

Minutes from April 29, 2011 ASCUS Meeting – Finance

Darrel Hugli, ADE School Finance, gave a Power Point presentation on how the BUDG25 and BUDG75 reports are prepared and how districts can reconcile the reports and request corrections. A general overview of finance operations and how districts are supported was also given. The following are highlights of the presentation.

- Each report includes 3 main sections: M&O, CORL, SCA
- The Budg25 report includes 3 columns: ADE Calculated, District Amount, Difference
- The Budg75 report includes the same 3 columns but also list Applied Capacity. This column will be added to the 25 report in the future.
- The District Amount for M&O is derived from the detail lines on page 1 of the budget forms.
- The ADE Calculations are derived from various sources such as the APOR reports, A.R.S., District's Adopted/Revised Budget, manual inputs such as a 15-915 correction.
- Budget Limits are calculated using the lesser of ADE Calculated or District Amount. Exceptions are BBCF for M&O and Career Ladder, Tuition, CEC, and growth adjustment
- The Budg25 report has been fixed to include the correct Adopted/Revision number at the top.
- Contact your Account Analyst for any problems.
- Contact information:
 - Darrel Hugli, Budget Analyst – (602) 542-3303
 - Karla Dunn, Financial Analyst - (602) 542-8246
 - Jessica Krause, Financial Analyst – (602) 542-8244

The presentation was followed by a question and answer period:

Q: How often is the BUDG75 updated?

A: Once it is done, it is done, unless errors are found. It must be finalized by December for use in the Superintendent's annual report, published in January.

Q: There used to be CSF BUDG25/BUDG75 reports. When we will see those again?

A: The team has no time or resources to tackle this project right now. If this is a priority, please e-mail your request.

Q: Does the ADE reconcile a district's CAFR to its AFR?

A: No, the ADE does not. CAFR copies are sent to the Arizona Auditor General's office. If the district's audit changes budget capacity, the AFR should be revised. Basically, if a district's outside auditors suggesting revising the AFR, the district should revise it.

Q: What is a reasonable time to receive a response to a 915 letter?

A: There had been a backlog back to 2009, however things are now caught up and process should go faster.

Q: How confident is ADE School Finance about the SPED growth numbers?

A: Please contact your account analyst if numbers do not appear to be correct.

Q: Will there be a new SDER memo out soon?

A: It is in process and will be out as soon as possible.

There was a comment about specific language left out of the EduJobs bill passed during the last legislative session. This seems to penalize poor districts and reward "well off" districts. The opinion was there was no consistency or equity in distribution of the funds.

There was discussion about revising budgets. It was suggested districts do not "jump the gun" and revise too low.

There was a comment regarding how ADE is calculating the 301 catch up payments for previous years and that it is not being reconciled. Darrel and Jessica were unable to address this issue.

Mr. Hugli asked the group to please make sure budget submissions were actually processed, not just submitted. You can click on error messages and get detail on why something didn't process. He also said that ADE School Finance can do a BUDG25 report for a single district unless they are running all BUDG25 reports within a few days.

Mr. Hugli explained and showed the process for re-submitting budgets. Email School Finance when you need them to archive a previously submitted budget. They are also working on allowing access to archived files.

The group asked if something could be posted on the ADE website to say that BUDG25 letters were not issued. This could be shown to auditors. Mr. Hugli said BUDG75 letters are posted under "reports" and next year BUDG25 letters will be posted there as well.

2011-12 budget forms should be out soon, definitely by the end of May.