordinator - Base Reports	ADEConnect	No	Provides access to the following reports:• Transmission Detail Report (TRANS10)• Student Data Verification report (STUD10)• Staff Data Verification report (STAFF10)• Course Data Verification report (CRS10)• Integrity Report (INTEG15)• Access to the AzEDS Identity application (for searching student state ID numbers)Users already assigned the AzEDS Data Coordinator role will automatically transition to this role



# ADE Connect Access

ADE Connect can be accessed online on ADE's webpage

The screenshot shows the Arizona Department of Education (ADE) website. The browser address bar displays 'azed.gov/finance'. The website header includes the ADE logo, navigation links for COVID-19, Students & Families, Educators, Administrators, Programs & Supports, About ADE, and ADEConnect (highlighted in yellow). A red arrow points to the ADEConnect button in the dropdown menu. Below the navigation bar, the breadcrumb trail reads 'Home / School Finance / Welcome to School Finance'. The main content area is titled 'Welcome to School Finance' and contains a paragraph about School Finance services. A sidebar on the right lists 'School Finance Home', 'Local Education Agencies', and 'Forms'.

Welcome to School Finance | Arizona Department of Education

azed.gov/finance

Visit OpenBooks | Ombudsman-Citizens Aide | Get the facts on COVID-19

Select Language

COVID-19 | Students & Families | Educators | Administrators | Programs & Supports | About ADE | **ADEConnect**

ADEConnect

Common Logon

Home / School Finance / Welcome to School Finance

## Welcome to School Finance

School Finance processes state funded payments for Local Education Agencies (LEA's). We provide the highest level of customer service to ensure payments are dispersed timely and accurately by analyzing data, producing reports, managing budget capacity, interpreting education statutes, communicating procedural requirements, and managing deadlines for every LEA.


School Finance Home

Local Education Agencies

Forms



# ADE Connect Applications



Welcome **Monica** [Sign Out](#)

[Entity Administration](#)  
[Find Entity Administrator](#)  
[Help Desk](#)


## ADEConnect

[Home](#) [News](#) [Reports](#)

### ADEConnect New Version Announcement

ADE IT is excited to announce the deployment of the next version of ADEConnect v2.0. The new version can be accessed using this link <https://adeconnect.azed.gov>. Please feel free to provide us any feedback you may have right on the website feedback page.

[\[Hide All\]](#)

**[-] Arizona Department of Education - 79275** 

- [ADE Motor Pool Reservation System](#)
- [Assessments](#)
- [AZDash ?](#)
- [AzEDS Identity ?](#)
- [AzEDS Identity UAT](#)
- [AzEDS Portal](#)
- [AzEDS Portal UAT](#)
- [AzMEBIT Corrections](#)

### New Applications [Hide]

- [\[+\] Event Management System \(EMS\)](#)
- [\[+\] File Metrics](#)
- [\[+\] Cutoff Maintenance](#)
- [\[+\] LEA Calendar](#)
- [\[+\] Student Detail Reports](#)
- [\[+\] Student Detail Transaction History](#)
- [\[+\] Student Details Split and Merge](#)
- [\[+\] Certification Portal](#)



# Updated ADE Connect



ADEConnect

[Home](#)

[Applications](#)

[User Management](#) ▾

[Admin](#) ▾

[Help](#)

[Feedback](#)

[Account](#) ▾

## Applications

[Hide All]

Arizona Department of Education (79275)

[-]

Entity Administration



School Finance Systems



Education Organization System



AzEDS Portal



ADE Motor Pool Reservation System



Assessments



AZDash



Navigation 🔍

Search for entity

Arizona Department of Education  
(79275)



# Help Desk

SD My Instances x +

helpdeskazed.gov/home

Welcome to School...

Arizona Department of Education

Welcome to Arizona Department of Education.

How can we help you ?

Search in portal

Which service desk do you need help with?

Arizona Department of Educati...

## Raise a request



New Incident



Quick Incident



Service Catalog

Search Request Template

> Constituent Services

> Data Governance

> Information Technology

> Grants Management

> School Finance

> Facilities

> Report an Issue



# Help Desk

- **New Entity Requests**
- **Entity Profile Changes**
- **915 Requests**
- **Merge or Split Requests**
- **Calendar Changes/New Calendar Requests**
- **Integrity Assistance**
- **Report Assistance**



# Creating a New Charter

# AZSBCS

**Approval for new Charter Holder and Charter Sites are approved by the Arizona State Board for Charter Schools.**

## **CTDS # - 000 & Entity ID**

- **CTDS # - 000**

## **CTDS # - 000 & Entity ID**

- **CTDS # - 001**
- **CTDS # - 002**
- **CTDS # - 003**



# CTDS and Entity Number

- **What is a CTDS number?**
  - **C = County number (2-digits long)**
  - **T = Type number (2-digits long)**
  - **D = District/Charter Holder ID number (2-digits long)**
  - **S = School site ID number (3-digits long)**
- **Entity ID/EdOrg ID**
  - **An automated 4 – 8 digit number assigned to each District/Charter District and individual sites**

# Requesting a CTDS

- **Entity Profile Form**
  - **Entity name**
  - **Mailing address**
  - **Grades approved to serve**
  - **Signed contract information**
  - **Authorized signer**
- **Charter Board approval notice**
- **Send to [SFAanalystTeam@azed.gov](mailto:SFAanalystTeam@azed.gov)**



# Entity Profile Form



ARIZONA DEPARTMENT OF EDUCATION

School Finance

Moving Dollars... Making Sense

## ENTITY PROFILE FORM

Required fields have blue fill instead of white fill or have red borders

Effective Fiscal Year: <input type="text" value="2019"/>	Entity CTDS: <input type="text"/>	<a href="#">Click for CTDS Instructions</a>
<b>Do you want to...</b>		
<input type="radio"/> Create a New Entity		
<input type="radio"/> Modify this Entity		
<input type="radio"/> Close this Entity		
<input type="radio"/> Reopen this Entity		
<input type="radio"/> Add JTED Member District		
<input type="radio"/> Remove JTED Member District		
Entity Name: <input type="text"/>		
District or Charter Holder CTDS: <input type="text"/>		
District or Charter Holder Name: <input type="text"/>		
If entity is a JTED campus, please specify type:		
<input type="radio"/> Satellite Campus		
<input type="radio"/> Main or Central Campus		
For ESS Only:		
<input type="radio"/> Private Day School		
<input type="radio"/> Private Residential		

Please provide a brief description of the proposed changes to your profile:

<b>Mailing Address:</b>	<input type="text"/>	<b>Physical Address:</b>	<input type="text"/>
City: <input type="text"/>	State: <input type="text"/>	City: <input type="text"/>	State: <input type="text"/>
Zip Code: <input type="text"/>	County: <input type="text"/>	Zip Code: <input type="text"/>	County: <input type="text"/>
Site Phone Number: <input type="text"/>		Site Fax Number: <input type="text"/>	

Grades Served:	PS	K	1	2	3	4	5	6	7	8	9	10	11	12	UE
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Contact Information:</b>	Name: <input type="text"/>	Title: <input type="text"/>
<input type="checkbox"/> Check to add contact to entity contact list	Phone: <input type="text"/>	Fax: <input type="text"/>
	E-Mail: <input type="text"/>	

Authorizing Person: <input type="text"/>	Position: <input type="text"/>
--	--------------------------------

Phone: <input type="text"/>	E-mail: <input type="text"/>	Web Site: <input type="text"/>
-----------------------------	------------------------------	--------------------------------



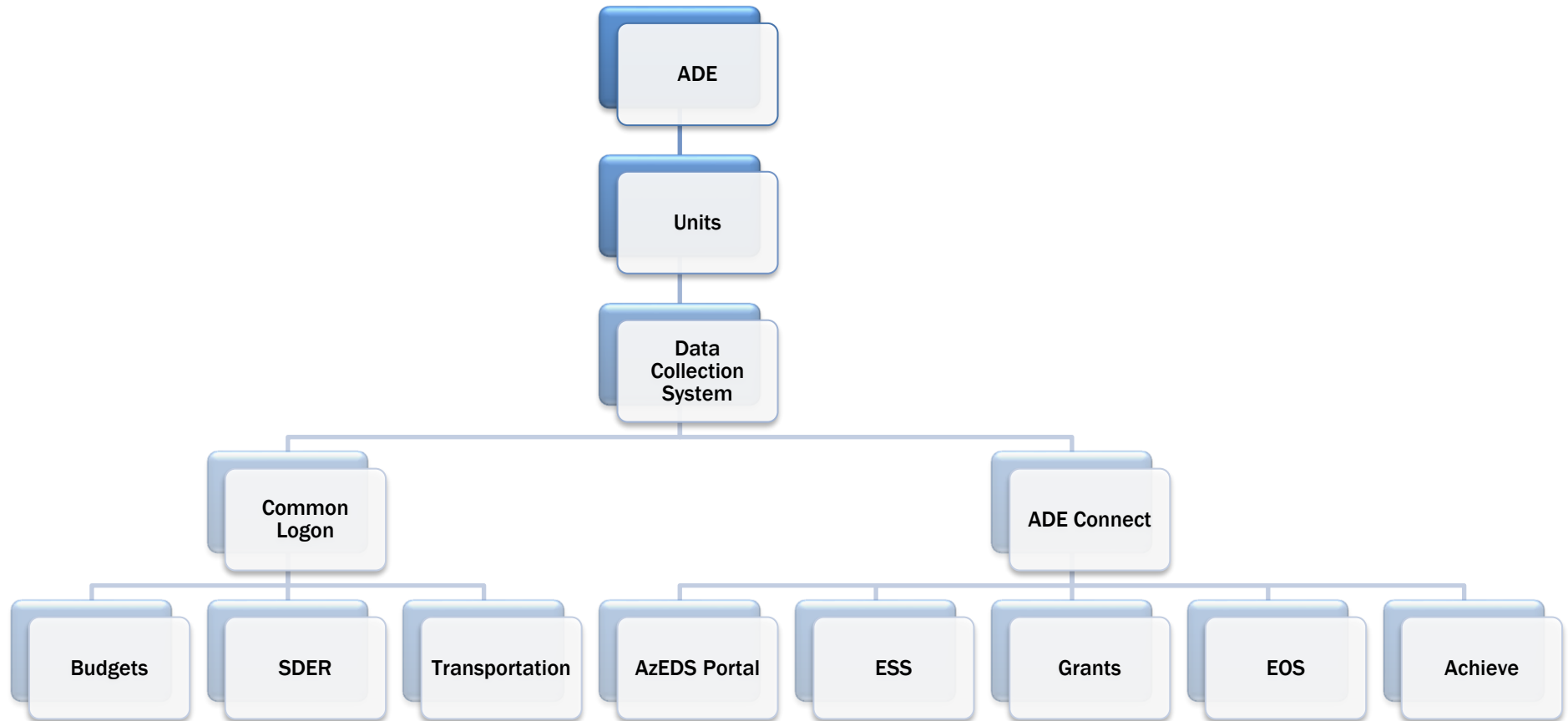
# CTDS Number Created

- **SF Analyst will email you a “Welcome Email” with CTDS number and Entity ID numbers.**
- **You will need the CTDS number for:**
  - **Student Information System setup**
  - **Grants Management**
  - **Health and Nutrition**
  - **AZ Department of Revenue**
- **A request for a Key and Secret will be submitted on your behalf.**



# Submitting Student Data

# Data Collection



# What is AzEDS?

## Arizona Education Data Standards (AzEDS)

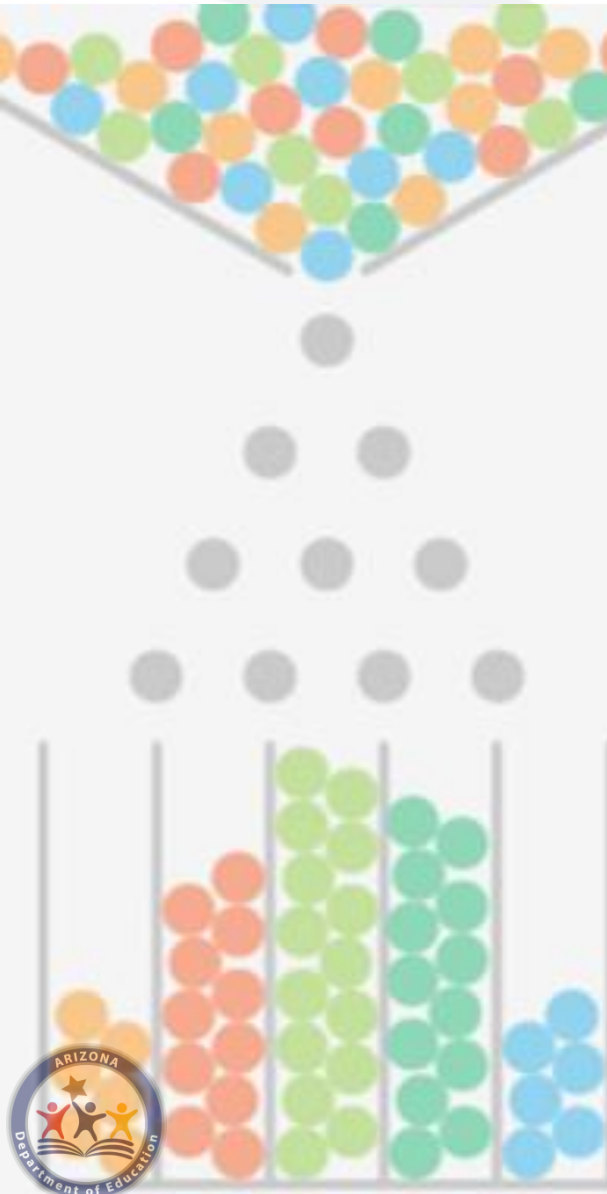
AzEDS is a data collection system using data standardization

- **What is a data standard?**

A data standard defines rules for how data should be formatted and exchanged between systems.

- **The Data Standard**

The Ed-Fi Data Standard is the set of rules for the collection, management, and organization of educational data that allows multiple systems to share their information in a seamless, actionable way.



# AzEDS Tables

## Student

School

FTE

TP

Needs

SPED

ELL

Programs

Attendance

EXC/UNX

Minutes

Course

Staff

Section



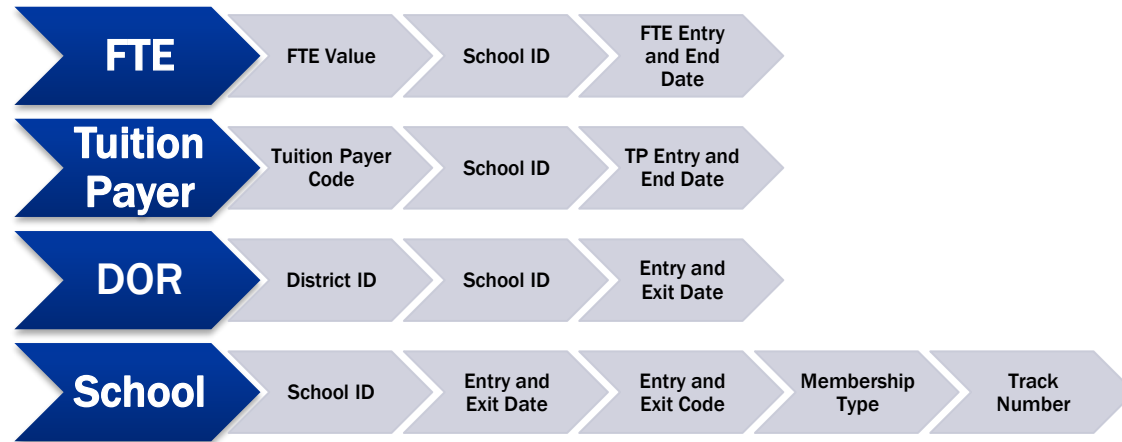
# Sending Data to AzEDS

- Data is transferred by the LEAs Student Information System (SIS).
- All SIS Vendors must be certified on in order to send data to AzEDS.
- Currently, there are over 10 certified SIS vendors approved to submit data.
- <https://www.azed.gov/information-technology/azeds/developers>



# AzEDS Process

# Transactions to AzEDS

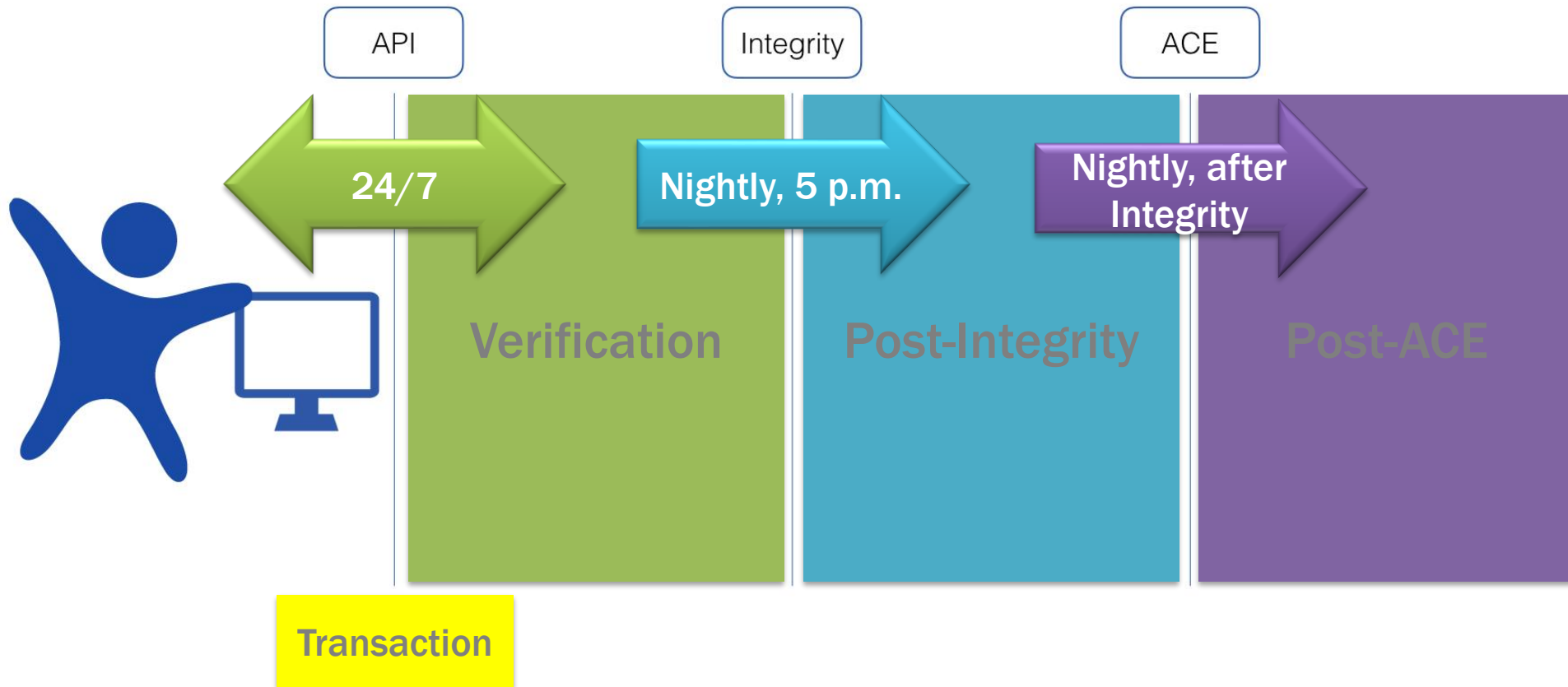


API

Verification

Transactions

# AzEDS Process




# AzEDS Reports

API

Integrity

ACE



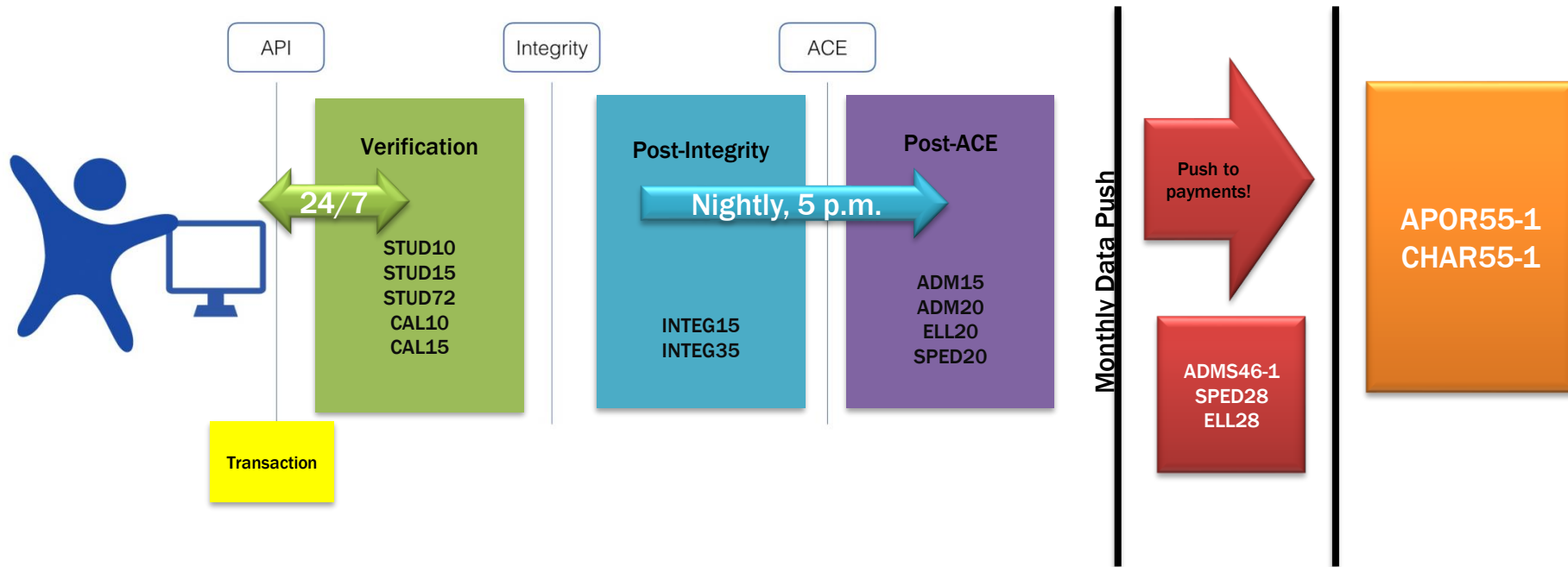
**ABSATT10  
ELL10  
SPED10  
STUD10  
STUD15  
STUD72  
CAL10  
CAL15**

**INTEG15  
INTEG35**

**ADM15  
ADM20  
ELL20  
LMTADM25  
SPED20**

**TRANS10  
TRANS15**

# AzEDS Data Processing Map



# Data Capture Dates

# FY 2021 Data Capture Dates



ARIZONA DEPARTMENT  
OF EDUCATION

COVID-19 Students & Families Educators Administrators Programs & Supports About ADE ADEConnect



Home / School Finance / Welcome to School Finance

## Welcome to School Finance

School Finance processes state funded payments for Local Education Agencies (LEA's). We provide the highest level of customer service to ensure payments are dispersed timely and accurately by analyzing data, producing reports, managing budget capacity, interpreting education statutes, communicating procedural requirements, and managing deadlines for every LEA.

## School Finance Guidance for COVID-19

To reach the guidance provided by School Finance regarding COVID-19, please click [here](#).

All Hot Topics

Budget Hot Topics

Data Hot Topics

Payment Hot Topics

### ▼ FY 2021 AzEDS Data Capture Dates

Every month ADE uses student data submitted by LEA's to calculate Average Daily Membership (ADM). ADM is used as the basis for state aid funding. LEA's submit student data to AzEDS and ADM is calculated in the ADM Calculation Engine (ACE). The student data must reside within AzEDS on time to be included in the scheduled Integrity and ACE processing for each month's payment.

<u>Data Capture Deadline, 5 p.m.</u>	<u>To be considered for:</u>
August 11, 2020	Payment on September 1, 2020
September 8, 2020	Payment on October 1, 2020
October 6, 2020	Payment on November 2, 2020
November 3, 2020	Payment on December 1, 2020
December 1, 2020	Payment on January 4, 2021
January 5, 2021	Payment on February 1, 2021
February 2, 2021	Payment on March 1, 2021

School Finance Home

Local Education Agencies

Forms ▼

Knowledge Center ▼

LEA Budget ▼

Memos ▼

School Finance Reports ▼

External Resources ▼

## Contact

School Finance Main Line

(602) 542-5695

[SchoolFinance@azed.gov](mailto:SchoolFinance@azed.gov)

Help Desk Ticket





# Key Terms

**Average Daily Membership (ADM)** - Membership days during the first 100 instructional days. This value is divided by days in the reporting period. (40<sup>th</sup> day and 100<sup>th</sup> day)

**Arizona Online Instruction (AOI) ADM** - Average daily reported minutes divided by annual required instructional minutes by grade as defined in A.R.S. § 15-808.

**Student Counts** – The ADM value for current year and the amount that is to be used for consideration of monthly payment.



# Charter Estimated Counts

- Pursuant to A.R.S. § 15-185 the student count of a charter school shall be determined initially by using an “estimated count” based on actual registration of pupils before the beginning of the school year.
- Estimated count means the projected ADM for the current fiscal year, NOT the “head count” of the pupils enrolled.
- Currently, Estimated Counts application is in Common Logon.



# School Finance Webinar

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Kathy Hoffman  
Superintendent of Public Instruction

## Charter School Equalization Calculation Reports Spring 2021

# Charter Payment Topics

## ❖ Charter School Equalization (State Aid)

- Student Count
- Base Support Level
- Additional Assistance

## ❖ Charter Payment Reports

- CHAR55-1 – Charter Equalization Report
- CHAR64-1 – Equalization Payment Schedule
- CHAR64-1 – Charter Payment Report

## ❖ Charter Payments – Additional

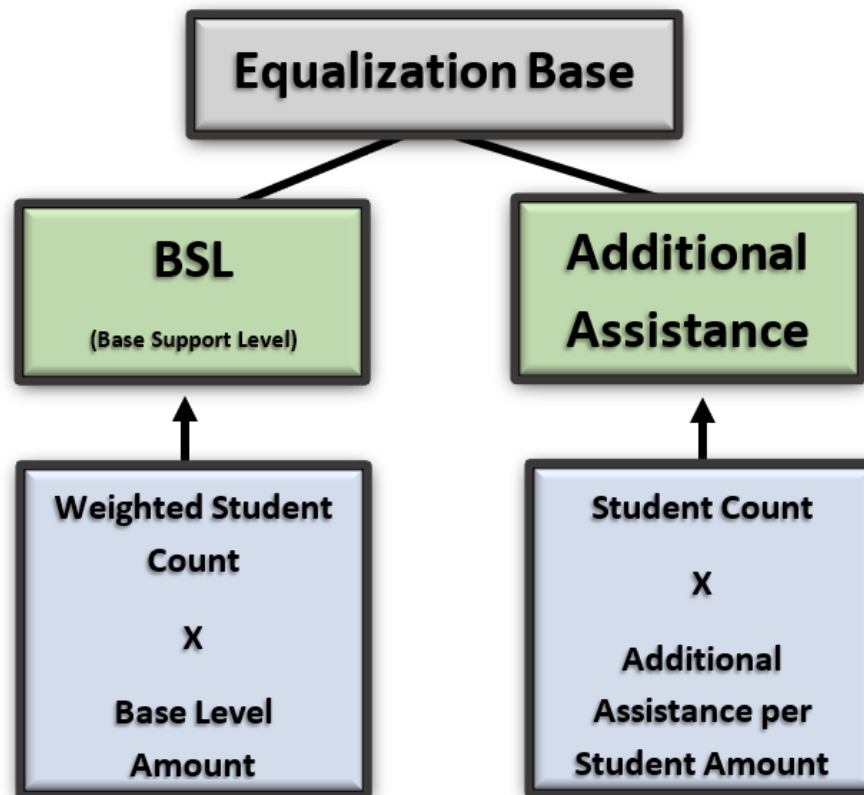
- Classroom Site Fund – Prop 301 (CSF)
- Instructional Improvement Fund (IIF)
- Prop123

## ❖ Charter Payment Required Forms



# Charter School Equalization (State Aid) Overview

Charter school equalization assistance equals the sum of the amounts of the charter's base support level and additional assistance



# Charter School Equalization Student Count

- **A.R.S. §15-185(B)(2)**
- **Basis for funding**
- **Charter school's student count based on current year enrollment**
- **Appropriate group weights set in statute are applied to student count for payment**
- **Funding is directly related to Student Count**



# Charter School Equalization Base Support Level (BSL)

- A.R.S. §15-943; A.R.S. §15-901(B)
- Weighted student count determines the charter's base support level
- FY 2021 base level amount is \$4,305.73
  - The BLA is just that- a base, or starting point
- Base support level is the charter's weighted student count multiplied by a base level amount that is set by the Legislature

$$\begin{array}{ccccc} \text{Base Support} & & \text{Weighted} & & \text{Base Level} \\ \text{Level (BSL)} & = & \text{Student Count} & \times & \text{Amount} \end{array}$$



# Charter School Equalization Additional Assistance (CAA)

- **A.R.S. §15-185(B)(4)**
- **Additional assistance is the charter's unweighted student count multiplied by the per student amount set by the Legislature**

$$\begin{array}{ccccc} \text{Additional} & & \text{Student} & & \text{Additional Assistance} \\ \text{Assistance} & = & \text{Count} & \times & \text{Per Student Amount} \end{array}$$

- **FY 2021 additional assistance amounts per student**
  - **K-8                      \$1,875.21**
  - **9-12                     \$2,185.53**



# CHARTER PAYMENT REPORTS

## ➤ **CHAR55-1 – Equalization Report**

- Base Support Level, Additional Assistance, and Equalization Assistance Calculations Based on Weighted Student Counts

## ➤ **CHAR64-1 – Payment Report**

- Equalization Assistance Payment Schedule Detail

**Arizona Department Of Education**  
**Basic Calculations For Equalization Assistance**  
**For Charter Schools**

Apportionment Date: 09/01/2020

Run Date: 08/17/2020

Page: 1 of 4

FY 2020-21

Non-AOI Student Counts	K-8	9-12	Total
FY 2019-20 Average Daily Membership (100th Day)	0.000	0.000	0.000
* FY 2020-21 Estimated Student Count	74.000	94.000	168.000
40th Day Actual	0.000	0.000	0.000
100th Day Actual	0.000	0.000	0.000
Enrollment Cap			175
* Student count used to calculate equalization assistance			

Weighted Student Counts	Student Count		Support Level Weight		Weighted Student Count
K-8	74.000	x	1.399	=	103.526
9-12	94.000	x	1.559	=	146.546
SubTotal	168.000				250.072

Add-Ons	* Estimated 40th Day FY 2020-21 ADM	40th Day FY 2020-21 ADM	*100th Day FY 2020-21 ADM	Support Level Weight		Estimated Student Count	40th Day Student Count	100th Day Student Count	Total Student Count Add-On
K-3 Reading	0.000	0.000	0.000	x	0.040	=	0.000	0.000	0.000
K-3	0.000	0.000	0.000	x	0.060	=	0.000	0.000	0.000
ELL	0.000	0.000	0.000	x	0.115	=	0.000	0.000	0.000
HI	0.000	0.000	0.000	x	4.771	=	0.000	0.000	0.000
MD-R,A-R,SID-R	0.000	0.000	0.000	x	6.024	=	0.000	0.000	0.000
MD-SC,A-SC,SID-SC	0.000	0.000	0.000	x	5.833	=	0.000	0.000	0.000
MDSSI	0.000	0.000	0.000	x	7.947	=	0.000	0.000	0.000
OI R	0.000	0.000	0.000	x	3.158	=	0.000	0.000	0.000
OI SC	0.000	0.000	0.000	x	6.773	=	0.000	0.000	0.000
DD,ED,MIID,SLD,SLI,OHI	0.000	0.000	0.000	x	0.003	=	0.000	0.000	0.000
EDP	0.000	0.000	0.000	x	4.822	=	0.000	0.000	0.000
MOID	0.000	0.000	0.000	x	4.421	=	0.000	0.000	0.000
VI	0.000	0.000	0.000	x	4.806	=	0.000	0.000	0.000

Total Weighted Add-On Count

0.000



**Arizona Department Of Education**  
**Basic Calculations For Equalization Assistance**  
**For Charter Schools**  
**FY 2020-21**

Apportionment Date: 02/01/2021

Run Date: 01/15/2021

Page: 1 of 4

Non-AOI Student Counts	K-8	9-12	Total
FY 2019-20 Average Daily Membership (100th Day)	0.000	0.000	0.000
FY 2020-21 Estimated Student Count	0.000	0.000	0.000
40th Day Actual	73.095	83.502	156.597
* 100th Day Actual	79.392	87.164	166.556
Enrollment Cap			250

\* Student count used to calculate equalization assistance

Weighted Student Counts	Student Count	Support Level Weight	Weighted Student Count
K-8	79.392	x 1.399	= 111.069
9-12	87.164	x 1.559	= 135.889
SubTotal	166.556		246.958

Add-Ons	Estimated 40th Day FY 2020-21 ADM	40th Day FY 2020-21 ADM	* 100th Day FY 2020-21 ADM	Support Level Weight	Estimated Student Count	40th Day Student Count	100th Day Student Count	Total Student Count Add-On
K-3 Reading	0.000	0.000	0.000	x 0.040 =	0.000	0.000	0.000	= 0.000
K-3	0.000	0.000	0.000	x 0.060 =	0.000	0.000	0.000	= 0.000
ELL	0.000	14.575	15.430	x 0.115 =	0.000	1.676	1.774	= 1.774
HI	0.000	0.000	0.000	x 4.771 =	0.000	0.000	0.000	= 0.000
MD-R,A-R,SID-R	0.000	2.400	2.760	x 6.024 =	0.000	14.458	16.626	= 16.626
MD-SC,A-SC,SID-SC	0.000	0.000	0.000	x 5.833 =	0.000	0.000	0.000	= 0.000
MDSSI	0.000	0.000	0.000	x 7.947 =	0.000	0.000	0.000	= 0.000
OI R	0.000	0.000	0.000	x 3.158 =	0.000	0.000	0.000	= 0.000
OI SC	0.000	0.000	0.000	x 6.773 =	0.000	0.000	0.000	= 0.000
DD,ED,MIID,SLD,SLI,OHI	0.000	18.443	20.141	x 0.003 =	0.000	0.055	0.060	= 0.060
EDP	0.000	0.000	0.000	x 4.822 =	0.000	0.000	0.000	= 0.000
MOID	0.000	0.000	0.000	x 4.421 =	0.000	0.000	0.000	= 0.000
VI	0.000	0.000	0.000	x 4.806 =	0.000	0.000	0.000	= 0.000

Total Weighted Add-On Count 18.460

**Arizona Department Of Education**  
**Basic Calculations For Equalization Assistance**  
**For Charter Schools**  
**FY 2020-21**

Apportionment Date: 02/01/2021

Run Date: 01/15/2021

Page: 2 of 4

**AOI Full Time Student Counts**

	K-8	9-12	Total
FY 2019-20 Average Daily Membership (100th Day)	0.000	0.000	0.000
FY 2020-21 Estimated Student Count	0.000	0.000	0.000
40th Day Actual	0.000	0.000	0.000
* 100th Day Actual	0.000	0.000	0.000
Enrollment Cap			250

\* Student count used to calculate equalization assistance

**Weighted Student Counts**

	Student Count		Support Level Weight		Weighted Student Count
K-8	0.000	x	1.399	=	0.000
9-12	0.000	x	1.559	=	0.000
<b>SubTotal</b>	<b>0.000</b>				<b>0.000</b>

**Add-Ons**

	Estimated 40th Day FY 2020-21 ADM	40th Day FY 2020-21 ADM	* *100th Day FY 2020-21 ADM		Support Level Weight		Estimated Student Count	40th Day Student Count	100th Day Student Count		Total Student Count Add-On
K-3 Reading	0.000	0.000	0.000	x	0.040	=	0.000	0.000	0.000	=	0.000
K-3	0.000	0.000	0.000	x	0.060	=	0.000	0.000	0.000	=	0.000
ELL	0.000	0.000	0.000	x	0.115	=	0.000	0.000	0.000	=	0.000
HI	0.000	0.000	0.000	x	4.771	=	0.000	0.000	0.000	=	0.000
MD-R,A-R,SID-R	0.000	0.000	0.000	x	6.024	=	0.000	0.000	0.000	=	0.000
MD-SC,A-SC,SID-SC	0.000	0.000	0.000	x	5.833	=	0.000	0.000	0.000	=	0.000
MDSSI	0.000	0.000	0.000	x	7.947	=	0.000	0.000	0.000	=	0.000
OI R	0.000	0.000	0.000	x	3.158	=	0.000	0.000	0.000	=	0.000
OI SC	0.000	0.000	0.000	x	6.773	=	0.000	0.000	0.000	=	0.000
DD,ED,MIID,SLD,SLI,OHI	0.000	0.000	0.000	x	0.003	=	0.000	0.000	0.000	=	0.000
EDP	0.000	0.000	0.000	x	4.822	=	0.000	0.000	0.000	=	0.000
MOID	0.000	0.000	0.000	x	4.421	=	0.000	0.000	0.000	=	0.000
VI	0.000	0.000	0.000	x	4.806	=	0.000	0.000	0.000	=	0.000
<b>Total Weighted Add-On Count</b>											<b>0.000</b>



**Arizona Department Of Education**  
**Basic Calculations For Equalization Assistance**  
**For Charter Schools**  
**FY 2020-21**

Apportionment Date: 02/01/2021

Run Date: 01/15/2021

Page: 3 of 4

**AOI Part Time Student Counts**

	K-8	9-12	Total
FY 2019-20 Average Daily Membership (100th Day)	0.000	0.000	0.000
FY 2020-21 Estimated Student Count	0.000	0.000	0.000
40th Day Actual	0.000	0.000	0.000
* 100th Day Actual	0.000	0.000	0.000
Enrollment Cap			250

\* Student count used to calculate equalization assistance

Weighted Student Counts	Student Count		Support Level Weight		Weighted Student Count
K-8	0.000	X	1.399	=	0.000
9-12	0.000	X	1.559	=	0.000
SubTotal	0.000				0.000

Add-Ons	Estimated 40th Day FY 2020-21 ADM	40th Day FY 2020-21 ADM	* 100th Day FY 2020-21 ADM		Support Level Weight		Estimated Student Count	40th Day Student Count	100th Day Student Count		Total Student Count Add-On
K-3 Reading	0.000	0.000	0.000	X	0.040	=	0.000	0.000	0.000	=	0.000
K-3	0.000	0.000	0.000	X	0.060	=	0.000	0.000	0.000	=	0.000
ELL	0.000	0.000	0.000	X	0.115	=	0.000	0.000	0.000	=	0.000
HI	0.000	0.000	0.000	X	4.771	=	0.000	0.000	0.000	=	0.000
MD-R,A-R,SID-R	0.000	0.000	0.000	X	6.024	=	0.000	0.000	0.000	=	0.000
MD-SC,A-SC,SID-SC	0.000	0.000	0.000	X	5.833	=	0.000	0.000	0.000	=	0.000
MDSSI	0.000	0.000	0.000	X	7.947	=	0.000	0.000	0.000	=	0.000
OI R	0.000	0.000	0.000	X	3.158	=	0.000	0.000	0.000	=	0.000
OI SC	0.000	0.000	0.000	X	6.773	=	0.000	0.000	0.000	=	0.000
DD,ED,MIID,SLD,SLI,OHI	0.000	0.000	0.000	X	0.003	=	0.000	0.000	0.000	=	0.000
EDP	0.000	0.000	0.000	X	4.822	=	0.000	0.000	0.000	=	0.000
MOID	0.000	0.000	0.000	X	4.421	=	0.000	0.000	0.000	=	0.000
VI	0.000	0.000	0.000	X	4.806	=	0.000	0.000	0.000	=	0.000
Total Weighted Add-On Count											0.000



**Arizona Department Of Education**  
**Basic Calculations For Equalization Assistance**  
**For Charter Schools**

Apportionment Date: 02/01/2021

Run Date: 01/15/2021

Page: 4 of 4

FY 2020-21

<b>Student Counts</b>	<b>Weighted Student</b>	<b>Weighted Add-On</b>	<b>Total</b>
Non-AOI Student Counts	246.958	+ 18.460 =	265.418
AOI Full Time Student Counts	( 0.000	+ 0.000 ) x 0.95 =	0.000
AOI Part Time Student Counts	( 0.000	+ 0.000 ) x 0.85 =	0.000
			<u>265.418</u>

**Base Support Level****Base Support Level Adjustments**

Total Weighted Student Count	265.418	Distance Learning Adjustment (EO 2020-44)	(\$24,984.56)
Base Level Amount	\$4,305.73		
Base Support Level	<u>\$1,142,818.25</u>		
Base Support Level Adjustments	(\$24,984.56)		
Adjusted Base Support Level	<u>\$1,117,833.69</u>		<u>(\$24,984.56)</u>

**Additional Assistance**

	<b>K-8</b>	<b>9-12</b>
Student Count	79.392	87.164
Additional Assistance Per Student	\$1,875.21	\$2,185.53
Additional Assistance	<u>\$148,876.67</u>	<u>\$190,499.54</u>

Student Counts from page 1

<b>Total Additional Assistance</b>	<b>\$339,376.21</b>
------------------------------------	---------------------

**Equalization Assistance**

Adjusted Base Support Level	\$1,117,833.69
Total Additional Assistance	\$339,376.21
<b>Equalization Base/Assistance</b>	<b>\$1,457,209.90</b>



# CHARTER PAYMENT REPORTS

- **CHAR55-1 – Equalization Report**
  - Base Support Level, Additional Assistance, and Equalization Assistance Calculations Based on Weighted Student Counts
- **CHAR64-1 – Payment Report**
  - Equalization Assistance Payment Schedule Detail



# Equalization Payment Schedule

<b>Payment #</b>	<b>Data Capture</b>	<b>Payment Date</b>	<b>Monthly Payment %</b>	<b>YTD Payment %</b>
1	July 15, 2020	August 3, 2020	8.33%	8.33%
2	August 11, 2020	September 1, 2020	8.33%	16.67%
3	September 8, 2020	October 1, 2020	8.33%	25.00%
4	October 6, 2020	November 2, 2020	8.33%	33.33%
5	November 3, 2020	December 1, 2020	8.33%	41.67%
6	December 1, 2020	January 4, 2021	8.33%	50.00%
7	January 5, 2021	February 1, 2021	8.33%	58.33%
8	February 2, 2021	March 1, 2021	8.33%	66.67%
9	March 2, 2021	April 1, 2021	8.33%	75.00%
10	April 6, 2021	May 3, 2021	8.33%	83.33%
11	May 4, 2021	June 1, 2021	8.33%	91.67%
12	June 1, 2021	June 30, 2021	8.33%	100.00%





**Arizona Department Of Education**  
**Equalization Assistance Payment Schedule Detail**  
**FY 2020-2021**

Apportionment Date: 2/1/2021

Run Date: 1/22/2021

**Equalization Assistance**

2020-21 Calculated Equalization Assistance

Equalization Adjustments Equalization Adjustment (detail on last page)

Current Adjusted Equalization Assistance Base

**\$1,457,209.90**

(\$2,722.11)

**\$1,454,487.79****Equalization Assistance Payment Detail**

Ln #	Month	Equalization Assistance Base	YTD Payment %	Equalization Assistance To Be Paid YTD	Calculated Current Month Payment	Adjustment To Payment	Current Month Payment	Actual Equalization Assistance Paid YTD
1	AUG	\$1,418,122.10	8.33	\$118,129.57	\$118,129.57		\$118,129.57	\$118,129.57
2	SEP	\$1,418,172.80	16.67	\$236,409.41	\$118,279.84		\$118,279.84	\$236,409.41
3	OCT	\$1,316,315.36	25.00	\$329,078.84	\$92,669.43		\$92,669.43	\$329,078.84
4	NOV	\$1,323,049.20	33.33	\$440,972.30	\$111,893.46		\$111,893.46	\$440,972.30
5	DEC	\$1,412,720.66	41.67	\$588,680.70	\$147,708.40		\$147,708.40	\$588,680.70
6	JAN	\$1,389,258.21	50.00	\$694,629.10	\$105,948.40		\$105,948.40	\$694,629.10
7	FEB	\$1,454,487.79	58.33	\$848,402.73	\$153,773.63		\$153,773.63	\$848,402.73

SAIS CHAR64-1

## Arizona Department of Education

### Equalization Assistance Payment Schedule Detail

Apportionment Date : 02/01/2021

Run Date: 01/22/2021

Fiscal Year 2020 - 2021

#### Equalization Adjustments



Adjustment Type	Description	Amount
Equalization Assistance	FY21 Charter Additional Assistance Adjustment per Session Law	(\$2,825.77)
Equalization Assistance	FY21 Charter Additional Assistance Adjustment per Session Law	\$50.70
Equalization Assistance	FY21 Charter Additional Assistance Adjustment per Session Law	\$52.96

**Total Adj: \$(2,722.11)**

#### Equalization Assistance

2020-21 Calculated Equalization Assistance	\$1,457,209.90
Equalization Adjustments	→ (\$2,722.11)
Current Adjusted Equalization Assistance Base	<u>\$1,454,487.79</u>



# Charter Payments – Additional

## Classroom Site Fund (CSF)

- A.R.S. §15-977
- Sales tax revenues
- Joint Legislative Budget Committee (JLBC) sets per pupil amount each year
- FY 2021 per pupil amount \$425.00 per weighted student count
- Calculated monthly

## Instructional Improvement Fund (IIF)

- A.R.S. §15-979
- Indian gaming revenues as voter approved
- Payment calculation is based on charter's percentage of unweighted student count to the statewide unweighted student count
- Calculated bi-annually

## Prop123

- Laws 2015, 1<sup>st</sup> Special Session, Ch.1
- \$75,000,000.00 FY2021-FY2025
- Pro-rata based on weighted student count from most recent CSF



# School Finance Homepage

Home / School Finance / Welcome to School Finance

## Welcome to School Finance

School Finance processes state funded payments for Local Education Agencies (LEA's). We provide the highest level of customer service to ensure payments are disbursed timely and accurately by analyzing data, producing reports, managing budget capacity, interpreting education statutes, communicating procedural requirements, and managing deadlines for every LEA.

## School Finance Guidance for COVID-19

Please click [here](#) to review School Finance guidance regarding COVID-19.

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[SchoolFinance@azed.gov](mailto:SchoolFinance@azed.gov)

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# School Finance Reports

School Finance Reports ▲

County Apportionment Reports

District/Charter (Student Counts) Reports

[Apor59](#)

[County Jails](#)

[Unorganized Territory](#)

[Classroom Site Fund](#)

[APOR65](#)

[Juvenile Detention](#)

[Small Schools](#)

[Instructional Improvement Fund](#)

Information and Financial Services

Districts/Charters Selection (Student Counts)

Select from the list below and click the Go! button to enter the Districts/Charters section of the web site.

☐ Include District Sponsored Charter Schools

☒ Exclude District Sponsored Charter Schools

A Center for Creative Education(138761000 )

▼

Go!



## Information and Financial Services Student Counts Reports & Data

				<a href="#">Switch to Budgets</a>
<a href="#">Districts/Charters Home</a>	<a href="#">Reports/Data</a>	<a href="#">Submitted File Status</a>	<a href="#">Upload</a>	<a href="#">Districts/Charters Selection</a>

Fiscal Year:  System :  ☐ Include Edit/Update Reports

Current month CHAR/APOR 55-1 & 64-1 reports are available by the 15th of each payment month. Since reports are "current month only", it is recommended CHAR/APOR 55-1 & 64-1 reports be saved each month to a local computer/server to be available for reference throughout the current and future fiscal years.

- [CHAR55 Memo \(2021\) - \[2/24/2021 8:21:45 AM\]](#)  
Current Month - Char55 Basic Calculations for Equal. Asst. & CHAR64 Payments Memo
- [Charter Equalization Report \(CHAR55-1\) \(2021\) - \[2/4/2021 2:10:10 PM\]](#)  
Charter Equalization Report (CHAR55-1) Month 8
- [Charter Payments Report \(CHAR64-1\) \(2021\) - \[2/4/2021\]](#)  
Charter Payments Report (CHAR64-1) Month 8



# Charter Payment Required Forms

## Arizona General Accounting Office (GAO)

<https://gao.az.gov/publications/forms>

Find Form Numbers GAO-618 and GAO-W9

- GAO-618



- GAO-W-9



## Arizona State Treasurer

Susan Secheslingloff (602) 542-7817

<https://aztreasury.gov/forms>

Scroll to Distributions

- Distribution Recipient Banking Form Link

### Distributions

Contact Susan Secheslingloff (602) 542-7817

Or email [susans@aztreasury.gov](mailto:susans@aztreasury.gov)

- [Distribution Recipient Banking Information Form](#)

# School Finance Webinar



Kathy Hoffman  
Superintendent of Public Instruction

## Charter School Annual Budget Forms Overview Spring 2021



# Budget Overview Topics

- ❖ Budget Report Annual Requirements
- ❖ Budget Resources
- ❖ Budget File Worksheets
- ❖ Budget Data Examples
- ❖ Budget Upload – Common Logon
- ❖ Budget File Processing Verification
- ❖ FY 2022 Budget Forms
- ❖ Budget Tips and Guidance
- ❖ School Finance - Contact Information and Staying Informed
- ❖ Q & A



# Budget Report Annual Requirements

## Budget Due Dates Set in Arizona Revised Statutes (A.R.S.)

Date	Activity	Authority	Manual Section
Not later than July 5 or the date of publication of notice of the public hearing and board meeting	A <b>proposed budget</b> must be prepared and furnished in electronic format to the Superintendent of Public Instruction.	A.R.S. §15-905(A)	§IV, Budgeting
Not later than July 5, but at least 10 days prior to the board meeting to adopt the proposed budget	A <b>notice of the public hearing</b> and board meeting must be published in a newspaper of general circulation or electronically on ADE's website.	A.R.S. §15-905(C)	§IV, Budgeting
By July 15	The <b>proposed budget</b> must be presented at a public hearing immediately followed by a board meeting to adopt the budget.	A.R.S. §15-905(B), (D), and (E)	§IV, Budgeting
By July 18	The <b>adopted budget</b> must be electronically submitted to the Superintendent of Public Instruction and posted on ADE's website. The School must post a link on its website to the budget on ADE's website.	A.R.S. §15-905(E)	§IV, Budgeting

[Arizona Revised Statutes \(azleg.gov\)](http://azleg.gov) ; [USFRCS](http://USFRCS) | [Arizona Auditor General \(azauditor.gov\)](http://Arizona Auditor General (azauditor.gov))



# Budget Resources

## [LEA Budget Resources | Arizona Department of Education \(azed.gov\)](#)

### Expenditure Budget Forms



FY2021 [District](#) [Charter](#) [District Deseg](#) | FY2020 [District](#) | [Charter](#) | [District Deseg](#)

### Annual Financial Report (AFR) Forms

**FY2020:** All LEAs will be able to use their accounting records by placing their accounting data into the AFR file.

*Forms Included:*

AFR, CSF Narrative Results, Food Service AFR, School-Level Reporting, Results Based Fund Report, and Special Education Calculation Form

*Districts also includes:*

Desegregation AFR & CTED Supplanting Worksheet

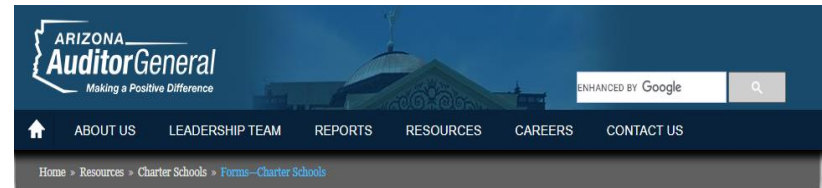
**Districts (all accounting data):** [District 2020 AFR 1-25](#) | [26-45 Schools](#) | [46-90 School](#)

**Charters** [Accounting Data Package](#) | [Standard Package](#)

**County** [AFR](#)

**Ongoing Update Listing:** [District](#) | [Charter](#) | [School Level Report AFR Upload Modifications Needed](#)

## [Forms—Charter Schools | Arizona Auditor General's Office \(azauditor.gov\)](#)



### Fiscal Year 2021 Charter School Annual Budget Forms

This zip file contains forms and instructions for completing the charter school budget. Extract the files to C:\CSFORMS\ . In addition to the extracted files, the C:\CSFORMS\ folder should also include the most recently revised version of the charter's fiscal year 2020 budget files. Read the Submission and Publication Instructions for additional information.

ATTACHMENT	SIZE
Budget Forms	392.48 KB
Budget Adoption Hearing Notification	40.5 KB
Submission and Publication	79.41 KB

## [USFRCS | Arizona Auditor General's Office \(azauditor.gov\)](#)



# Budget File Worksheets

- Cover Sheet
- Charter Contact Info
- Data Entry (estimated student counts PSD, K-8, and 9-12 students)
- Calculations (automatic)
- CHAR 55 – Equalization Assistance (self-calculating)
- Page 1 - Schoolwide Budget Page (detail expenditures budgeted by type, e.g., salaries, supplies)
- Page 2 - State & Federal Projects, Other
- Page 3 - Classroom Site Project
- Page 4 - English Language Learner (ELL)
- Budget Summary (self-populating)
- Instructions



# Budget Data Example

# Charter Budget Cover Sheet

Charter school	County	CTDS number																							
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Charter name</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">d.b.a. (as applicable)</div> <div style="text-align: center; font-weight: bold; font-size: 1.2em;">FY 2021</div> <div style="text-align: center; font-weight: bold; font-size: 1.2em;">State of Arizona</div> <div style="text-align: center; font-weight: bold;">Charter School Annual Budget</div> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div> <div style="text-align: center; color: blue;">Version</div> <div style="text-align: center; margin-top: 20px;">By the Governing Board</div> <div style="margin-top: 20px;"> <p>We hereby certify that the budget for the school year 2021 was</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; text-align: right;">Proposed</td> <td style="width: 85%; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: right;">Adopted</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: right;">Revised</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td></td> <td style="text-align: center; border-bottom: 1px solid black;">Date</td> </tr> </table> </div>	Proposed		Adopted		Revised			Date	<div style="border: 2px solid orange; border-radius: 50%; width: 60px; height: 60px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> <div style="text-align: left; padding: 5px; font-weight: bold; color: white;">Instructions</div> </div>	<div style="text-align: center; color: red; font-weight: bold; font-size: 1.1em; margin-bottom: 10px;">             Please ensure Charter Contact Info tab is complete.              Please enter a SIS Vendor on the Charter Contact Info Tab.           </div> <div> <ol style="list-style-type: none"> <li>Total budgeted revenues for fiscal year 2020 <span style="float: right;">\$ _____ 0</span></li> <li>Estimated revenues by source for fiscal year 2021               <table style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 60%;">Local</td> <td style="width: 20%; text-align: right;">1000</td> <td style="width: 20%; text-align: right;">\$ _____</td> </tr> <tr> <td>Intermediate</td> <td style="text-align: right;">2000</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>State</td> <td style="text-align: right;">3000</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Federal</td> <td style="text-align: right;">4000</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td style="text-align: right;">TOTAL</td> <td></td> <td style="text-align: right;">\$ _____ 0</td> </tr> </table> </li> </ol> <div style="margin-top: 20px;"> <p>Charter school contact employee: _____</p> <p>Telephone: _____ Email: _____</p> <p>The FY 2021 budget file for the version described at left will be uploaded through the Common Logon on ADE's website by _____</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <div style="border-bottom: 1px solid black; height: 25px; margin-bottom: 5px;"></div> <div style="text-align: center;">School official signature</div> </div> <div style="width: 45%;"> <div style="border-bottom: 1px solid black; height: 25px; margin-bottom: 5px;"></div> <div style="text-align: center;">School official signature</div> </div> </div> <div style="text-align: center; color: red; font-weight: bold; margin-top: 10px;">Please enter typed school official names</div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <div style="border-bottom: 1px solid black; height: 25px; margin-bottom: 5px;"></div> <div style="text-align: center;">School official (typed name)</div> </div> <div style="width: 45%;"> <div style="border-bottom: 1px solid black; height: 25px; margin-bottom: 5px;"></div> <div style="text-align: center;">School official (typed name)</div> </div> </div> <div style="margin-top: 20px; color: blue;">Average teacher salary (A.R.S. \$15-189.05)</div> <div style="text-align: center; color: red; font-weight: bold; font-size: 1.1em; margin-bottom: 5px;">Average teacher salary information is not complete.</div> <div style="margin-bottom: 5px;"> <input type="checkbox"/> Check box if the school is new and will begin operations in FY 2021.         </div> <ol style="list-style-type: none"> <li>Average salary of all teachers employed in budget year 2021 <span style="float: right;">\$ _____ 0</span></li> <li>Average salary of all teachers employed in prior year 2020 <span style="float: right;">\$ _____ 0</span></li> <li>Increase in average teacher salary from the prior year 2020 <span style="float: right;">\$ _____ 0</span></li> <li>Percentage increase <span style="float: right;">0.0%</span></li> </ol> <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div> </div>	Local	1000	\$ _____	Intermediate	2000	\$ _____	State	3000	\$ _____	Federal	4000	\$ _____	TOTAL		\$ _____ 0
Proposed																									
Adopted																									
Revised																									
	Date																								
Local	1000	\$ _____																							
Intermediate	2000	\$ _____																							
State	3000	\$ _____																							
Federal	4000	\$ _____																							
TOTAL		\$ _____ 0																							

Cover

Charter Contact Info

Page 1

Page 2

Page 3

Page 4

Budget Summary

CHAR55

Data Entry

Calculations

Instructions

+



## Charter Contact Information Worksheet



# Budget Data Example (cont.)

## Data Entry Worksheet

Charter school 0 County 0 CTDS number 0

**Base support level weights (Group A weights) [A.R.S. §§15-943 and 15-185]**

**Individual charter school counts**  
Enter total student counts for the charter school for PSD, K-8, and 9-12 students. Student count must be estimated student counts based on actual registration of students. Actual registration of PSD and kindergarten students should be divided by 2 to get estimated student counts for kindergarten. After the 100th day in session, the ADE FY 2021 ADM20 - Summary Adjusted ADM Report for the 100th day should be used, available via ADE Connect, AzEDS Portal. Schools approved to provide 200 days of instruction will adjust their FY 2022 budget for discrepancies between the FY 2021 100th-day and 200th-day student counts. (The Total K-UE report is used for K-8 and/or 9-12)

	PSD	K-8	9-12
PSD-12 student count			
Non-AOI student count			
Full-time AOI student count	+		+
Part-time AOI student count	+		+
Total student count	= 0.000	= 0.000	= 0.000

	Non-AOI student count	AOI full-time student count	AOI part-time student count
1. K-3 Reading			
2. K-3			
3. English Learners (ELL)			
4. Hearing Impairment (HI)			
5. MD-R, A-R, and SID-R (1)			
6. MD-SC, A-SC, and SID-SC (2)			
7. Multiple Disabilities Severe Sensory Impairment			
8. Orthopedic Impairment (Resource)			
9. Orthopedic Impairment (Self Contained)			
10. Preschool-Severe Delay (P-SD)			
11. DD, ED, MIID, SLD, SLI, and OHI (3)			
12. Emotional Disability (Private)			
13. Moderate Intellectual Disability (MOID)			
14. Visual Impairment (VI)			
15. Total Weighted Student Count (lines 1 through 14)	0.000	0.000	0.000

NOTES:

**Data Entry** | Calculations | Instructions |

## Page 1 – Schoolwide Expenditures

Charter school		County		CTDS number					
0		0		0					
Expenses	Instructions	Salaries 6100	Employee benefits 6200	Purchased services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals		% Increase/ Decrease
							Prior year 2020	Budget year 2021	
1000 Schoolwide Project									
100 Regular Education									
1000 Instruction	1.						0	0	1.
Support Services									
2100 Students	2.						0	0	2.
2200 Instruction	3.						0	0	3.
2300 General Administration	4.						0	0	4.
2400 School Administration	5.						0	0	5.
2500 Central Services	6.						0	0	6.
2600 Operation & Maintenance of Plant	7.						0	0	7.
2900 Other Support Services	8.						0	0	8.
3000 Operation of Noninstructional Services	9.						0	0	9.
4000 Facilities Acquisition & Construction	10.						0	0	10.
5000 Debt Service	11.						0	0	11.
610 School-Sponsored Cocurricular Activities	12.						0	0	12.
620 School-Sponsored Athletics	13.						0	0	13.
630, 700, 800, 900 Other Programs	14.						0	0	14.
Subtotal (lines 1-14)	15.	0	0	0	0	0	0	0	15.
200 Special Education									
1000 Instruction	16.						0	0	16.
Support Services									
2100 Students	17.						0	0	17.
2200 Instruction	18.						0	0	18.
2300 General Administration	19.						0	0	19.
2400 School Administration	20.						0	0	20.
2500 Central Services	21.						0	0	21.
2600 Operation & Maintenance of Plant	22.						0	0	22.
2900 Other Support Services	23.						0	0	23.
3000 Operation of Noninstructional Services	24.						0	0	24.
4000 Facilities Acquisition & Construction	25.						0	0	25.
5000 Debt Service	26.						0	0	26.
Subtotal (lines 16-26)	27.	0	0	0	0	0	0	0	27.
400 Pupil Transportation	28.						0	0	28.
530 Dropout Prevention Programs	29.						0	0	29.
540 Joint Career & Technical Education Center	30.						0	0	30.
550 K-3 Reading	31.						0	0	31.
Subtotal (lines 15 and 27-31)	32.	0	0	0	0	0	0	0	32.
Classroom Site Projects (from page 3, line 33)	33.	0	0	0	0	0	0	0	33.
Instructional Improvement Project (from page 2, line 5)	34.						0	0	34.
<div>Cover   Charter Contact Info   Page 1   Page 2   Page 3   Page 4   Budget Summary   CHARSS   Data Entry   Calculations   Instructions   +</div>									





# Budget Upload – Common Logon

ADE will only accept budget forms submitted electronically through the Common Logon on ADE's website at [ADE Common Logon \(az.gov\)](http://ade.commonlogon.az.gov). An ADE Connect account is required for access to the Help Desk tool to request Common Logon upload permissions for the *School Finance File Upload (Budget/AFR)* application.

## COMMON LOGON

The gateway to secure data transactions and information

Username:

Password:

Continue >>

- Please note that our web pages have new functionality which will log you out and take you back to this page if your session remains idle for too long a period of time.
- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
- If you have lost your password [Click here](#).
- Any questions related to Common Logon account, please contact the ADE Support Center at (502) 542-7378 if you are in the Phoenix area. Outside the Phoenix area (800) 517-9526 or e-mail [adesupport@ade.az.gov](mailto:adesupport@ade.az.gov). Or [Click here](#) for more information.

## Common Logon Application Menu

- ◆ Budget Error / Suspense Maintenance
- ◆ Charter Estimated Counts
- ◆ Cutoff Maintenance
- ◆ Enterprise
- ◆ LEA Calendar
- ◆ LEA Profile
- ◆ SaisOnline
- ◆ **School Finance File Upload (Budget/AFR)**
- ◆ School Finance File Upload (Student Counts)
- ◆ Student Detail Application Console
- ◆ Student Detail Data Interchange
- ◆ Student Detail Reports
- ◆ Student Detail Transaction History
- ◆ Transportation Routes

[Change Profile](#) [Logout](#)





# Budget Upload – Common Logon (cont.)

## Information and Financial Services Budget Upload Page

CHARTER SCHOOL NAME					Start/Stop Dates
Home	Reports	Submitted File Status	Summary Status	Upload	Districts/Charters Selection

To submit Budget files to the Arizona Department of Education for processing, please select proper details about the file and then click the "Browse" button to select the file to upload. After the path/filename/extension appears in the window next to the "Browse" button, click the "Upload File" button to send the file to ADE.

TURN OFF YOUR POP UP BLOCKER BEFORE USING THIS APPLICATION

Click on the **Help** link below for additional information.

Fiscal Year:	2021 ▼	Type and Version:	2021 Charter Holder Expenditure Budget - Proposed ▼
File Type:	Excel (.xls) ▼	File Name:	Choose File No file chosen
<input type="button" value="Upload File"/>			

[ [Help](#) | [Security Information](#) | [School Finance Home](#) | [ADE Common Logon](#) | [Menu](#) | [ADE Home Page](#) ]



### Introduction to the Budget Application

Scroll to bottom of introduction page for links to topics



You may click on a link below for extensive details about a specific topic.

[Uploading Budget Files to ADE](#)

[Viewing Status of Submitted Files](#)

[Viewing Budget-related Reports](#)

[Selecting Another District/Charter](#)

[Viewing District-level File Submission Summary](#)



# Budget Upload – Common Logon (cont.)

## Information and Financial Services Budget Upload Page

CHARTER SCHOOL NAME					<a href="#">Go to Student County</a>
<a href="#">Home</a>	<a href="#">Reports</a>	<a href="#">Submitted File Status</a>	<a href="#">Summary Status</a>	<a href="#">Upload</a>	<a href="#">Districts/Charters Selection</a>

To submit Budget files to the Arizona Department of Education for processing, please select proper details about the file and then click the "Browse" button to select the file to upload. After the path/filename/extension appears in the window next to the "Browse" button, click the "Upload File" button to send the file to ADE.

TURN OFF YOUR POP UP BLOCKER BEFORE USING THIS APPLICATION

Click on the **Help** link below for additional information.

Fiscal Year:

2021 ▼

File Type:

Excel (.xls) ▼

Type and Version:

2021 Charter Holder Expenditure Budget - Proposed ▼

File Name:

Choose File No file chosen

Upload File

2021 Charter Holder Expenditure Budget - Proposed ▼  
2021 Charter Holder Expenditure Budget - Proposed  
2021 Charter Holder Expenditure Budget - Adopted  
2021 Charter Holder Expenditure Budget - Revised #1  
2021 Charter Holder Expenditure Budget - Revised #2  
2021 Charter Holder Expenditure Budget - Revised #3  
2021 Charter Holder Expenditure Budget - Revised #4

[ [Help](#) | [Security Information](#) | [School Finance Home](#) | [ADE Common Logon](#) | [Menu](#) | [ADE Home Page](#) ]



# Budget File Processing Verification

There are two file processing screens that follow the file upload. Do not close the window before the submission confirmation is displayed; otherwise, the file upload may fail.

## Transmitting File



Transmission Progress	Transferred Bytes	Total Bytes	Transferred Percentage
<div><div></div></div>	9512	15854	68

Please wait ...

(Do not close or use your browser or this window.)

## Verifying File



Transmission Progress	Transferred Bytes	Total Bytes	Transferred Percentage
<div><div></div></div>	15859	15859	100

Please wait ...

(Do not close or use your browser or this window.)

# Budget File Processing Verification (cont.)

## File Upload Verification Page – Common Logon

### FILE VERIFICATION PAGE

After the upload steps have been accomplished, the *File Verification Page* displays a submission reference number as shown below and the initial file status.

### Submission Reference Number

The **File Verification Page** provides a submission reference number and indicates the success or failure of the transmission. Whenever a file is attempted to be transmitted to ADE, a submission reference number is assigned to it. This number refers to a specific submission and is used in all portions of the application for tracking purposes.

Your submission reference is : 1022

### Successful Transmission Message

"The file was successfully transmitted by John Smith for the ABC Unified School District" appears on the screen indicating that the initial step of file submission has occurred. If the file was uploaded and a submission reference number provided, the status of the submitted file may be checked in *Submitted File Status* portion of this application. Click here to learn about [checking file status](#).

### Error Message

If errors are displayed, the file was not received by ADE or there was something wrong with the file. Errors displayed on this screen indicate issues that need to be corrected prior to resubmitting the file to ADE.

# Budget File Processing Verification (cont.)

## Information and Financial Services Budget Upload Page

CHARTER SCHOOL NAME					Search by Student Counts
Home	Reports	Submitted File Status	Summary Status	Upload	Districts/Charters Selection

To submit Budget files to the Arizona Department of Education for processing, please select proper details about the file and then click the "Browse" button to select the file to upload. After the path/filename/extension appears in the window next to the "Browse" button, click the "Upload File" button to send the file to ADE.

TURN OFF YOUR POP UP BLOCKER BEFORE USING THIS APPLICATION

Click on the **Help** link below for additional information.

**It is the responsibility of the charter to confirm the final file status of the upload by way of the charter's budgets upload home page of the ADE School Finance website.**

[ [Help](#) | [Security Information](#) | [School Finance Home](#) | [ADE Common Logon](#) | [Menu](#) | [ADE Home Page](#) ]



### Introduction to the Budget Application

Scroll to bottom of introduction page for links to topics



You may click on a link below for extensive details about a specific topic.

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[Viewing Status of Submitted Files](#)

[Viewing Budget-related Reports](#)

[Selecting Another District/Charter](#)

[Viewing District-level File Submission Summary](#)

# FY 2022 Budget Forms

- Effective FY 2022, the charter annual budget Excel forms should be downloaded from the Auditor General's website at [Forms - Charter Schools](#). The ADE's budget resources page links are pointed to the Auditor General's website.
- FY 2022 budget files will be available after the close of the new fiscal year legislative session in which Arizona's state budget has been adopted. Usually, the budget files are available by the end of May.
- Email [sfbudgetteam@azed.gov](mailto:sfbudgetteam@azed.gov) with requests for budget assistance or budget questions.



# Budget Tips and Guidance

- Budget files can only be uploaded in the Excel 97-2003 workbook format (.xls). Other file formats will fail upload.
- Data alerts on the budget cover should be resolved before uploading the file. The alerts are reminders of missing and/or incomplete data.
- Governing board member approval and signatures and 2 school official signatures are required on the cover sheet.
- Email the approved budget cover sheet to the budget team at [sfbudgetteam@azed.gov](mailto:sfbudgetteam@azed.gov).
- Check the School Finance Hot Topics regularly for updates and notifications at [School Finance | ADE](#)





# School Finance

## Contact Information & Staying Informed

- **School Finance Mainline: (602) 542-5695**
  - Option 1 – Payment
  - Option 2 – Budget
  - Option 3 – Data
- **School Finance Budget | Payment Team Inbox**  
[sfbudgetteam@azed.gov](mailto:sfbudgetteam@azed.gov)   [sfpaymentteam@azed.gov](mailto:sfpaymentteam@azed.gov)
- **School Finance Inbox**  
[schoolfinance@azed.gov](mailto:schoolfinance@azed.gov)
- **Stay Informed – visit the School Finance website**  
regularly for posted [Hot Topics](#) and [Memorandums](#)

<http://www.azed.gov/finance/> and Subscribe to  
[Stay Connected with School Finance](#)





# Thank You for Joining Us!

