



## USFRCS MEMORANDUM NO. 98

**TO:** Arizona Charter School Administrators;  
Administrators of School Districts Sponsoring Charter Schools

**FROM:** Laura Miller, Office of the Auditor General  
Lyle Friesen, Arizona Department of Education

**DATE:** May 16, 2014

**SUBJECT:** Charter School Annual Budget Forms, Work Sheets, and Instructions for Fiscal Year (FY) 2015  
(Supersedes USFRCS Memorandum No. 95)

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A.R.S. §§15-183(E)(6) and 15-905 require schools to prepare and submit a budget, in electronic format, containing the information and in the form provided by the Arizona Department of Education (ADE). A.R.S. §15-903(A) requires the Superintendent of Public Instruction in conjunction with the Auditor General to prescribe the budget format to be used by charter schools. The Auditor General and ADE developed the budget format in Excel to incorporate the information schools are statutorily required to include in their annual budget. This format will assist schools in complying with budget preparation and submission requirements. ADE will only accept FY 2015 budget forms and work sheets submitted electronically using the Excel forms with the 5/14 revision date. Schools may download a copy of the Excel forms from the Auditor General's Web site at [www.azauditor.gov/reports-publications/charter-schools/forms](http://www.azauditor.gov/reports-publications/charter-schools/forms) or ADE's Web site at [www.azed.gov/schoolfinance/forms/budgets](http://www.azed.gov/schoolfinance/forms/budgets).

These budget work sheets reflect the state equalization assistance calculation for charter schools that are not sponsored by a school district and must be completed by all schools except district-sponsored schools. The amount of funding district-sponsored schools receive is based on the agreement between the district governing board and the charter school. However, A.R.S. §15-185(A)(3)(a) requires that district-sponsored schools receive the full additional assistance prescribed by A.R.S. §15-185(B)(4) for other charter schools.

District-sponsored charter schools should be included in the district's budget and financial assistance calculations. In addition, district-sponsored charter schools that are a part of the district's reporting entity (i.e., share the district's governing board) must be included in the district's budget and are not required to file their own forms (refer to USFR Memorandum No. 258 for further details).

The completed forms must be uploaded via the Common Logon, on ADE's Web site at [www.ade.az.gov/CommonLogon](http://www.ade.az.gov/CommonLogon). For password information or help, please contact ADE's Support Center at (602) 542-7378 [outside the Phoenix area call (866) 577-9636], or [enterprise@ade.az.gov](mailto:enterprise@ade.az.gov). After uploading files, schools should check their file submission page ([www.ade.az.gov/Budget/EntitySelection.asp](http://www.ade.az.gov/Budget/EntitySelection.asp)) to verify the files have processed. If a file did not process, follow the instructions contained in the error message and upload the corrected file(s). If you are unable to correct an error, please contact the ADE Budget Team at [SFBudgetTeam@azed.gov](mailto:SFBudgetTeam@azed.gov).

Each charter school is statutorily required to annually prepare a proposed budget no later than July 5. A copy of the proposed budget must be kept on file at the school and made available to the public upon request. **The proposed budget and a notice of public hearing and governing board meeting to adopt a budget must also be uploaded via the Common Logon for posting on ADE's Web site no later than 10 days prior to the meeting to adopt.** Schools must use the enclosed HearingNotification15.xls file for uploading the notice to ADE. In accordance with A.R.S. §15-

185(M), schools that maintain their own Web site must post a copy of the proposed budget or budget summary and hearing notification on the school's Web site. A self-populating budget summary is included as the last sheet of the Excel file. After the proposed budget or budget summary page and notification have been posted on the school's Web site, the school should e-mail the School Finance Budget Team ([SFBudgetTeam@azed.gov](mailto:SFBudgetTeam@azed.gov)) a clickable link to the page on their Web site that contains the two items. For audit purposes, the school should retain a copy of the e-mail and a screen shot of the page on their Web site. The screen shot **should not** be sent to ADE.

Schools must adopt a budget no later than July 15 and electronically submit the adopted budget to the Superintendent of Public Instruction no later than July 18.

Each time the forms are submitted electronically to ADE, the school should record the date in the space provided on the cover page and **two school officials should sign the cover page where indicated**. Within 5 days of the electronic submission to ADE, the school should scan and e-mail the signed cover page to [SFBudgetTeam@azed.gov](mailto:SFBudgetTeam@azed.gov). ADE will only accept electronic/scanned copies of the cover page.

## **GENERAL INFORMATION AND INSTRUCTIONS**

Schools should complete the budget work sheets before completing the budget forms. Amounts on the budget forms should be rounded to the nearest dollar.

The budget forms and worksheets are in two files.

1. budget15.xls includes the cover page and pages 1 through 5 of the budget forms and a budget summary page.
2. wrksht15.xls includes the work sheet table of contents and work sheets A through G.

Detailed instructions for preparing the budget forms and work sheets are included on an instructions tab in the related Excel files.

### **USING THE BUDGET FORMS AND WORK SHEETS**

Grid lines have been turned off in order to make the forms and work sheets easier to read. Users may turn the grid lines back on without affecting the calculations or printing.

The charter school name, county, and CTDS number should be entered on the cover page of the budget forms and on the work sheet table of contents. This information will be automatically transferred to the other sheets in the file.

The spreadsheets will automatically perform mathematical calculations and bring forward certain amounts from one budget page/work sheet to another. **Therefore, information can and should be entered only in unprotected cells.** Users can move from one unprotected cell to another on a sheet by using the Tab key. Student counts should be entered on Work Sheet A, and this information will be automatically transferred to the other work sheets. Schools should not change or delete formulas unless specifically instructed to do so by the Office of the Auditor General or ADE.

To ensure that the school's data can be properly processed by ADE, rows and columns should not be added or deleted, information should not be copied and pasted from the prior year's forms, and sheet tabs should not be renamed. Excel files must be submitted in Excel 97-2003 format (.xls).

### **BUDGET REVISIONS**

Schools may revise their adopted budgets during the fiscal year provided all revisions are completed and approved at a Governing Board meeting before May 15, 2015. If a school overestimated its student count it **must** revise its budget before May 15. If a school underestimated its student count or state equalization assistance, or received federal or state grants or other miscellaneous receipts that were not included in its adopted budget, the school may choose to revise its budget before May 15 to include any additional monies received or expected to be received for the fiscal year.

Schools should use the most recent recalculated 100<sup>th</sup>-day student count reports in revising their budget. Schools that revise their budget must submit fully completed budget forms to ADE School Finance by May 18, 2015, by uploading via the Common Logon. An adopted budget must have been submitted by the school and successfully processed by ADE prior to submitting a revised budget.

A hard copy should be printed, signed by two school officials, and provided to the Governing Board to sign. A copy of the signed cover page must be e-mailed to ADE's budget team within 5 days of the electronic submission.

**PRINTING**

The budget forms have been formatted to print on legal-size paper. The work sheets have been formatted to print on letter-size paper. Since the minimum margin setting for printers may differ from what was used to set up these files, a little experimentation may be needed to get each sheet to print on one page. Users should try changing the "scaling" under page setup.

If you have any questions, please call ADE School Finance at (602) 542-5695, or the Office of the Auditor General, Accounting Services Division at (602) 553-0333. Questions regarding the electronic version should be referred to the Office of the Auditor General. Questions regarding electronic submission of the budget forms and work sheets should be referred to ADE.