



## **SCHOOL FINANCE MEMORANDUM 17-022**

### **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: October 15, 2016

SUBJECT: School Finance Updates

#### **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/>

#### **AzEDS**

School District Base Support Levels (except for declining districts) and Charter Districts will be funded based on FY 2017 Projected 100<sup>th</sup> day ADM, SPED, and ELL values (see [Updated ADM, SPED, and ELL Counts for November 1 Payment](#) for Districts to be funded using FY 2017 AzeDS results for the November 1, 2016 payment. Please be sure that you review your ADM, SPED, and ELL reports, which are available via ADEConnect. These reports will be updated daily and will change as you submit additional student data. Legacy reports, ADM46-1, SPED28-1, and ELLS28-1, will updated once a month, following the Data Capture Date deadline as indicated at:

<http://www.azed.gov/finance/2016/06/30/fy-2017-monthly-processing-and-integrity-schedule/>. These

reports will reflect the numbers to be used on the upcoming state aid payment (APOR55-1, CHAR55-1). Be sure to contact you [School Finance Account Analyst](#) with questions regarding the quality of your ADM, SPED, and ELL numbers.

### **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:

**Additional State-Aid (Secure Payment):** The Additional State Aid amounts have been updated to reflect the new FY2017 amounts. These amounts were received from the Department of Revenue.

**Fiscal Year 2016 State wide Re-calculation:** The Fiscal Year 2016 Statewide Recalculation has been completed.

**District:** Both positive and negative adjustment will be included in the November 1st payment through APOR64-1 report. However, the positive adjustment will be included as lump sum adjustment; whereas the negative adjustment will be taken over the entire fiscal year, 4/12ths taken in November and 1/12th each payment thereafter.

**Charter:** The positive payment has been included by September 1st payment through CHAR64-1 report as the lump sum adjustment. The negative adjustment will be included by November 1st payment. The negative adjustment will be taken over the entire fiscal year, 4/12ths taken in November and 1/12th each payment thereafter.

## **Budgets Updates**

### **FY 2017 Budget Analysis Letters will be Posted by October 30<sup>th</sup> Identifying Districts Required to Submit a December Revision**

The BUDG25 Budget Analysis letters will be posted to the district's ADE webpage (<http://www.azed.gov/Districts/EntitySelection.asp>) by October 30th as required by A.R.S. §15-905(E).

As in the past,

1. We recommend that the district review their November BUDG25 to make the final decision if a revision is required, as it will be based the 2016 BUDG75 and ADE's calculations of BBCF.
2. If a district is considered to be exceeding its ADE calculated limit for M&O strictly because of the K3 Reading Add-On not being calculated in the district's RCL as of 10/1/2016, a December 15th budget revision for M&O will not be required

### **SAIS/AzEDS & Current Year Funding Transition**

Information will be provided regarding AzEDS and Current Year Funding considerations in the coming weeks.

### **Preliminary FY 2017 BUDG25 Reports Posted**

The October FY2017 BUDG25 reports have been posted.

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

## **General Updates**

### **Email Distribution:**

If you are not receiving updates via email and you would like to, please email [schoolfinance@azed.gov](mailto: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](mailto: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](mailto: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](mailto:SFpaymentteam@azed.gov)
- 4) **Budget:** Email the School Finance budget team at [SFBudgetTeam@azed.gov](mailto:SFBudgetTeam@azed.gov) .

## **Other Areas within ADE**

- **Title I, Maintenance of Effort, Stephanie Washington**  
[Stephanie.Washington@azed.gov](mailto:Stephanie.Washington@azed.gov), Education Program Specialist  
Tel: (602) 542-7466
- **ESS, Maintenance of Effort, [ESSFunding@azed.gov](mailto: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](mailto:SchoolFinance@azed.gov) and in the subject line type SUGGESTIONS.