



SCHOOL FINANCE MEMORANDUM 17-017

**State of Arizona
Department of Education**

TO: Superintendents, District Business Managers, Charter Business Managers, Charter Holders, and Administrators

FROM: Lyle Friesen, Deputy Associate Superintendent of School Finance

DATE: September 15, 2016

SUBJECT: School Finance Updates

SDER Application Now Available

The School District Employee Report (SDER) On-Line Application is currently available and ready to accept employee data. This application is accessible through Common Logon. Note that you must submit your SDER by 4:30 p.m. on October 14, 2016.

If you have additional questions, please contact your assigned Account Analyst
<http://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>

Important Reminder: Reconcile ADE AzEDS Data to your SIS Data

Remember to reconcile the data that is in your student information system (SIS) with the data in AzEDS. Funding for future payments will be determined by the data that is in AzEDS, not your SIS. If there is a discrepancy in the data, whatever is in AzEDS will be used for your funding for future payments. Data should be reconciled monthly, at a minimum.

A couple of reports to review on a regular basis:

- Student Integrity Status Report (INTEG15)
- AzEDS Data Verification Reports (STUD10, STUD15)
- Post ACE Reports (ADM15)

These reports can all be found within your AzEDS portal via ADE Connect.

If you need assistance with how to reconcile your AzEDS reports, please reach out to your Account Analyst for additional resources and trainings, such as the following sessions:

School Finance, Workshop Wednesday's: <http://www.azed.gov/finance/2016/08/23/wednesday-workshops-for-september/>

School Finance Friday Webinars: <http://www.azed.gov/finance/school-finance-fridays/>

Dropout Recovery and Grand Canyon Diploma Data Reporting

Dropout Recovery Program (DRP) and Grand Canyon Diploma (GCD) data will follow the same method of submission in FY 2016 as used in FY 2015. The data required for these two programs is being added to AzEDS. Submission of GCD and DRP data will be possible in AzEDS during FY 2016 for testing purposes only. Data submitted into AzEDS will not be transferred to SAIS for FY2016. DRP student data submissions and state funding will remain the same for FY 2016 as it has in past fiscal years

Reminder: Guidelines for Requesting a 15-915

If your district is planning on requesting a Prior Year Corrections to State Aid or Budget Capacity (ARS§15-915), be aware that the guidelines have been updated since 08/20/2015. Prior to submitting your request, please review the guidelines to ensure that your request is complete. Beginning FY2017, we will only accept data revisions for FY2016, FY2015 and FY2014.

The Guidelines have been posted on our webpage since August at this location:

<http://www.azed.gov/finance/files/2011/06/15-915-guidelines.pdf>

If you have additional questions, please contact your assigned Account Analyst

<http://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>

Payment Updates

FY2017:

State Aid Rollover: Pursuant to Laws 2016, Chapter 124, Section 14, the Arizona Department of Education shall defer, until July 1, 2017 but no later than July 12, 2017, \$930,727,700 of the basic state aid and additional state aid payment that otherwise would be apportioned to school districts during fiscal year 2016-2017. The FY17 rollover amounts were included in the August 1 payment APOR64-1.

District Additional Assistance Reductions: The preliminary DAA reductions were included in the September 1 payment and are shown on page 5 of the APOR 55-1. A list may be found under SF hot topics here: <http://www.azed.gov/finance/2016/08/25/fy-2017-district-additional-assistance-reductions/>

Charter Additional Assistance Reductions: The preliminary CAA reduction, \$18,656,000, per session law, was included by September 1st payment. A list may be found under SF hot topics here:

<http://www.azed.gov/finance/2016/09/13/fy2017-charter-additional-assistance-reductions/>

Budgets Updates

Reminder: K-3 Reading Budget and AFR Forms are due 10/01/2016 for LEAs that Receive K-3 Reading Funding

The FY 2017 K-3 Reading budget and FY 2016 K-3 Reading AFRs can be downloaded at [Charter | District](#).

The completed files must be uploaded via the Common Logon by October 1, 2016.

Preliminary FY 2017 BUDG25 Reports Posted

The September FY2017 BUDG25 reports have been posted.

This preliminary 2017 BUDG25 is based on;

- 2016 ADM and includes
- APOR 55-1 dated 8/26/2016
- PROP123 \$50 Million Land Trust Additional Funding district allocations is estimated as being equal to FY2016 at this point
- Budgets that have successfully processed through 2018-08-30

Major Changes include:

1. Removed Adjusted RCL due to the elimination of growth
2. Added a Total Budget Capacity Potential calculation for M&O and URC at the bottom of each respective section

To download and review a specific entity's budget reports, select the district name after clicking [here](#).

Transportation Routes is Open for Data Submission

It's that time of year again for districts to submit their transportation routes data to ADE.

In accordance with A.R.S. §15-922, transportation routes data must be submitted to ADE within 12 business days of the district's 100th day.

Transportation Routes data must be submitted via Common Logon on the ADE web site. Your School Finance Account Analyst can assist you with any questions that you may have. Click [here](#) to find your Account Analyst.

Please note that only districts must submit this data. Charters do not submit transportation data.

General Updates

Email Distribution:

If you are not receiving updates via email and you would like to, please email schoolfinance@azed.gov with your name, email, school and position. If you have more than one person you would like to receive emails, please include their information as requested above. If you have any questions, please email schoolfinance@azed.gov or call Stephanie Dunford @ 602-542-8248.

School Finance Hot Topics

Keep informed of upcoming events, deadlines and system updates by bookmarking our Hot Topics webpage and checking it often. All updates published by School Finance can be found on this page (<http://www.azed.gov/finance/category/hot-topics/>). These same Hot Topics can also be found on our home page at <http://www.azed.gov/finance/>.

Questions?

If you have any questions regarding these updates, please do not hesitate to contact the following individuals relating to these areas:

- 1) **General Updates:** Email schoolfinance@azed.gov
- 2) **AzED/SAIS/ADM, SDER, and Transportation:** A listing of account analysts for each school district and charter holder is available on the School Finance web site at <http://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>
- 3) **Payment:** Email the School Finance payment team at SFpaymentteam@azed.gov
- 4) **Budget:** Email the School Finance budget team at SFBudgetTeam@azed.gov .

Other Areas within ADE

- **Title I, Maintenance of Effort, Stephanie Washington**
Stephanie.Washington@azed.gov, Education Program Specialist
Tel: (602) 542-7466
- **ESS, Maintenance of Effort, ESSFunding@azed.gov**, 602-542-3851
- **ADE Support**, 602-542-7378 or 1-866-577-9636
- **Grants Management** –Toll Free (844) 893-9789 or locally (602) 542-3901

Please let us know what we can do to better assist you. Send your suggestions to SchoolFinance@azed.gov and in the subject line type SUGGESTIONS.