



**State of Arizona  
Department of Education**

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

**FROM:** Tim McCain, Deputy Associate Superintendent of School Finance

**DATE:** August 31, 2023

**SUBJECT:** K-3 Reading Budget Forms: FY 2023 Annual Financial Report (AFR) and FY 2024 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 2023 AFR and FY 2024 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 2023 K-3 Reading AFR and FY 2024 K-3 Reading Expenditure Budget by October 1, 2023. ADE will only accept the K-3 Reading budget forms submitted electronically using Excel files with a .xlsx format. School Districts and Charter Districts may download a copy of the Excel forms from ADE's Web site at [www.azed.gov/finance/lea-budget-resources](http://www.azed.gov/finance/lea-budget-resources).

**Linking the FY 2023 K-3 Reading AFR and FY 2024 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 2023 K-3 Reading AFR before the FY 2024 K-3 Reading budget in order for the links to work as intended.

**Budget System**

School Districts and Charter Districts must upload the completed budget and AFR forms via the Budget System, on ADE's Web site at <https://budgetsystem.azed.gov/>. After uploading the files, verify the files have processed by checking the School Districts or Charter Districts file submission page at [Finance Systems - File Submission Status Report \(azed.gov\)](http://Finance Systems - File Submission Status Report (azed.gov)). Please email the School Finance budget team with any questions at [SFBudgetTeam@azed.gov](mailto:SFBudgetTeam@azed.gov).