



FY 2019  
STATE OF ARIZONA  
SCHOOL DISTRICT ANNUAL EXPENDITURE BUDGET  
DISTRICTWIDE BUDGET

Adopted

Version

BY THE GOVERNING BOARD

We hereby certify that the Budget for the Fiscal Year 2019 was

Proposed June 13, 2018

Adopted July 11, 2018

Revised \_\_\_\_\_

Date

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SIGNED

SIGNED

The FY 2019 budget file for the version described above will be uploaded via

the Common Logon on ADE's website by July 12, 2018.

Type the Date as MM/DD/YYYY

Superintendent Signature

Business Manager Signature

Gregory J. Donovan

Barbara Thompson

Superintendent Name (Typed Name)

Business Manager Name (Typed Name)

District Contact Employee: Barbara Thompson

Telephone: 623-738-0012 Email: barbara.thompson@west-mec.org

REVENUES AND PROPERTY TAXATION

1. Total Budgeted Revenues for Fiscal Year 2018		\$	<u>33,629,500</u>
2. Estimated Revenues by Source for Fiscal Year 2019 (excluding property taxes)			
Local	1000	\$	<u>7,521,898</u>
Intermediate	2000	\$	<u>2,794,542</u>
State	3000	\$	<u>27,332,979</u>
Federal	4000	\$	<u>180,789</u>
TOTAL		\$	<u>37,830,208</u>

3. District Tax Rates for Prior and Budget Fiscal Years (A.R.S. §15-903.D.4)

	Prior FY 2018	Est. Budget FY 2019
Primary Tax Rate:	<input type="text"/>	<input type="text"/>
Secondary Tax Rates:		
M&O Override	<input type="text"/>	<input type="text"/>
Special Program Override	<input type="text"/>	<input type="text"/>
Capital Override	<input type="text"/>	<input type="text"/>
Class A Bonds	<input type="text"/>	<input type="text"/>
Class B Bonds	<input type="text"/>	<input type="text"/>
CTED	0.0500	0.0500
Desegregation	<input type="text"/>	<input type="text"/>
Total Secondary Tax Rate	0.0500	0.0500

TOTAL BUDGETED EXPENDITURES AND AGGREGATE SCHOOL DISTRICT BUDGET LIMIT (A.R.S. §15-905.H)

	Budgeted Expenditures	Budget Limit
1. Maintenance and Operation Fund (from pages 1, line 30 and 7, line 11)	\$ <u>30,547,246</u>	\$ <u>30,547,246</u>
2. Unrestricted Capital Fund (from pages 4, line 10 and 8, line A.12)	\$ <u>29,476,880</u>	\$ <u>29,476,880</u>
3. Federal Projects Other Than Impact Aid (from Budget, page 6, Federal Projects, line 18 minus line 16)	\$ <u>230,835</u>	\$ <u>230,835</u>
4. Total Aggregate School District Budget Limit (sum of lines 1 through 3)	\$ <u>60,254,961</u>	\$ <u>60,254,961</u>

AVERAGE TEACHER SALARIES (A.R.S. §15-903.E, amended by Laws 2018, Ch. 285, §10)

1. Average salary of all teachers employed in FY 2019 (budget year)	\$ <u>56,970</u>
2. Average salary of all teachers employed in FY 2018 (prior year)	\$ <u>51,791</u>
3. Increase in average teacher salary from the prior year	\$ <u>5,179</u>
4. Percentage increase	<u>10%</u>

Comments on average salary calculation (Optional):

The recommendation to the governing board will be to increase teacher base pay 10% for fiscal year 2019.

**DISTRICT CONTACT INFORMATION**

Superintendent  
 Executive Assistant to Superintendent  
 Chief Financial Officer  
 Business Manager  
 School District Employee Report (SDER) Coordinator  
 SPED Data Reporting Coordinator  
 AzEDS/ADM Data Coordinator  
 Transportation Data Reporting Coordinator  
 Governing Board Member  
 Governing Board Member  
 Governing Board Member  
 Governing Board Member  
 Governing Board Member  
 Governing Board Member

Prefix	First Name	Last Name	Suffix	Email Address	Telephone Number
	Greg	<b>Donovan</b>		greg.donovan@west-mec.org	623-738-0022
	Jack	Erb		jack.erb@west-mec.org	623-738-0055
	Barbara	Thompson		barbara.thompson@west-mec.	623-738-0012
	Barbara	Thompson		barbara.thompson@west-mec.	623-738-0012
	Patricia	Halligan		patricia.halligan@west-mec.or	623-738-0004
	Barbara	Thompson		barbara.thompson@west-mec.	623-738-0012
	Andrea	Larkin		andrea.larkin@west-mec.org	623-738-0058
	Barbara	Thompson		barbara.thompson@west-mec.	623-738-0012
	James	Kaltenbach		jkaltenbach@pusd11.net	623-738-0000
	Barbara	Wyllie		barbarawpecora@hotmail.com	623-738-0000
	Frank	Straka		frank.straka@west-mec.org	623-738-0000
	Jim	Migliorino		jmigliorino@cox.net	623-738-0000
	Charlie	Ellis		charlie@operationenduringgra	623-738-0000
	Peter	Pingerelli		peter.pingerelli@west-mec.org	623-738-0000
	Richard	Oros		richard.oros@riosalado.edu	623-738-0000

SELECT from Dropdown

Student Information Systems (SIS) Vendor

Tyler Technologies (Schoolmaster)

Accounting Information System

Infinite Visions

District's website home page address

www.west-mec.org

**FUND 001 (M&O)**

**MAINTENANCE AND OPERATION (M&O) FUND**

Expenditures	FTE		Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals		% Increase/ Decrease
	Prior FY	Budget FY						Prior FY 2018	Budget FY 2019	
	100 Regular Education									
1000 Instruction	1.	0.00						0	0	0.0%
2000 Support Services										
2100 Students	2.	0.00						0	0	0.0%
2200 Instructional Staff	3.	0.00						0	0	0.0%
2300 General Administration	4.	0.00						0	0	0.0%
2400 School Administration	5.	0.00						0	0	0.0%
2500 Central Services	6.	0.00						0	0	0.0%
2600 Operation & Maintenance of Plant	7.	0.00						0	0	0.0%
2900 Other	8.	0.00						0	0	0.0%
3000 Operation of Noninstructional Services	9.	0.00						0	0	0.0%
610 School-Sponsored Cocurricular Activities	10.	0.00						0	0	0.0%
620 School-Sponsored Athletics	11.	0.00						0	0	0.0%
630 Other Instructional Programs	12.	0.00						0	0	0.0%
700, 800, 900 Other Programs	13.	0.00	505,472	161,751				476,316	667,223	40.1%
Regular Education Subsection Subtotal (lines 1-13)	14.	0.00	505,472	161,751	0	0	0	476,316	667,223	40.1%
200 and 300 Special Education										
1000 Instruction	15.	54.00	2,994,598	1,167,893	1,290,587	563,800	11,802,100	15,986,470	17,818,978	11.5%
2000 Support Services										
2100 Students	16.	15.00	1,348,574	525,944	5,200	500	30,000	1,381,949	1,910,218	38.2%
2200 Instructional Staff	17.	18.25	1,469,946	573,279	213,149	18,000	453,790	2,146,149	2,728,164	27.1%
2300 General Administration	18.	4.88	654,172	255,127	101,928	25,000	71,000	884,896	1,107,227	25.1%
2400 School Administration	19.	20.00	1,210,242	471,994	33,000	83,300	10,000	1,448,951	1,808,536	24.8%
2500 Central Services	20.	17.00	878,951	342,791	778,396	130,856	23,620	1,652,344	2,154,614	30.4%
2600 Operation & Maintenance of Plant	21.	7.00	353,917	138,028	1,083,622	773,719	3,000	2,148,232	2,352,286	9.5%
2900 Other	22.	0.00						0	0	0.0%
3000 Operation of Noninstructional Services	23.	0.00						0	0	0.0%
Subtotal (lines 15-23)	24.	136.13	8,910,400	3,475,056	3,505,882	1,595,175	12,393,510	25,648,991	29,880,023	16.5%
400 Pupil Transportation	25.	0.00						0	0	0.0%
510 Desegregation (from Districtwide Desegregation Budget, page 2, line 44)	26.	0.00	0	0	0	0	0	0	0	0.0%
530 Dropout Prevention Programs	27.	0.00						0	0	0.0%
540 Joint Career and Technical Education and Vocational Education Center	28.	0.00	0	0	0	0	0	0	0	0.0%
550 K-3 Reading Program	29.	0.00						0	0	0.0%
Total Expenditures (lines 14, and 24-29) (Cannot exceed page 7, line 11)	30.	136.13	9,415,872	3,636,807	3,505,882	1,595,175	12,393,510	26,125,307	30,547,246	16.9%

The district has budgeted an amount in the M&O Fund equal to the General Budget Limit as calculated on page 7 of 8.

**SPECIAL EDUCATION PROGRAMS BY TYPE (M&O Fund Programs 200 and 300)**

(A.R.S. §§ 15-761 and 15-903)

- 1. Total All Disability Classifications
- 2. Gifted Education
- 3. Remedial Education
- 4. ELL Incremental Costs
- 5. ELL Compensatory Instruction
- 6. Vocational and Technical Education (non-CTED)
- 7. Career Education (non-CTED)
- 8. Career Technical Education (CTED)
- 9. Total (lines 1 through 8. Must equal total of line 24, page 1)

Prior FY	Budget FY
0	
0	
0	
0	
0	
0	
0	
25,648,991	29,880,023
25,648,991	29,880,023

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

**Proposed Ratios for Special Education**

(A.R.S. §§15-903.E.1 and 15-764.A.5)

Teacher-Pupil 1 to 0  
 Staff-Pupil 1 to 0

**Estimated FTE Certified Employees**

(A.R.S. §15-903.E.2)

Prior FY	Budget FY
46.00	72.00

**Expenditures Budgeted for Audit Services**

M&O Fund - Nonfederal	<b>6350</b>	<u>26500</u>
All Funds - Federal	<i>6330</i>	<u></u>

**FY 2019 Performance Pay (A.R.S. §15-920)**

Amount Budgeted in M&O Fund for a Performance Pay Component \_\_\_\_\_

Do not report budgeted amounts for the Performance Pay Component of the Classroom Site Fund on this line.

**Expenditures Budgeted in the M&O Fund for Food Service**

Amount budgeted in M&O for Food Service (Fund 001, Function 3100) \_\_\_\_\_  
 (This amount will be used to determine district compliance with state matching requirements pursuant to Code of Federal Regulations (CFR) Title 7, §210.17(a)]

Expenditures	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500 6810, 6890	Supplies 6600	Interest on Short-Term Debt 6850	Totals		% Increase/ Decrease
						Prior FY 2018	Budget FY 2019	
<b>Classroom Site Fund 011 - Base Salary</b>								
100 Regular Education								
1000 Instruction						0	0	0.0%
2100 Support Services - Students						0	0	0.0%
2200 Support Services - Instructional Staff						0	0	0.0%
Program 100 Subtotal (lines 1-3)	0	0				0	0	0.0%
200 and 300 Special Education								
1000 Instruction	2,305,235	652,000				0	2,957,235	--
2100 Support Services - Students						0	0	0.0%
2200 Support Services - Instructional Staff						0	0	0.0%
Program 200 and 300 Subtotal (lines 5-7)	2,305,235	652,000				0	2,957,235	--
Other Programs (Specify) _____								
1000 Instruction						2,261,297	0	-100.0%
2100 Support Services - Students						0	0	0.0%
2200 Support Services - Instructional Staff						0	0	0.0%
Other Programs Subtotal (lines 9-11)	0	0				2,261,297	0	-100.0%
<b>Total Expenditures (lines 4, 8, and 12)</b>	<b>2,305,235</b>	<b>652,000</b>				<b>2,261,297</b>	<b>2,957,235</b>	<b>30.8%</b>
<b>Classroom Site Fund 012 - Performance Pay</b>								
100 Regular Education								
1000 Instruction						0	0	0.0%
2100 Support Services - Students						0	0	0.0%
2200 Support Services - Instructional Staff						0	0	0.0%
Program 100 Subtotal (lines 14-16)	0	0				0	0	0.0%
200 and 300 Special Education								
1000 Instruction	4,764,218	1,355,678				0	6,119,896	--
2100 Support Services - Students						0	0	0.0%
2200 Support Services - Instructional Staff						0	0	0.0%
Program 200 and 300 Subtotal (lines 18-20)	4,764,218	1,355,678				0	6,119,896	--
Other Programs (Specify) _____								
1000 Instruction						4,676,276	0	-100.0%
2100 Support Services - Students						0	0	0.0%
2200 Support Services - Instructional Staff						0	0	0.0%
Other Programs Subtotal (lines 22-24)	0	0				4,676,276	0	-100.0%
<b>Total Expenditures (lines 17, 21, and 25)</b>	<b>4,764,218</b>	<b>1,355,678</b>				<b>4,676,276</b>	<b>6,119,896</b>	<b>30.9%</b>
<b>Classroom Site Fund 013 - Other</b>								
100 Regular Education								
1000 Instruction						0	0	0.0%
2100 Support Services - Students						0	0	0.0%
2200 Support Services - Instructional Staff						0	0	0.0%
Program 100 Subtotal (lines 27-29)	0	0	0	0		0	0	0.0%
200 and 300 Special Education								
1000 Instruction						0	0	0.0%
2100 Support Services - Students						0	0	0.0%
2200 Support Services - Instructional Staff						0	0	0.0%
Program 200 and 300 Subtotal (lines 31-33)	0	0	0	0		0	0	0.0%
530 Dropout Prevention Programs								
1000 Instruction						0	0	0.0%
Other Programs (Specify) _____								
1000 Instruction	2,334,148	693,898				2,258,914	3,028,046	34.0%
2100, 2200 Support Serv. Students & Instructional Staff	2,636,352	343,898				2,258,916	2,980,250	31.9%
Other Programs Subtotal (lines 36-37)	4,970,500	1,037,796	0	0		4,517,830	6,008,296	33.0%
<b>Total Expenditures (lines 30, 34, 35, and 38)</b>	<b>4,970,500</b>	<b>1,037,796</b>	<b>0</b>	<b>0</b>		<b>4,517,830</b>	<b>6,008,296</b>	<b>33.0%</b>
<b>Total Classroom Site Funds (lines 13, 26, and 39)</b>	<b>12,039,953</b>	<b>3,045,474</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,455,403</b>	<b>15,085,427</b>	<b>31.7%</b>

The district has budgeted an amount in Fund 011 equal to the Classroom Site Fund Budget Limit as calculated on Page 8 of 8.

The district has budgeted an amount in Fund 012 equal to the Classroom Site Fund Budget Limit as calculated on Page 8 of 8.

The district has budgeted an amount in Fund 013 equal to the Classroom Site Fund Budget Limit as calculated on Page 8 of 8.

**FUND 610**

**UNRESTRICTED CAPITAL OUTLAY (UCO) FUND**

Expenditures		Library Books, Textbooks, & Instructional Aids (2) 6641-6643	Property (2) 6700	Redemption of Principal (3) 6831, 6832	Interest (4) 6841, 6842, 6850	All Other Object Codes (excluding 6900)	Totals		% Increase/Decrease	
							Prior FY 2018	Budget FY 2019		
<b>Unrestricted Capital Outlay Override (1)</b>	1.						0	0	0.0%	
<b>Unrestricted Capital Outlay Fund 610 (6)</b>										
1000 Instruction	2.	914,300	2,956,093			4,573,657	4,504,296	8,444,050	87.5%	
2000 Support Services										
2100, 2200 Students and Instructional Staff	3.		199,482				93,482	199,482	113.4%	
2300, 2400, 2500, 2900 Administration	4.	4,000	930,419				530,365	934,419	76.2%	
2600 Operation & Maintenance of Plant	5.	5,000	161,964				391,602	166,964	-57.4%	
2700 Student Transportation	6.						0	0	0.0%	
3000 Operation of Noninstructional Services (5)	7.						0	0	0.0%	
4000 Facilities Acquisition and Construction	8.		12,822,359			6,909,606	19,223,101	19,731,965	2.6%	
5000 Debt Service	9.						0	0	0.0%	
Total Unrestricted Capital Outlay Fund (lines 2-9)	10.	9,000	914,300	17,070,317	0	0	11,483,263	24,742,846	29,476,880	19.1%

The district has budgeted an amount in the UCO Fund equal to the Unrestricted Capital Budget Limit as calculated on Page 8 of 8.

(1) Amounts in the Unrestricted Capital Outlay Override line 1 above must be included in the appropriate individual line items for Fund 610 and in the Budget Year Total Column.

(5) Expenditures Budgeted in Unrestricted Capital Outlay (UCO) Fund for Food Service

Enter the amount budgeted in UCO for Food Service [Amount will be used to determine district compliance with state matching requirements pursuant to CFR Title 7, §210.17(a)] \_\_\_\_\_

(2) Detail by object code:

	Unrestricted Capital Outlay
6641 Library Books	_____
6642 Textbooks	85,700
6643 Instructional Aids	828,600
673X Furniture and Equipment	3,100,532
673X Vehicles	161,144
673X Tech Hardware & Software	931,282

(6) Expenditures, if any, budgeted in the Unrestricted Capital Outlay Fund on lines 2-9 for the K-3 Reading Program as described in A.R.S. §15-211. \_\_\_\_\_

(3) Includes principal on Capital Equity Fund loans of \_\_\_\_\_, principal on capital leases of \_\_\_\_\_, and principal on bonds of \_\_\_\_\_.

(4) Includes interest on Capital Equity Fund loans of \_\_\_\_\_, interest on capital leases of \_\_\_\_\_, and interest on bonds of \_\_\_\_\_.

OTHER FUNDS—REQUIRED CAPITAL EXPENDITURE DETAIL [(A.R.S. §15-904.(B))]

Expenditures	UNRESTRICTED CAPITAL OUTLAY		BOND BUILDING		NEW SCHOOL FACILITIES		ADJACENT WAYS		
	Fund 610		Fund 630		Fund 695		Fund 620 (2)		
	Prior FY	Budget FY	Prior FY	Budget FY	Prior FY	Budget FY	Prior FY	Budget FY	
<b>Total Fund Expenditures</b>	1.	24,742,846	29,476,880	80,000,000	42,934,754	0		0	1.
<b>Select Object Codes Detail (1)</b>									
6150 Classified Salaries	2.	0		0		0		0	2.
6200 Employee Benefits	3.	0		0		0		0	3.
6450 Construction Services	4.	0	2,758,468	65,245,430	35,180,177	0		0	4.
6710 Land and Improvements	5.	0	5,948,450	5,754,577	5,754,577	0		0	5.
6720 Buildings and Improvements	6.	0	650,000	3,000,000		0		0	6.
673X Furniture and Equipment	7.	2,624,149	3,100,532	4,000,000	2,000,000	0		0	7.
673X Vehicles	8.	150,000	161,144	0		0		0	8.
673X Technology Hardware & Software	9.	775,066	931,282	0		0		0	9.
6831, 6832 Redemption of Principal	10.	0		0		0		0	10.
6841, 6842, 6850 Interest	11.	0		0		0		0	11.
Total (lines 2-11)	12.	3,549,215	13,549,876	78,000,007	42,934,754	0	0	0	12.
Total amounts reported on lines 2-11 above for:									
Renovation	13.	0	345,955	0				0	13.
New Construction	14.	0		65,245,430	35,180,177	0		0	14.
Other	15.	3,549,215	13,203,921	12,754,577	7,754,577	0		0	15.
Total (lines 13-15, must equal line 12)	16.	3,549,215	13,549,876	78,000,007	42,934,754	0	0	0	16.

(1) Lines 2-11 may not include all budgeted expenditures of the fund. Total budgeted expenditures for each fund should be included on Line 1.

(2) Amount budgeted on line 1 for the Adjacent Ways Fund that will result in a tax levy in FY 2019 \_\_\_\_\_

**SPECIAL PROJECTS**

**FEDERAL PROJECTS**

1.	100-130 ESEA Title I - Helping Disadvantaged Children	6000	0.00		0	1.
2.	140-150 ESEA Title II - Prof. Dev. and Technology	6000	0.00		0	2.
3.	160 ESEA Title IV - 21st Century Schools	6000	0.00		0	3.
4.	170-180 ESEA Title V - Promote Informed Parent Choice	6000	0.00		0	4.
5.	190 ESEA Title III - Limited Eng. & Immigrant Students	6000	0.00		0	5.
6.	200 ESEA Title VII - Indian Education	6000	0.00		0	6.
7.	210 ESEA Title VI - Flexibility and Accountability	6000	0.00		0	7.
8.	220 IDEA Part B	6000	0.00		0	8.
9.	230 Johnson-O'Malley	6000	0.00		0	9.
10.	240 Workforce Investment Act	6000	0.00		0	10.
11.	250 AEA - Adult Education	6000	0.00		0	11.
12.	260-270 Vocational Education - Basic Grants	6000	0.00		0	12.
13.	280 ESEA Title X - Homeless Education	6000	0.00		0	13.
14.	290 Medicaid Reimbursement	6000	0.00		0	14.
15.	374 E-Rate	6000	0.00		160,667	230,835
16.	378 Impact Aid	6000	0.00		0	
17.	300-399 Other Federal Projects (Besides E-Rate & Impact Aid)	6000	0.00		0	
18.	Total Federal Project Funds (lines 1-17)		0.00	0.00	160,667	230,835

**STATE PROJECTS**

19.	400 Vocational Education	6000	0.00		0	19.
20.	410 Early Childhood Block Grant	6000	0.00		0	20.
21.	420 Ext. School Yr. - Pupils with Disabilities	6000	0.00		0	21.
22.	425 Adult Basic Education	6000	0.00		0	22.
23.	430 Chemical Abuse Prevention Programs	6000	0.00		0	23.
24.	435 Academic Contests	6000	0.00		0	24.
25.	450 Gifted Education	6000	0.00		0	25.
26.	456 College Credit Exam Incentives	6000	0.00		0	26.
27.	457 Results-based Funding	6000	0.00		0	27.
28.	460 Environmental Special Plate	6000	0.00		0	28.
29.	465-499 Other State Projects	6000	0.00		71,310	8,559
30.	Total State Project Funds (lines 19-29)		0.00	0.00	71,310	8,559
31.	Total Special Projects (lines 18 and 30)		0.00	0.00	231,977	239,394

**INSTRUCTIONAL IMPROVEMENT FUND (020)**

		Prior FY	Budget FY	
1.	Teacher Compensation Increases	6000	0	1.
2.	Class Size Reduction	6000	0	2.
3.	Dropout Prevention Programs (M&O purposes)	6000	0	3.
4.	Instructional Improvement Programs (M&O purposes)	6000	180,789	190,786
5.	Total Instructional Improvement Fund (lines 1-4)		180,789	190,786

**OTHER FUNDS**

1.	050 County, City, and Town Grants	6000	0	1.
2.	071 Structured English Immersion (1)	6000	0	0
3.	072 Compensatory Instruction (1)	6000	0	0
4.	500 School Plant (2)	6000	2,006,769	2,012,589
5.	510 Food Service	6000	0	
6.	515 Civic Center	6000	35,818	37,559
7.	520 Community School	6000	616,037	752,113
8.	525 Auxiliary Operations	6000	387,405	468,345
9.	526 Extracurricular Activities Fees Tax Credit	6000	26,000	28,750
10.	530 Gifts and Donations	6000	203,074	186,335
11.	535 Career & Tech. Ed. & Voc. Ed. Projects	6000	27,200	35,565
12.	540 Fingerprint	6000	0	
13.	545 School Opening	6000	0	
14.	550 Insurance Proceeds	6000	0	
15.	555 Textbooks	6000	0	
16.	565 Litigation Recovery	6000	0	
17.	570 Indirect Costs	6000	0	
18.	575 Unemployment Insurance	6000	0	
19.	580 Teacherage	6000	0	
20.	585 Insurance Refund	6000	0	
21.	590 Grants and Gifts to Teachers	6000	0	
22.	595 Advertisement	6000	0	
23.	596 Career Technical Education	6000	0	
24.	639 Impact Aid Revenue Bond Building	6000	0	
25.	650 Gifts and Donations-Capital	6000	0	
26.	660 Condemnation	6000	0	
27.	665 Energy and Water Savings	6000	0	
28.	686 Emergency Deficiencies Correction	6000	0	
29.	691 Building Renewal Grant	6000	0	
30.	700 Debt Service	6000	18,380,150	15,450,956
31.	720 Impact Aid Revenue Bond Debt Service	6000	0	
32.	Other _____	6000	0	

**INTERNAL SERVICE FUNDS 950-989**

1.	9__ Self-Insurance	6000	0	1.
2.	955 Intergovernmental Agreements	6000	133,000	133,000
3.	9__ OPEB	6000	0	
4.	905 ANCHORS	6000	38,000	25,000

(1) From Supplement, line 10 and line 20, respectively.  
 (2) Indicate amount budgeted in Fund 500 for M&O purposes \_\_\_\_\_



CALCULATION OF FY 2019 GENERAL BUDGET LIMIT (A.R.S. §15-947.C)

Table with 4 columns: Description, Amount, A. Maintenance and Operation, B. Unrestricted Capital Outlay. Rows include items like FY 2019 Revenue Control Limit, District Additional Assistance, and Total Amount to be Used for Capital Expenditures.

\* Subject to adjustment prior to May 15 as allowed by A.R.S. Revisions are described in the instructions for these lines, as needed.

**CALCULATION OF FY 2019 UNRESTRICTED CAPITAL BUDGET LIMIT AND CLASSROOM SITE FUND BUDGET LIMIT  
 (A.R.S. §15-947.D and A.R.S. §15-978)**

**UNRESTRICTED CAPITAL BUDGET LIMIT**

A. 1. FY 2018 Unrestricted Capital Budget Limit (UCBL) (from FY 2018 latest revised Budget, page 8, line A.12)	\$ 24,742,846
2. Total UCBL Adjustment for prior years as notified by ADE on BUDG75 report (For budget adoption, use zero.)	\$
3. Adjusted Amount Available for FY 2018 Capital Expenditures (line A.1 + A.2)	\$ 24,742,846
4. Amount Budgeted in Fund 610 in FY 2018 (from FY 2018 latest revised Budget, page 4, line 10)	\$ 24,742,846
5. Lesser of line A.3 or the sum of line A.4 and any positive adjustment on line A.2	\$ 24,742,846
6. FY 2018 Fund 610 Actual Expenditures (For budget adoption use actual expenditures to date plus estimated expenditures through fiscal year-end.)	\$ 3,871,755
7. Unexpended Budget Balance in Fund 610 (line A.5 minus A.6) If negative, use zero in calculation, but show negative amount here in parentheses.	\$ 20,871,091
8. Interest Earned in Fund 610 in FY 2018	\$ 195,844
9. Monies deposited in Fund 610 from School Facilities Board for donated land (A.R.S. §15-2041.F)	\$
10. Adjustment to UCBL for FY 2019 (A.R.S. §15-905.M) Include year(s) and descriptions, as applicable. (a) Prior Year Over Expenditures/Resolutions:	\$
_____	\$
(b) ADM/Transportation Audit Adjustment	\$
(c) Other: _____	\$
11. Amount to be Used for Capital Expenditures (from page 7, line 12)	\$ 8,409,945
12. FY 2019 Unrestricted Capital Budget Limit (lines A.7 through A.11) (1)	\$ 29,476,880

**CLASSROOM SITE FUND BUDGET LIMIT**

	Fund 011	Fund 012	Fund 013	Total Fund 010
B. 1. FY 2018 Classroom Site Fund Budget Limit (from FY 2018 latest revised Budget, page 8, line B.7)	2,261,297	4,676,276	4,517,830	11,455,403
2. FY 2018 Actual Expenditures (For budget adoption use actual expenditures to date plus estimated expenditures through fiscal year-end.)	79,014	106,283	59,437	244,734
3. Unexpended Budget Balance (line B.1 minus B.2)	2,182,283	4,569,993	4,458,393	11,210,669
4. Interest Earned in the Classroom Site Fund in FY 2018				0
5. FY 2019 Classroom Site Fund Allocation (provided by ADE, based on \$423) Enter the total allocation in the Total Fund 010 column. Funds 011, 012, and 013 will automatically calculate.	774,951.31	1,549,902.62	1,549,902.62	3,874,756.56
6. Adjustments to FY 2019 Classroom Site Fund Budget Limit (2)				0
7. FY 2019 Classroom Site Fund Budget Limit (Sum of lines B.3 through B.6) (3)	2,957,235	6,119,896	6,008,296	15,085,426

(1) The amount budgeted on page 4, line 10 cannot exceed this amount.  
 (2) This line may be used to recapture lost CSF budget capacity that resulted from underbudgeting in prior fiscal years.  
 (3) The amounts budgeted on page 3, lines 13, 26, 39, and 40 cannot exceed the respective amounts on this line.

**SUPPLEMENT TO SCHOOL DISTRICT ANNUAL EXPENDITURE BUDGET FOR DISTRICTS THAT BUDGET FOR ENGLISH LANGUAGE LEARNERS (A.R.S. §§15-756.04 and 15-756.11)**

English Language Learners Supplement	FTE		Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Property 6700	Other 6800	Totals		% Increase/ Decrease
	Prior FY	Budget FY							Prior FY 2018	Budget FY 2019	
<b>Expenditures</b>											
<b>Structured English Immersion Fund 071 (A.R.S. §15-756.04)</b>											
1000 Instruction	1.	0.00							0	0	0.0%
2000 Support Services											
2100 Students	2.	0.00							0	0	0.0%
2200 Instructional Staff	3.	0.00							0	0	0.0%
2300 General Administration	4.	0.00							0	0	0.0%
2400 School Administration	5.	0.00							0	0	0.0%
2500 Central Services	6.	0.00							0	0	0.0%
2600 Operation & Maintenance of Plant	7.	0.00							0	0	0.0%
2700 Student Transportation	8.	0.00							0	0	0.0%
2900 Other	9.	0.00							0	0	0.0%
<b>Total (lines 1-9) (to Budget, page 6, Other Funds, line 2)</b>	10.	0.00	0.00	0	0	0	0	0	0	0	0.0%
<b>Compensatory Instruction Fund 072 (A.R.S. §15-756.11)</b>											
1000 Instruction	11.	0.00							0	0	0.0%
2000 Support Services											
2100 Students	12.	0.00							0	0	0.0%
2200 Instructional Staff	13.	0.00							0	0	0.0%
2300 General Administration	14.	0.00							0	0	0.0%
2400 School Administration	15.	0.00							0	0	0.0%
2500 Central Services	16.	0.00							0	0	0.0%
2600 Operation & Maintenance of Plant	17.	0.00							0	0	0.0%
2700 Student Transportation	18.	0.00							0	0	0.0%
2900 Other	19.	0.00							0	0	0.0%
<b>Total (lines 11-19) (to Budget, page 6, Other Funds, line 3)</b>	20.	0.00	0.00	0	0	0	0	0	0	0	0.0%

SUMMARY OF SCHOOL DISTRICT PROPOSED EXPENDITURE BUDGET

CTD NUMBER 070802000

VERSION Adopted

I certify that the Budget of West-MEC #402 District, Maricopa County for fiscal year 2019 was officially proposed by the Governing Board on June 13, 2018, and that the complete Proposed Expenditure Budget may be reviewed by contacting Barbara Thompson at the District Office, telephone 623-738-0012 during normal business hours.

Chairman of the Governing Board

<b>1. Average Daily Membership:</b>		<b>Prior Year</b>	<b>Budget Year</b>	<b>4. Average Teacher Salaries (A.R.S. §15-903.E, amended by Laws 2018, Ch. 285, §10)</b>
	<b>2017 ADM</b>	<b>2018 ADM</b>	<b>2019 ADM</b>	
<b>Attending</b>	6,522.225	6,845.321	8,645.328	
<b>2. Tax Rates:</b>		<b>Prior FY</b>	<b>Est. Budget FY</b>	1. Average salary of all teachers employed in FY 2019 (budget year) 56,970
<b>Primary Rate</b> (equalization formula funding and budget add-ons not required to be in secondary rate)		0.0000	0.0000	2. Average salary of all teachers employed in FY 2018 (prior year) 51,791
<b>Secondary Rate</b> (voter-approved overrides, bonds, and Career Technical Education Districts, and desegregation, if applicable)		0.0500	0.0500	3. Increase in average teacher salary from the prior year 5,179
<b>3. Budgeted Expenditures and Budget Limits:</b>		<b>Budgeted Expenditures</b>	<b>Budget Limit</b>	4. Percentage increase 10%
<b>Maintenance &amp; Operation Fund</b>		30,547,246	30,547,246	Comments on average salary calculation (Optional):
<b>Classroom Site Fund</b>		15,085,427	15,085,426	The recommendation to the governing board will be to increase teacher base pay 10% for fiscal year 2019.
<b>Unrestricted Capital Outlay Fund</b>		29,476,880	29,476,880	

	MAINTENANCE AND OPERATION EXPENDITURES						% Inc./(Decr.) from Prior FY
	Salaries and Benefits		Other		TOTAL		
	Prior FY	Budget FY	Prior FY	Budget FY	Prior FY	Budget FY	
<b>100 Regular Education</b>							
1000 Instruction	0	0	0	0	0	0	0.0%
<b>2000 Support Services</b>							
2100 Students	0	0	0	0	0	0	0.0%
2200 Instructional Staff	0	0	0	0	0	0	0.0%
2300, 2400, 2500 Administration	0	0	0	0	0	0	0.0%
2600 Oper./Maint. of Plant	0	0	0	0	0	0	0.0%
2900 Other	0	0	0	0	0	0	0.0%
3000 Oper. of Noninstructional Services	0	0	0	0	0	0	0.0%
610 School-Sponsored Cocurric. Activities	0	0	0	0	0	0	0.0%
620 School-Sponsored Athletics	0	0	0	0	0	0	0.0%
630, 700, 800, 900 Other Programs	476,316	667,223	0	0	476,316	667,223	40.1%
<b>Regular Education Subsection Subtotal</b>	<b>476,316</b>	<b>667,223</b>	<b>0</b>	<b>0</b>	<b>476,316</b>	<b>667,223</b>	<b>40.1%</b>
<b>200 and 300 Special Education</b>							
1000 Instruction	3,292,128	4,162,491	12,694,342	13,656,487	15,986,470	17,818,978	11.5%
<b>2000 Support Services</b>							
2100 Students	1,310,257	1,874,518	71,692	35,700	1,381,949	1,910,218	38.2%
2200 Instructional Staff	1,636,274	2,043,225	509,875	684,939	2,146,149	2,728,164	27.1%
2300, 2400, 2500 Administration	3,106,690	3,813,277	879,501	1,257,100	3,986,191	5,070,377	27.2%
2600 Oper./Maint. of Plant	408,116	491,945	1,740,116	1,860,341	2,148,232	2,352,286	9.5%
2900 Other	0	0	0	0	0	0	0.0%
3000 Oper. of Noninstructional Services	0	0	0	0	0	0	0.0%
<b>Special Education Subsection Subtotal</b>	<b>9,753,465</b>	<b>12,385,456</b>	<b>15,895,526</b>	<b>17,494,567</b>	<b>25,648,991</b>	<b>29,880,023</b>	<b>16.5%</b>
400 Pupil Transportation	0	0	0	0	0	0	0.0%
510 Desegregation	0	0	0	0	0	0	0.0%
530 Dropout Prevention Programs	0	0	0	0	0	0	0.0%
540 Joint Career and Technical Education and Vocational Education Center	0	0	0	0	0	0	0.0%
550 K-3 Reading Program	0	0	0	0	0	0	0.0%
<b>TOTAL EXPENDITURES</b>	<b>10,229,781</b>	<b>13,052,679</b>	<b>15,895,526</b>	<b>17,494,567</b>	<b>26,125,307</b>	<b>30,547,246</b>	<b>16.9%</b>

TOTAL EXPENDITURES BY FUND				
Fund	Budgeted Expenditures		\$ Increase/ (Decrease) from Prior FY	% Increase/ (Decrease) from Prior FY
	Prior FY	Budget FY		
Maintenance & Operation	26,125,307	30,547,246	4,421,939	16.9%
Instructional Improvement	180,789	190,786	9,997	5.5%
Structured English Immersion	0	0	0	0.0%
Compensatory Instruction	0	0	0	0.0%
Classroom Site	11,455,403	15,085,427	3,630,024	31.7%
Federal Projects	160,667	230,835	70,168	43.7%
State Projects	71,310	8,559	(62,751)	-88.0%
Unrestricted Capital Outlay	24,742,846	29,476,880	4,734,034	19.1%
New School Facilities	0	0	0	0.0%
Adjacent Ways	0	0	0	0.0%
Debt Service	18,380,150	15,450,956	(2,929,194)	-15.9%
School Plant Fund	2,006,769	2,012,589	5,820	0.3%
Auxiliary Operations	387,405	468,345	80,940	20.9%
Bond Building	80,000,000	42,934,754	(37,065,246)	-46.3%
Food Service	0	0	0	0.0%
Other	1,079,129	1,198,322	119,193	11.0%

M&O FUND SPECIAL EDUCATION PROGRAMS BY TYPE		
Program (A.R.S. §§15-761 and 15-903)	Prior FY	Budget FY
Total All Disability Classifications	0	0
Gifted Education	0	0
Remedial Education	0	0
ELL Incremental Costs	0	0
ELL Compensatory Instruction	0	0
Vocational and Technical Education (non-CTED)	0	0
Career Education (non-CTED)	0	0
Career Technical Education (CTED)	25,648,991	29,880,023
<b>TOTAL</b>	<b>25,648,991</b>	<b>29,880,023</b>

PROPOSED STAFFING SUMMARY		
Staff Type	FTE	Staff-Pupil Ratio
Certified --		
Superintendent, Principals, Other Administrators	9	1 to 960.6
Teachers	56	1 to 154.4
Other	7	1 to #####
Subtotal	72	1 to 120.1
Classified --		
Managers, Supervisors, Directors	6	1 to #####
Teachers Aides	4	1 to #####
Other	54	1 to 160.1
Subtotal	64	1 to 135.1
<b>TOTAL</b>	<b>136</b>	<b>1 to 63.6</b>
Special Education --		
Teacher		1 to
Staff		1 to

FY 2019 Truth in Taxation Work Sheet (A.R.S. §15-905.01)

1.	FY 2019 Truth in Taxation Base Limit (from FY 2018 TNT work sheet, line 3 + line 11)	\$	<u>0</u>
2.	Deduction for discontinued programs		
3.	Adjusted FY 2019 TNT Base Limit	\$	<u><u>0</u></u>

**Primary Property Tax Rate  
Related to Budgeted  
Expenditures**

**FY 2019 Budgeted Expenditures**

4.	Desegregation (no longer a primary levy, must be zero)	\$	<u>0</u>	<u>          </u>
5.	Dropout Prevention (from page 1, line 27)		<u>0</u>	<u>          </u>
6.	Joint Career and Technical Education and Vocational Education Center		<u>0</u>	<u>          </u>
7.	Small School Adjustment (from page 7, line 4, columns A and B)	\$	<u>0</u>	<u>          </u>

**Adjustments for FY 2018 Expenditures**

8.	Desegregation, Dropout Prevention, and Joint Career and Technical Education and Vocational Education Center			
a.	FY 2018 Total Actual Expenditures for programs above	\$	<u>          </u>	
b.	Sum of FY 2018 original budget amounts for programs above (from FY 2018 TNT work sheet, sum of lines 4, 5, and 6)		<u>0</u>	
c.	Expenditures over/(under) original budget (line 8.a minus line 8.b)	\$	<u>0</u>	
9.	Small School Adjustment			
a.	FY 2018 final budget for Small School Adjustment	\$	<u>          </u>	
b.	FY 2018 original budget for Small School Adjustment (from FY 2018 TNT work sheet, line 7)	\$	<u>0</u>	
c.	Amount over/(under) budget for Small School Adjustment (line 9.a minus line 9.b)	\$	<u>0</u>	
10.	Total (add lines 4 through 7 and line 8.c. and line 9.c.)	\$	<u><u>0</u></u>	
11.	Excess over Truth in Taxation Limit (1) (Line 10 minus line 3. If negative, enter zero.)	\$	<u><u>0</u></u>	
12.	Amount to be Levied in FY 2019 for Adjacent Ways pursuant to A.R.S. §15-995 (from page 5, footnote 2) (1)	\$	<u>0</u>	<u>          </u>
13.	Amount to be Levied in FY 2019 for Liabilities in Excess of the Budget pursuant to A.R.S. §15-907 (1)	\$	<u>          </u>	<u>          </u>

**Calculations for Truth in Taxation Notice**

A.	Sum of lines 11, 12, and 13	\$	<u>0</u>
B.1.	Current Assessed Value	\$	<u>          </u>
B.2.	(Line 3 divided by line B.1) x \$10,000	\$	<u>          </u> (2)
C.1.	Sum of lines 3, 11, 12, and 13	\$	<u>0</u>
C.2.	(Line C.1 divided by line B.1) x \$10,000	\$	<u>          </u> (2)

(1) If an amount on line 11, 12, or 13 is greater than zero, the district must publish a Truth in Taxation Hearing Notice as described in A.R.S. §15-905.01.

(2) \$10,000 is used in these calculations to determine the amounts to include on the truth in taxation hearing notice for a \$100,000 home, as property taxes on residential properties are levied at 10% of the assessed valuation per A.R.S. §42-15003.

Page	Reference	Instructions	Revision Instructions
	General	<p>These instructions are provided to help school districts prepare the expenditure budget. Within the forms, blue font and light blue highlights indicate that an instruction is linked to that specific line. An instructions button has also been provided that links to any general instructions or to the first instruction for a page. To return to the related form after reviewing the instructions, simply click on the form's tab at the bottom of the Excel screen or press the Alt and back arrow keys.</p> <p>Districts should complete the Work Sheets and Supplements, as applicable, before completing the Budget forms. To ensure that the district's data can be properly processed by ADE, formulas should not be changed without specific instructions from either the Arizona Auditor General's Office, Accounting Services Division, or ADE, School Finance.</p>	
	General	<p>Amounts in the prior year columns should be recorded from the budget columns of the latest revised Budget for FY 2018. Amounts should be rounded to the nearest dollar.</p> <p>Districts should budget for FY 2019 retirement contributions at the rate of 11.64% and for long term disability at a rate of 0.16% for a total contribution rate of 11.80%. Districts should also budget for any applicable alternative contribution payments to state retirement at a rate of 10.53%.</p>	
	Budget Revision	<p>Instructions for budget revision requirements have been incorporated into this document for each applicable line item. All lines that include revision instructions have a "Yes" in the Revision Instructions column to the right. To see only the revision instructions apply the filter so that only rows marked "Yes" will show.</p> <p>Prior to May 15 of the budget year, districts <u>must</u> make all of the revisions described in these instructions that would result in a decrease in budget limits and districts <u>may</u> make any of the described revisions that result in an increase in budget limits. Total expenditures in the Maintenance and Operation (M&amp;O), Unrestricted Capital Outlay (UCO), and Classroom Site Funds (CSF) must not exceed the adjusted General Budget Limit (GBL), Unrestricted Capital Budget Limit (UCBL), and Classroom Site Fund Budget Limit (CSFBL), respectively, as reported on pages 7 and 8 of the latest revised budget. Therefore, if the net change to any of these budget limits is a <u>decrease</u>, the district <u>must</u> reduce budgeted expenditures in the related fund, to ensure that the budgeted amounts are within the prescribed limit. If the net change to any of these budget limits is an <u>increase</u>, the district <u>may</u> choose to revise budgeted expenditures in the related fund.</p>	Yes
	Budget Revision Continued	All districts must revise the FY 2019 budget, including the work sheets, to include the 2018 (prior year) and 2019 (current year) 100th-Day ADM from the applicable year's ADMS46-1 report, "Recalculated ADM State Aid Report."	Yes
Cover	District Tax Rates	District tax rates for FY 2018 should be the actual tax rates set by the County Board of Supervisors in August 2017. Tax rates for FY 2019 should be the district's best estimate. Districts should include detailed secondary tax rates for M&O, Special Program, and Capital Overrides; Class A Bonds; Class B Bonds; Career Technical Education District (CTED); and Desegregation. Class A Bonds are general obligation bonds approved by voters on or before December 31, 1998. Class B Bonds are general obligation bonds approved by voters after December 31, 1998.	

Page	Reference	Instructions	Revision Instructions
Cover	Average Teacher Salaries	<p>In accordance with A.R.S. §15-903(E), as amended by Laws 2018, Ch. 285, §10, a district's budget must include the prominent display of the average salary of all teachers employed by the district for the budget and prior years, and the increase in the average salary of all teachers employed by the district for the budget year reported in dollars and percentage. Districts must also prominently post this information on their website home pages separate from their budgets. The law does not provide a definition of a teacher. Districts should be consistent in the type of salary information included in this table from year to year. An optional comment box is available to provide details on the average teacher salary calculation used by the district.</p> <p><b>Budget Revision</b> Districts should revise the average teacher salary information any time a revised budget is submitted to ADE.</p>	Yes
District Contact Info		<p>Fill in the contact information for all positions listed on this tab. If any of the positions don't exist at your district, please fill in the appropriate person to contact related to that topic.</p> <p><b>Budget Revision</b> Districts should revise contact information, if necessary, any time a revised budget is submitted to ADE.</p>	Yes
1	Line 4	<p>Function code 2300, object code 6820-Judgments Against the District should be used to budget for excessive property tax valuation judgments to be paid in FY 2019. This amount should also be included on page 7, line 8(h). Pre-approval by ADE is required. Contact ADE's School Finance payment team at the email address below.</p> <p><a href="mailto:SFPaymentTeam@azed.gov">SFPaymentTeam@azed.gov</a></p>	
1	Line 9	<p><b>Budget Revision</b> Districts participating in the National School Lunch Program that have not already budgeted for the state matching requirements, should include any amounts to be expended for their food service program in the M&amp;O Fund on this line before May 15. ADE's Health &amp; Nutrition Services will verify that amounts budgeted were spent when the annual financial reports are submitted. Any questions related to the state matching requirements should be directed to ADE's Health &amp; Nutrition Services at (602) 542-8700.</p>	Yes
1	Line 27	<p>A district authorized by ADE to continue participation in Dropout Prevention Programs for FY 2019 pursuant to Laws 1992, Ch. 305, §32 and Laws 2000, Ch. 398, §2, must budget the additional amount on this line.</p>	
1	Line 28	<p>A district that has entered into an intergovernmental agreement to establish a jointly owned and operated career and technical education and vocational education center, in accordance with A.R.S. §15-789, should budget for the center's expenditures on this line. A.R.S. §15-910.01 <b>This provision does not apply to CTEDs established pursuant to A.R.S. §15-392.</b></p> <p>A.R.S. §15-910.01 requires the State Board of Education (SBE) approval prior to including an amount here. <b>Currently, no districts have been authorized by the SBE.</b></p>	



Page	Reference	Instructions	Revision Instructions
1	Line 29	Districts should budget for K-3 Reading Program expenditures on this line. The SBE must give approval to a district before any portion of the monies generated by the K-3 reading support level weight may be distributed to the district. A.R.S. §15-211  Contact ADE's Move on When Reading program area with questions concerning the K-3 Reading plan requirement and approval status at the link below.  <a href="http://www.azed.gov/mowr/">http://www.azed.gov/mowr/</a>	
2	Spec. Ed. by Type	All expenditures budgeted in the M&O Fund for special education programs should be included regardless of the revenue source (e.g., state equalization assistance and property taxes). Districts should retain supporting documentation for the allocation of expenditures budgeted for individual special education programs. Supporting documentation should include a list of the programs, the number of teachers and students by program, and all computation work sheets. However, districts should budget total expenditures in Program 200—Special Education for disability classifications defined in A.R.S. §15-761 on line 1, Total All Disability Classifications.	
2	Spec. Ed by Type - Lines 4 and 5	Program code 260—ELL Incremental Costs and program code 265—ELL Compensatory Instruction are required to track expenditures related to ELL. See Supplement instructions for more information on English language learners (ELL).	
2	FTE Certified Employees	Include <b>all</b> certified employees filling certified positions at the district.	
2	Audit Services	Enter the budgeted expenditures for nonfederal program and compliance audits (required object code 6350) to be paid from the M&O Fund only, and the budgeted expenditures for federal single audits (optional object code 6330) from <u>all</u> funds.	
2	M&O for Food Service	Districts participating in the National School Lunch Program are required to budget a portion of their state revenues to support the operation of their food service program. Districts should budget in the M&O Fund any amounts that will be expended during the 2019 school year for the operation of the food service program. Any questions related to the state matching requirements should be directed to ADE's Health & Nutrition Services at (602) 542-8700.  <b>Budget Revision</b> Districts that have not already budgeted for the state matching requirements, should include any amounts to be expended for their food service program in the M&O Fund on this line before May 15. ADE's Health & Nutrition Services will verify that amounts budgeted were spent when the annual financial reports are submitted.	Yes
3	General	The Classroom Site Funds (CSF) are budget-controlled funds that must be used to supplement, rather than supplant, existing monies and in accordance with Laws 2000, 5th S.S., Ch. 1, §62, must not be used for administrative purposes. See USFR Memorandum No. 194 for additional guidance on the use of CSF monies.	
3	Lines 13, 26, and 39	Include amounts budgeted for registered warrant expense in the Interest on Short-Term Debt column. Districts should budget up to the Classroom Site Fund Budget Limit (CSFBL) as calculated on page 8, line B.7.	
3	Line 40	The total amount budgeted on line 40 cannot exceed the CSFBL on page 8, Line B.7. The total amount budgeted in FY 2019 will affect the next year's CSFBL. See A.R.S. §15-978 and calculation on page 8.	

Page	Reference	Instructions	Revision Instructions
4	Line 10	The amount budgeted in the UCO Fund cannot exceed the Unrestricted Capital Budget Limit (UCBL) on page 8, line A.12. The amount budgeted in Fund 610 in FY 2019 will affect the next year's UCBL. See A.R.S. §15-947(D) and calculation on page 8.	
4	Footnote 5	<p>Districts participating in the National School Lunch Program are required to budget a portion of their state revenues to support the operation of their food service program. Districts should budget in the UCO Fund any amounts that will be expended during the 2019 school year for the food service program. Any questions related to the state matching requirements should be directed to ADE's Health &amp; Nutrition Services at (602) 542-8700.</p> <p><b>Budget Revision</b> Districts that have not already budgeted for the state matching requirements, should include any amounts to be expended for their food service program in the UCO Fund on this line before May 15. ADE's Health &amp; Nutrition Services will verify that amounts budgeted were spent when the annual financial reports are submitted.</p>	Yes
5	Other Funds— Required Capital Expenditure Detail for Funds 610, 630, 695, & 620	<p>In accordance with A.R.S. §15-904(B), detailed budgeted and actual expenditures for only the items listed in lines 2-11 must be reported from the UCO (610), Bond Building (630), New School Facilities (695), and Adjacent Ways (620) Funds. The amounts reported on lines 2-11 may not include all expenditures of these funds as shown on line 1. Total budgeted expenditures for each fund should be included on line 1 of the table.</p> <p>In addition, these detailed expenditures reported on lines 2-11 must be separately reported as new construction or renovation on lines 13-15. If the designation of new construction or renovation does not apply to a particular expenditure reported on lines 2-11, the amount should be reported as "Other." Therefore, total budgeted expenditures for the detailed object codes listed for each fund as reported on line 12 must agree to the total amounts reported on line 16, by fund. Amounts on lines 12 and 16 may be less than the amounts on line 1 for each fund.</p>	
5	Adjacent Ways Fund	<p>In accordance with A.R.S. §15-995, each adjacent ways project proposal must be filed with the School Facilities Board and include the project cost estimate. If the entire project cost for the adjacent ways project is greater than \$50,000, the expenditure cannot be made unless the School Facilities Board validates both of the following:</p> <ul style="list-style-type: none"> <li>-The project that is proposed to be funded by the assessment is in compliance with state laws relating to adjacent ways projects.</li> <li>-The proposal selected by the district does not contain any additional work that is not listed in the adjacent ways proposal submitted by the district.</li> </ul>	
6	Federal Projects, Line 16	Districts that receive Impact Aid monies should deposit them in Fund 378—Impact Aid. Monies in the fund are federal monies not subject to legislative appropriation. All districts that receive Impact Aid revenue should complete Work Sheet L to calculate the amount available to be spent in the Impact Aid Fund.	
6	State Projects, Line 26	In accordance with A.R.S. §15-249.06, monies received from the college credit by examination incentive program should be deposited in Fund 456—College Credit Exam Incentives. At least 50% of the incentive bonus monies received from this program must be distributed to the associated classroom teacher for each student who passes a qualifying exam. The remainder of any bonus monies received from this program may be used for teacher professional development or student instructional support or materials.	

Page	Reference	Instructions	Revision Instructions
6	State Projects, Line 27	In accordance A.R.S. §15-249.08, monies received from the Results-based Funding Fund should be deposited in Fund 457—Results-based Funding. Monies received must be allocated directly to enhance, expand or replicate the school site that generated the results-based funding and must not supplant monies budgeted or received from any other source that are generally provided to that school. The majority of the monies received must be used for teacher salaries, to hire teachers and to provide for teacher professional development. A portion of the monies received may be used for the expansion and replication of that school site as a quality school model. The monies must be used to sustain and replicate results, to serve more students on a waiting list at a school with a letter grade designation of A or B and to increase salaries for teachers, other classroom staff and school leaders closing the achievement gap in high-poverty schools.	
6	Other Funds, Lines 2 and 3	Funds 071 and 072 should be budgeted in detail on the Supplement. Fund totals will pull to these lines. See the instructions for the Supplement for additional information.	
6	Other Funds, Line 4	In accordance with A.R.S. §15-1102, the proceeds from the sale or lease of school district property should be deposited in the School Plant Fund (500). Expenditures made from the School Plant Fund (500) should be made in accordance with the requirements of A.R.S. §15-1102. Districts may establish sub funds for School Plant in funds 501-504 to account for monies received that are restricted to different purposes by statute, but one total budget for all related monies must be reported here in Fund 500.	
6	Other Funds, Line 32	Budgeted expenditures related to monies remaining in Fund 080—Student Success Fund should be reported on line 32—Other, along with any other funds not included elsewhere in the budget.	
6	Internal Service Funds, Line 2	Include all expenditures for Intergovernmental Agreements (IGAs) in this line. If the district uses funds other than 955 to separately account for multiple IGAs, all IGA fund expenditures should be totaled and reported on this line.	
7	General	<p>For budget adoption, districts may apportion amounts on this page between the M&amp;O and UCO Funds. After original adoption, and prior to May 15 of the budget year, amounts may be reapportioned based on the budgetary needs of the district, unless otherwise indicated on Budget, page 7, or in the following instructions.</p> <p>Record in column A on this page all amounts budgeted for use in the M&amp;O Fund (to be included in the GBL). Record in column B all amounts budgeted for use in the UCO Fund (to be carried over to the calculations on Budget, page 8).</p> <p><b>Budget Revision</b> When actual amounts are required, use the actual amount to date plus the estimated amount for the remainder of the fiscal year. After the May 15 budget revision, amounts <b>cannot</b> be reallocated between M&amp;O and UCO.</p>	Yes

Page	Reference	Instructions	Revision Instructions
7	Line 1	<p>After completing Work Sheet E—FY 2019 District Support Level (DSL) and Revenue Control Limit (RCL), and Work Sheet F—FY 2019 Consolidation/Unification Assistance, if applicable, enter the amount of the district RCL from line X of Work Sheet E, or line III of Work Sheet F.</p> <p><b>Budget Revision</b></p> <p>For budget revision, Work Sheets B, C, E, and F should be revised and the recalculated RCL should be reported on line 1. See budget revision instructions for those work sheets.</p>	Yes
7	Lines 2(a)-(c)	<p><b>Budget Revision</b></p> <p>Compare the amount for District Additional Assistance (DAA) on lines 2(c) to the applicable amount calculated by ADE on page 1 of the most recent FY 2019 BUDG25 Report. The amounts on lines (a) and (b) can be reconciled to page 5 of the district's most recent FY 2019 APOR 55-1 report. Districts that include a reduction greater than the amount calculated by ADE on line (b), will reduce their budget capacity by that amount. Work Sheet H should be revised and the recalculated DAA reduction should be reported on line 2 (b). See budget revision instructions for Work Sheet H.</p>	Yes
7	Line 2(b)	<p>Laws 2018, Ch. 285, §27 requires ADE to reduce DAA for FY 2019 for school districts with 2018 ADM of 1,100 or more. See the instructions for Work Sheet H.</p>	
7	Line 3	<p>Do not include any overrides authorized to use excess Impact Aid cash on these lines.</p> <p>Districts should use prior year ADM to calculate the RCL for overrides (A.R.S. §15-943). Districts may recalculate their RCL based on prior year ADM in a separate copy of Work Sheets B, C, D, and E. <b>Do not</b> submit this separate copy of the Work Sheets to ADE. Alternatively, districts can get weighted student counts from page 4 of ADE's FY 2018 "APOR Equalization Report", APOR 55-1. ADE has also posted a link to an override calculation worksheet that may be used as a guide in estimating the override amount. The override calculation worksheet and instructions can be found at the link below.</p> <p>In accordance with A.R.S. §15-951(B), the RCL used to determine the maximum M&amp;O and Special Program overrides for Type 03 districts does not include the tuition paid by the district for high school students attending another district.</p>	
		<p><a href="http://www.azed.gov/finance/files/2018/05/2019budgetoverrideestimator.xls">http://www.azed.gov/finance/files/2018/05/2019budgetoverrideestimator.xls</a></p>	
7	Line 3(a)	<p>See Line 3 Instructions above.</p> <p>If the voters in the override election authorize the district to exceed the RCL, and the increase is to be <b>fully funded by revenues other than property taxes</b> [A.R.S. §15-481(F)], only revenues derived from the FY 2018 ending cash balance in the M&amp;O Fund [after the primary tax rate is reduced to zero as required by A.R.S. §15-481(T)] may be used. A.R.S. §15-481(P) <b>Note: Districts will not be able to fund an override with Impact Aid monies in FY 2019, as Impact Aid monies are accounted for in the Impact Aid Fund.</b></p>	
7	Line 3(a) Continued	<p>The maximum amount a district may request for an M&amp;O budget override is 15% of the district's RCL. If the district also requests a Special Program override pursuant to A.R.S. §15-482, the maximum amount a district may request for an M&amp;O override is 10% of the RCL. A.R.S. §15-481(G)</p>	

Page	Reference	Instructions	Revision Instructions
7	Line 3(b)	<p>See Line 3 Instructions above.</p> <p>If the voters in the override election authorize the district to exceed the Capital Outlay Revenue Limit or District Additional Assistance and the increase is to be <b>fully funded by revenues other than property taxes</b> [A.R.S. §15-481(M)], only revenues derived from the FY 2018 ending cash balance in the M&amp;O and UCO Funds [after the primary tax rate is reduced to zero as required by A.R.S. §15-481(T)] may be used. A.R.S. §15-481(S) <b>Note: Districts will not be able to fund an override with Impact Aid monies in FY 2019, as Impact Aid monies are accounted for in the Impact Aid Fund.</b></p> <p>The maximum amount a district may request for a capital budget override is 10% of the RCL. A.R.S. §15-481(AA)</p>	
7	Line 3(c)	<p>See Line 3 Instructions above.</p> <p>A.R.S. §15-482 allows a district to request a budget override for programs designed for preschool students with disabilities and students enrolled in kindergarten through grade 12. The amount for the Special Program override may not exceed 5% of the RCL.</p> <p>If the voters in the override election authorize the district to exceed the RCL, and the increase is to be fully funded by revenues other than property taxes [A.R.S. §15-481(J)], the increase may only be budgeted and expended if sufficient monies are available in the M&amp;O Fund. A.R.S. §15-481(Q) <b>Note: Districts will not be able to fund an override with Impact Aid monies in FY 2019, as Impact Aid monies are accounted for in the Impact Aid Fund.</b></p>	
7	Lines 3(a)-(c)	<p><b>Budget Revision</b></p> <p>If the RCL originally used to calculate an override was reduced after budget adoption, the district must recalculate the maximum M&amp;O, UCO, and Special Program override amounts in accordance with the instructions above. Arizona Attorney General Opinion I90-020 prohibits districts from recalculating overrides based on an increase in the RCL after secondary taxes have been levied for the applicable year. The amounts reported on lines 3(a) through (c) may not exceed the lesser of the original or recalculated maximum override amounts.</p>	Yes
7	Line 4	<p>Districts with a student count of 125 or less in grades K-8, or 100 or less in grades 9-12 must include an amount on this line if they choose to make a small school adjustment to ensure that page 1, line 30 does not exceed the GBL for M&amp;O. If the district previously qualified for a small school adjustment but has exceeded these student counts, see the instructions for Work Sheets K and K2. For the purposes of Small School Adjustment, districts should use prior year student count (2018 ADM). <b>Districts should not include amounts on these lines for expenditures that are to be made from the Impact Aid Fund.</b></p> <p><b>Budget Revision</b></p> <p>If the district received approval from the county board of supervisors to revise its budget to include the cost of additional pupils that were not anticipated at budget adoption in accordance with A.R.S. §15-949(A)(2), include the revised amount on this line and notify ADE of any approved increase via email at <a href="mailto:SFBudgetTeam@azed.gov">SFBudgetTeam@azed.gov</a>.</p>	Yes

Page	Reference	Instructions	Revision Instructions
7	Line 5	<p>Districts charging tuition for full-day kindergarten and summer school should <u>not</u> include an increase to the GBL. These tuition revenues should be recorded in the Community School Fund (520).</p> <p><b>Budget Revision</b> Districts should compare actual tuition revenues received or expected to be received by June 30 to the amounts reported on lines 5(a) through (d) to determine whether the amounts must be decreased or may be increased.</p> <p><b>The debt service portion of tuition revenues should not be included on lines 5(a) through (d); as those revenues should be reported in the Debt Service Fund (700).</b></p>	Yes
7	Line 5(d)	<p>The work sheets and instructions for calculating this amount will be issued in future ADE School Finance memorandums. The amount will include excess tuition paid to districts in an adjacent state for pupils who reside in the district but are precluded by distance or a lack of adequate transportation from attending a school in their district or county of residence (out-of-state CEC students). In addition, the amount will include funding for students who are precluded by distance or lack of adequate transportation facilities from attending a school in their district or county of residence or who reside in unorganized territories (CEC-A students). The amount will also include funding for students who are placed in a school district by an agency of this State or by a state or federal court of competent jurisdiction in a corrective institution, a foster home, a child care agency, a licensed institution, or a residential facility (CEC-B students).</p>	
7	Line 6	<p>Include assistance received from the State for students whose parents are employed by certain State institutions as described in A.R.S. §15-976. Also, include amounts paid to the school district through the special education voucher payment system such as payments for teaching students at the district instead of sending the student to the Arizona State Schools for the Deaf and the Blind.</p> <p><b>Budget Revision</b> Districts should use the work sheets provided by ADE to calculate the revised assistance to schools using the ADM reported on the FY 2019 ADM15. The work sheets are available on ADE's website at the link below.</p>	Yes
		<p><a href="http://www.azed.gov/finance/certificates-of-educational-convenience/">http://www.azed.gov/finance/certificates-of-educational-convenience/</a></p>	

Page	Reference	Instructions	Revision Instructions
7	Line 7	<p>Districts should <u>not</u> include amounts on this line for expenditures that are to be made from the Impact Aid Fund.</p> <p><b>Budget Revision</b>            If the June 30, 2018, actual cash balance for the M&amp;O Fund was incorrectly estimated, an accommodation school district must complete and submit a revised Work Sheet S, even if the amount recorded on line 7 of the adopted budget is not revised. If the June 30, 2018 actual cash balance for the M&amp;O Fund was accurate, accommodation schools may recalculate Work Sheet S for other changes.</p> <p>In completing line I.A of Work Sheet S, use the lesser of the revised DSL or RCL from Work Sheet E (should agree to page 4 of the most recent FY 2018 APOR55-1 Report). Record the district’s actual cash balance for the M&amp;O Fund at June 30, 2018, on line II.A.1. On line II.A.2, record the “Allowed Budget Balance Carry Forward” as reported on page 2 of the most recent FY 2018 BUDG75 Report. Finally, districts should recalculate lines II.B.2 and 3 based on the revised RCL.</p> <p>Districts should compare the recalculated amount on line II.B.5 of Work Sheet S to line 7 to determine whether the amount must be decreased or may be increased.</p>	Yes
7	Line 8(a)	<p>The total amount budgeted for desegregation expenditures in the M&amp;O, UCO, and Impact Aid Funds cannot exceed the amount budgeted in FY 2009. Districts should <u>not</u> include amounts on these lines for desegregation expenditures that are to be made from the Impact Aid Fund.</p>	
7	Line 8(b)	<p>Districts should not include amounts on this line for expenditures that are to be made from the Impact Aid Fund.</p> <p><b>Budget Revision</b>            A common school district not within a high school district (Type 03) should report any adjustment for the excess debt service portion of actual tuition, as described in A.R.S. §§15-910(M), as amended by Laws 2018, Ch. 283, §2, and 15-951(A) and (F), on this line. (See Budget Revision instructions for Work Sheet O.)</p>	Yes
7	Line 8(c)	<p>Districts are required to use actual expenditures in calculating the budget balance carryforward. Districts that <b>have overexpended</b> in the FY 2018 M&amp;O Fund as authorized by the county board of supervisors, in accordance with A.R.S. §15-907, <b>cannot record a budget balance carryforward.</b></p> <p>Districts should complete the Work Sheet for Calculation of the FY 2019 Maintenance and Operation Fund Budget Balance Carryforward (Work Sheet M). Districts may transfer an amount to the School Opening Fund, not to exceed the lesser of the FY 2018 M&amp;O Fund ending cash balance or the actual budget balance carryforward. The amount transferred will reduce the amount of the budget balance carryforward; therefore, the amount carried forward may not exceed the amount on Work Sheet M, line 9.</p> <p><b>Budget Revision</b>            Districts should compare the amount on line 8(c) to the allowable amount on the FY 2018 BUDG75 Report to determine if revisions are necessary. The amounts on this line cannot exceed the amount reported on page 2 of the BUDG75 Report.</p>	Yes

Page	Reference	Instructions	Revision Instructions
7	Line 8(d)	A district authorized by ADE to continue participation in the Dropout Prevention Programs, in accordance with Laws 1992, Ch. 305, §32 and Laws 2000, Ch. 398, §2, for FY 2019 may record on this line an amount not to exceed the amount budgeted for the Dropout Prevention Programs in FY 1991. Districts should not include amounts on this line for expenditures that are to be made from the Impact Aid Fund.	
7	Line 8(e)	<p>A district may budget an amount less than or equal to interest expense for registering warrants or for net interest expense (interest expense minus interest income) on tax anticipation notes outside the FY 2019 RCL, <b>if both of the following conditions apply:</b></p> <p>--The County Treasurer pooled all school district monies for investment during FY 2017 as provided in A.R.S. §15-996.</p> <p>--For those districts that received state aid in FY 2017, the districts applied for state aid apportionment before the date set as provided in A.R.S. §15-973.</p>	
7	Line 8(f)	For the first 3 years that a joint career and technical education and vocational education center is operating and serving students, all or a portion of the center's expenditures may be budgeted outside the RCL. A.R.S. §15-910.01 requires the State Board of Education approval prior to including an amount here. The district <u>must</u> notify the State Board of Education before adopting a Budget for the first year of operation, and notify ADE School Finance if this line will be used in calculating the GBL. Currently, no districts have been authorized by the SBE. <b>This provision does not apply to career technical education districts established pursuant to A.R.S. §15-392.</b>	
7	Line 8(g)	<p>Do <u>not</u> include amounts budgeted for the Performance Pay component of the CSF here.</p> <p><b>Budget Revision</b> Districts should compare the amount on this line to the applicable amounts on the FY 2018 BUDG75 Report to determine if revisions are necessary. The amounts on this line cannot exceed the amounts reported on page 2 of the BUDG75 Report.</p>	Yes
7	Line 8(h)	Record the amount of any judgments expected to be paid in FY 2019 for an excessive property tax valuation judgment per A.R.S. §§42-16213 and 42-16214. This amount should also be included on page 1, line 4. Pre-approval by ADE is required. Contact ADE's School Finance payment team by email at SFPaymentTeam@azed.gov.	
7	Line 8(i)	<p>Record the amount of reimbursements for unorganized territory mileage received from performance of a transportation services contract.</p> <p><b>Budget Revision</b> Districts should compare actual reimbursements for transportation services received or expected to be received by June 30 to the amount reported on this line. The amount on this line cannot exceed the actual amount received for providing these transportation services.</p>	Yes



Page	Reference	Instructions	Revision Instructions
7	Line 9	<p>Record adjustments to the General Budget Limit on these lines. If more than 1 year or type of adjustment is recorded on any one line, indicate each year and the associated amount for each type of adjustment in the line description, but record only one combined amount for all years and types on each line. Record negative amounts in parentheses. Districts that need assistance with the adjustments should contact ADE’s budget team.</p> <p><b>Budget Revision</b> Districts should compare the budgeted adjustment amounts to the applicable ADE calculated values on page 1 of the most recent FY 2019 BUDG25, to determine if the amounts should be revised.</p>	Yes
7	Line 10	<p>For FY 2019, 2016 Prop 123 and Laws 2015, 1st Special Session, Ch. 1, §6 provide total additional funding of \$50,000,000 to districts and charter schools on a pro rata basis. Districts should increase their budget limits by <b>estimating</b> their portion of the increase by multiplying the district's percentage of statewide weighted student count, as reported on page 1 of its most recent Classroom Site Fund Detail Report, by \$50,000,000. <b>However, actual amounts will vary and ADE will notify districts of the final amounts.</b> District CSF Detail Reports can be accessed at the link below.</p> <p><b>Budget Revision</b> Districts should compare actual additional funding received or expected to be received for the fiscal year to the amount reported on this line. The amount on this line cannot exceed the actual amount received for additional funding.</p>	Yes
		<a href="http://apps.azed.gov/SchoolFinanceReports/Reports">http://apps.azed.gov/SchoolFinanceReports/Reports</a>	Yes
8	Line A.2	<p><b>Budget Revision</b> Line A.2, if required, should agree to the most recent FY 2018 BUDG75 Report, page 2, “Add to FY19 Expenditure Budget for (UNR), page 8, line A2” This line will also include any positive or negative A.R.S. §15-915 adjustments as approved by ADE. Contact ADE's School Finance budget team with questions concerning the reconciliation of any differences at SFBudgetTeam@azed.gov.</p>	Yes
8	Lines A.3	<p><b>Budget Revision</b> Line A.3 should agree to the most recent FY 2018 BUDG75 Report, page 2 “Unrestricted Capital Available for FY18.” Contact ADE's School Finance budget team with questions concerning the reconciliation of any differences at SFBudgetTeam@azed.gov.</p>	Yes
8	Line A.6	<p><b>Budget Revision</b> This line should reflect total actual UCO Fund 610 expenditures as reported on the district’s FY 2018 AFR, less expenditures approved under A.R.S. §15-907 that are in excess of the most recently revised adopted FY 2018 UCO budget (budget page 4, line 10).</p>	Yes
8	Line A.8	<p><b>Budget Revision</b> Line A.8 should agree to the actual amount of interest earned on investments as reported on the district’s FY 2018 AFR for the UCO Fund.</p>	Yes

Page	Reference	Instructions	Revision Instructions
8	Line A.9	The district should forward a copy of the award letter from the SFB stating the specific amount being deposited in Fund 610, to ADE's School Finance budget team at SFBudgetTeam@azed.gov.  <b>Budget Revision</b> Enter the amount of money, if any, received or expected to be received, by fiscal year end.	Yes
8	Line A.10	Record adjustments to the UCBL on these lines. If more than 1 year or type of adjustment is recorded for any one line, indicate each year and the associated amount for each type of adjustment in the line description, but record only one combined amount for all years and types on each line. Record negative amounts in parentheses. Districts should contact ADE's School Finance budget team at SFBudgetTeam@azed.gov before budgeting an amount on this line.	
8	Line A.10 continued	<b>Budget Revision</b> Districts should compare budgeted adjustment amounts to the applicable ADE calculated values on page 2 of the most recent FY 2019 BUDG25, to determine if the amounts should be revised.	Yes
8	Line B.2	<b>Budget Revision</b> Line B.2 should reflect total actual CSF expenditures as reported on the district's FY 2018 AFR.	Yes
8	Line B.4	<b>Budget Revision</b> This line should agree to the total actual interest earned on CSF investments, as reported on the FY 2018 AFR for all three CSFs.	Yes
8	Line B.5	In accordance with A.R.S. §15-977(G)(1), the per pupil amount is calculated based on estimated available resources in the Classroom Site Fund for the budget year and adjusted for prior year revenue carryforwards or shortfalls. However, actual payments to districts may differ from the estimated per pupil Classroom Site Fund allocation. The FY 2019 allocation for the district is \$423 multiplied by the district's weighted student count (based on fundable students attending within the school district). The FY 2019 CSF actual payments detail reports will be available on ADE's website at the link below beginning in August 2018.	
		<a href="http://apps.azed.gov/SchoolFinanceReports/Reports">http://apps.azed.gov/SchoolFinanceReports/Reports</a>	
8	Line B.6	Some districts have lost CSF budget capacity from budgeting less than the CSFBL in prior years. This line may be used to recapture that budget capacity. Districts that need assistance with the adjustment should contact ADE's budget team.	
Suppl	ELL General	A.R.S. §15-756.02 requires each school district to implement one or more Structured English Immersion (SEI) models, as previously approved by the ELL Task Force, to provide instruction to ELL students. A.R.S. §15-756.01 defined incremental costs as the costs that are associated with an SEI program pursuant to A.R.S. §15-752 or a program pursuant to A.R.S. §15-753 that are in addition to the normal costs of conducting programs for English proficient students. Further, incremental costs do not include costs that replace the same types of service provided to English proficient students or compensatory instruction.	

Page	Reference	Instructions	Revision Instructions
Suppl	ELL General Continued	SEI Fund 071 is used to account for monies received from ADE to provide for the incremental cost of instruction to ELLs and must be used to supplement existing programs. In accordance with A.R.S. §15-756.03 and .04, SEI monies must not be used to supplant federal, state, or local monies, including desegregation monies, previously used for ELLs, or used to pay for the normal costs of conducting programs for English proficient students. Districts are required to submit a separate SEI Budget Request Form to ADE to request these monies for FY 2019.	
Suppl	ELL General Continued	In accordance with A.R.S. §15-756.11, the Compensatory Instruction Fund 072 is used to account for monies received from ADE for compensatory instruction programs in addition to normal classroom instruction as described above. Monies must be used to supplement existing programs and not supplant federal, state, or local monies, including desegregation monies levied pursuant to A.R.S. §15-910, used for ELLs or ELL compensatory instruction that were budgeted as of February 23, 2006. For FY 2019, there were no new monies available for compensatory instruction programs. ADE will allow districts to use the remaining monies but will deduct those amounts from future funding requests for compensatory instruction programs.	
Suppl	ELL General Continued	In all funds where ELL costs are incurred, districts should use program code 260—ELL Incremental Costs to record incremental costs necessary to implement an approved SEI model, program code 265—ELL Compensatory Instruction to record the costs of providing compensatory instruction to ELL students and students reclassified as English proficient in the last 2 years, and program code 435—Pupil Transportation—ELL Compensatory Instruction for transportation costs approved as part of compensatory instruction. However, when desegregation monies in the M&O Fund are used to pay for incremental or compensatory instruction costs, districts should use program codes 514—ELL Incremental Costs and 515—ELL Compensatory Instruction.	
Suppl	ELL General Continued	Districts may have ELL costs, in funds other than Structured English Immersion Fund 071 and Compensatory Instruction Fund 072, that are beyond the incremental costs necessary to implement an approved SEI model and that are not considered compensatory instruction by statute. Districts should code these costs to program code 100—Regular Education. Districts may choose to separately track these costs in their accounting records using a more detailed program code under 100, such as program code 160.	
Summary	Page 1	Districts should report total PSD-12 average daily membership for fiscal years 2017 and 2018 from the ADMS45-2 Report, available on ADE's website. Districts should estimate 2019 current fiscal year ADM.	
Truth in Taxation Work Sheet	General	In accordance with A.R.S. §15-905.01, a district must hold a truth in taxation hearing on or before the adoption of the expenditure budget if the district budgets an amount that is higher than the truth in taxation base limit, levies any amount for adjacent ways pursuant to A.R.S. §15-995, or levies any amount for liabilities in excess of the budget pursuant to A.R.S. §15-907.	

Page	Reference	Instructions	Revision Instructions
Truth in Taxation Work Sheet	General Continued	All districts must complete the Truth in Taxation Work Sheet to calculate the district's truth in taxation base limit, to determine if a hearing is required, and to report the portion of the FY 2019 primary property tax rate related to each of the truth in taxation expenditure categories. Information from this Work Sheet is provided to the Department of Revenue, Property Tax Oversight Commission. If an amount on line 11, 12, or 13 is greater than zero, the district must publish a truth in taxation hearing notice and hold a hearing. The amounts calculated on lines A, B.2, and C.2 of the Work Sheet should be used, where indicated, on the sample truth in taxation hearing notice. Districts must submit the completed Work Sheet to ADE as part of the budget package and must notify ADE of any subsequent changes to the truth in taxation base limit. If a truth in taxation hearing is held, the Work Sheet must also be made available to the general public at the hearing. See Review, Submission, and Publication Instructions issued with the 2019 expenditure budget forms and A.R.S. §15-905.01 for further requirements.	
Truth in Taxation Work Sheet	General Continued	The truth in taxation work sheet and notice do not need to be completed for budget revisions. The impact of any revisions should be included in the following year's truth in taxation calculation.	
Truth in Taxation Work Sheet	Line 1	The prior year TNT Base Limit reported on line 1 is the total of the Adjusted FY 2018 TNT Base Limit and the 2018 Excess over TNT Limit. This calculation assumes that the district properly noticed any required TNT Hearing in 2018. If the district reported an amount on the Excess over Truth in Taxation Limit line in 2018 but did not provide the required notification of a TNT hearing, the 2018 Excess over TNT Limit amount should not be added here.	
Truth in Taxation Work Sheet	Line 2	Use this line to reduce the TNT Base limit (line 1) for programs that the district is no longer eligible to budget for. Districts that are no longer eligible to budget for any of the programs on lines 4 through 7, or if the expenditures for those programs will be made only in the Impact Aid Fund, should have a TNT base limit of zero after deducting amounts for discontinued programs on this line. Beginning in FY 2019, in accordance with A.R.S. §15-910, as amended by Laws 2018, Chapter 283, §2, desegregation is levied as a secondary tax, rather than a primary tax. Therefore, districts that levied a primary tax for desegregation in fiscal year 2018 must use this line in 2019 to decrease their TNT Base Limit by the 2018 desegregation budget amount. Districts should deduct the largest amount of desegregation expenditures that has been included on the TNT since 2001 (in most cases that would be the 2009 Adopted Budget). ADE will contact the impacted districts with the appropriate value based on the department's records.	
Truth in Taxation Work Sheet	Line 8.a	Use actual expenditures to date plus estimated amounts for the remainder of FY 2018.	