



**School Finance Memorandum 19-027**  
**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:** November 21, 2018

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### **EEO-5 Report Submissions**

The EEO-5 Report, formally known as the Elementary-Secondary Staff Information Report, is a joint requirement of the U.S. Equal Employment Opportunity Commission (EEOC) and the Office for Civil Rights (OCR) of the U.S. Department of Education. It is conducted biennially, in the even numbered years, and covers all public elementary and secondary school districts with 100 or more employees in the United States.

Mandated under Title VII of the Civil Rights Act of 1964, this report provides information on the district employment totals, employees' job category and sex and race/ethnic groups as of October 1 of the survey year.

More information on this Report can be found at <https://www.eeoc.gov/employers/reporting.cfm>

ADE School Finance will submit the EEO-5 Report for all districts meeting the staff minimum requirement that have submitted SDER data. This report will be submitted by the November 30, 2018 deadline.

### **Payment Updates**

**FY2019 Results-Based Funding:** FY19 Results-Based Funding has been calculated based on Spring 2017 AZMerit results. Please see Hot Topic and calculations here:

<http://www.azed.gov/finance/2018/10/31/fy2019-results-based-funding/>

### **Budget Update**

**FY2019 BUDG25 Verification Letters & November BUDG25 Reports Posted:**

In accordance with A.R.S. §15-905(E), the FY2019 BUDG25 Budget Verification Letters and the corresponding FY2019 November BUDG25 reports were posted on 10/24/2018 to each applicable district budgets homepage of the ADE School Finance website.

**Reminder: K3 Reading Funding:**

ADE will include the District's FY 2019 Budget Worksheet C K3 Reading dollar value in the BUDG25 report BSL calculation until December 15, 2018.

**Exception:** If the District's K3 Reading plan is approved by the state board before December 15th, the actual K3 Reading value will be used for the January 2, 2019 BSL calculation. It is not included in the Override calculations.

## **FY 2018 BUDG75 Reports Have Been Published:**

The FY 2018 BUDG75 reports have been posted. The BUDG75 report reflects the 2018 statewide recalculation and any FY 2018 budget or AFR file submissions successfully processed into the system as of November 06, 2018. An adjustment is included for under budgeted RCL due to the statewide recalculation.

To download and/or review any of the budget reports and/or letter — select the district at the ADE School Finance website: <https://www.azed.gov/Budget/EntitySelection.asp>.

## **Report of Special Election Results:**

Districts are required to report Special Election results, whether passed or failed, to School Finance in the Arizona Department of Education within 15 days of the election. Districts will complete a Report of Special Election Results form. Once accurately completed, email the form to the School Finance Budget Team ([sfbudgetteam@azed.gov](mailto:sfbudgetteam@azed.gov)).

**Note:** The fillable form may not function correctly in the browser view. To maintain the form's fillable functionality, right click on the link (<http://www.azed.gov/finance/files/2017/11/Report-of-Special-Election-Results.pdf>), and download/save the form to the chosen workspace. Please rename the form to include the district's name before emailing the form as an attachment to the budget team.

## **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, position and telephone number. 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 602-542-5695.

## **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 the web 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:

- **General Updates:** Email [schoolfinance@azed.gov](mailto:schoolfinance@azed.gov)
- **AzEDS/SAIS/ADM, SDER, and Transportation:** Email the School Finance Operations team at [SFAlystTeam@azed.gov](mailto:SFAlystTeam@azed.gov)
- **Payment:** Email the School Finance payment team at [SFPaymentTeam@azed.gov](mailto:SFPaymentTeam@azed.gov)
- **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
- **IDEA, ESS, Maintenance of Effort, ESSFunding@azed.gov**, 602-542-3851

- **ADE Support**, 602-542-7378, option 1 or 1-866-577-9636, option 1
- **Grants Management**, Toll Free (844) 893-9789 or locally (602) 542-3901
- **ESA**, 602-364-1969
- **ESS Data Management**, 602-542-3692
- **Move on When Reading** , 602-364-2355

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.