

## FY 2024

### Charter School Annual Budget Forms

#### Submission and Publication Information

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 the Arizona Department of Education (ADE) provides. 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 help schools comply with budget preparation and submission requirements. In accordance with A.R.S. §15-183(E)(6), charters that have received an exemption to the Uniform System of Financial Records for Arizona Charter Schools (USFRCS) must maintain an accounting system that ensures proper financial data reporting within the forms using USFRCS revenue and expense codes. ADE will only accept FY 2024 budget forms submitted electronically using the Excel forms with a 2023 revision date. Schools may download a copy of the Excel forms from the Auditor General's website at <https://www.azauditor.gov/reports-publications/charter-schools/forms>.

Schools must upload the completed forms through the School Finance Budget System on ADE's website at <https://adeconnect.azed.gov/>. Schools may upload files to the School Finance Budget System starting on June 15, 2023. ADE can no longer submit the files on behalf of the school. For password information or help, please contact ADE's Support Center at (602) 542-7378 or, outside the Phoenix area, (866) 577-9636, or [adesupport@azed.gov](mailto:adesupport@azed.gov). After uploading files, schools should check their file submission page (<https://adeconnect.azed.gov/>) 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 governing-board-approved proposed budget and a notice of public hearing and governing board meeting to adopt a budget must also be uploaded through the School Finance Budget System for posting on ADE's website no later than 10 days prior to the meeting to adopt.** Schools must use the enclosed BudgetAdoptionHearingNotification24.xlsx file for uploading the notice to ADE. In accordance with A.R.S. §15-185(M), schools that maintain their own website must post a copy of the proposed budget or budget summary and hearing notification on the school's website. A self-populating budget summary is included in the Excel file. After the proposed budget or budget summary page and notification have been posted on the school's website, the school should email a clickable link to the page on its website that contains the 2 items to the School Finance Budget Team ([SFBudgetTeam@azed.gov](mailto:SFBudgetTeam@azed.gov)). For audit purposes, the school should retain a copy of the email and a screenshot of the page on its website. Schools **should not** send the screenshot to ADE.

In addition, A.R.S. §15-189.05 requires each school to prominently post average teacher salary information on its homepage separately from its budget. Schools must post the average salary of all teachers they employed for the budget and prior years and the increase in the average salary of all teachers the school employed for the budget year reported in dollars and percentage, as shown on the budget forms' cover page. As the statute does not provide a definition of a teacher, each school should be consistent in the type of salary information reported from year to year.

Schools must adopt a budget no later than July 15 and electronically upload the adopted budget via the **School Finance Budget System** 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. Schools should print the forms and have the **Governing Board and 2 school officials sign the cover page where indicated**. Within 5 days of the electronic submission to ADE, the school should scan and email the signed cover page to [SFBudgetTeam@azed.gov](mailto:SFBudgetTeam@azed.gov). ADE will accept only electronic/scanned copies of the cover page.

### Using the budget forms

The budget24.xlsx file includes the cover page, contact information page, pages 1 through 4 of the budget forms, a budget summary page, a data entry page, a calculations page, a BSA55 page, and an instructions page. Changes from the previous year's budget forms have been highlighted light yellow.

Schools should complete the data entry page first. Round amounts on all sheets to the nearest dollar. Schools do not need to enter any information on the calculations or BSA55 pages. These pages are automatically completed based on information entered on the data entry page. Detailed instructions for preparing the forms are included on an instructions tab in the Excel file. The instructions page also includes a column "Summary of significant changes" to explain changes from the previous year's budget forms. Instructions for preparing the data entry page have been included within the sheet itself.

Grid lines have been turned off to make the forms 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 budget forms' cover page. 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 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. Schools should not change or delete formulas unless specifically instructed to do so by our Office or ADE.

To ensure ADE can properly process the school's data, do not add or delete rows and columns, do not copy and paste information from the prior year's forms, do not rename sheet tabs, and do not change the file format. Excel files must be submitted in the Excel 2007 and later format (.xlsx).

## 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. If a school overestimated its budgeted 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 100th-day student count reports in revising their budget. Schools that revise their budget must upload fully completed budget forms to ADE School Finance by May 18 through the **School Finance Budget System**. The school must submit an adopted budget and have it successfully processed by ADE before submitting a revised budget. If a school submits any budget revisions throughout the year, it should ensure that the average teacher salary information is updated on its budget forms and website.

## Printing

The budget forms, including the data entry page and calculations page, have been formatted to print on legal-size paper. The BSA55 has 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 1 page. Users should try changing the “scaling” under page setup.

If you have any questions, please call the Arizona Auditor General, Accountability Services Division, at (602) 977-2796, or ADE School Finance at (602) 542-5695. Questions regarding electronic submission of the budget forms should be referred to ADE.