



**State of Arizona  
Department of Education**

**TO:** Superintendents, Contract Signers, Business Managers, Administrators, and Directors

**FROM:** Charlie Martin, Deputy Associate Superintendent of School Finance

**DATE:** August 2, 2021

**SUBJECT:** K-3 Reading Budget Forms: FY 2021 Annual Financial Report (AFR) and FY 2022 Expenditure Budget

A.R.S. §15-211 requires School Districts and Charter Districts to submit a plan for improving the reading proficiency of its pupils in kindergarten programs and grades one, two, and three to the State Board of Education by October 1 of each year. This plan is required to include a budget for the use of the monies generated by the K-3 and K-3 Reading Group B support level weights, established in A.R.S. §15-943.

**K-3 Reading Budget Forms: FY 2021 AFR and FY 2022 Expenditure Budget**

School Districts and Charter Districts that serve grades K-3, and will receive K-3 Reading funding, are required to submit their FY 2021 K-3 Reading AFR and FY 2022 K-3 Reading Expenditure Budget by October 1, 2021. ADE will only accept the K-3 Reading budget forms submitted electronically using either the Excel forms with the 8/21 revision date or software that produces an electronic file in a format approved by ADE. Note to users of Excel for versions 2007 and later: Excel files should be saved in "Excel 97-2003 Worksheets (\*.xls)" format. School Districts and Charter Districts may download a copy of the Excel forms from ADE's Web site at [www.azed.gov/finance/budgets/](http://www.azed.gov/finance/budgets/).

**Linking the FY 2021 K-3 Reading AFR and FY 2022 Expenditure Budget Files**

The School District or Charter District will locate the detailed instructions for linking the K-3 Reading budget and AFR files in the zip file. Please refer to the document titled "Linking K3 Reading Budget and AFR Files". Complete the FY 2021 K-3 Reading AFR before the FY 2022 K-3 Reading budget in order for the links to work as intended.

**Common Logon**

School Districts and Charter Districts must upload the completed budget and AFR forms via the Common Logon, on ADE's Web site at [www.ade.az.gov/CommonLogon/](http://www.ade.az.gov/CommonLogon/). After uploading the files, verify the files have processed by checking the School Districts or Charter Districts file submission page at [www.ade.az.gov/Budget/EntitySelection.asp](http://www.ade.az.gov/Budget/EntitySelection.asp). Please email the School Finance budget team with any questions at [SFBudgetTeam@azed.gov](mailto:SFBudgetTeam@azed.gov).