



**State of Arizona
Department of Education**

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

FROM: Xin Liu, Deputy Associate Superintendent of School Finance

DATE: August 19, 2024

SUBJECT: K-3 Reading Budget Forms: FY 2024 Annual Financial Report (AFR) and FY 2025 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 2024 AFR and FY 2025 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 2024 K-3 Reading AFR and FY 2025 K-3 Reading Expenditure Budget by October 1, 2024. ADE will only accept K-3 Reading budget files that are submitted electronically and use ADE's provided Excel forms with the 8/14 revision date. Note: Excel files should be saved in "Excel Workbook (*.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.

Linking the FY 2024 K-3 Reading AFR and FY 2025 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 2024 K-3 Reading AFR before the FY 2025 K-3 Reading budget in order for the links to work as intended.

School Finance Budget System Upload

School Districts and Charter Districts must upload the completed budget and AFR forms to the School Finance Budget System, which can be accessed at adeconnect.azed.gov/Apps. Guidance on the Budget System is available at www.azed.gov/finance/new-budget-system-live-0. After uploading the files, verify the files have processed. Please email the School Finance Budget Team with any questions at SFBudgetTeam@azed.gov.