



**State of Arizona
Department of Education**

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

FROM: Lyle Friesen, Deputy Associate Superintendent of School Finance

DATE: August 2, 2019

SUBJECT: K-3 Reading Budget Forms: FY 2019 Annual Financial Report (AFR) and FY 2020 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 2019 AFR and FY 2020 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 2019 K-3 Reading AFR and FY 2020 K-3 Reading Expenditure Budget by October 1, 2019. ADE will only accept the K-3 Reading budget forms submitted electronically using either the Excel forms with the 8/17 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/.

Linking the FY 2019 K-3 Reading AFR and FY 2020 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 2019 K-3 Reading AFR before the FY 2020 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/. 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. Please email the School Finance budget team with any questions at SFBudgetTeam@azed.gov.