

CHARTER SCHOOL Lincoln Preparatory Academy
Charter Name

d.b.a. (as applicable)

FY 2019

STATE OF ARIZONA

CHARTER SCHOOL ANNUAL BUDGET

Proposed
Version

BY THE GOVERNING BOARD

We hereby certify that the Budget for the School Year 2019 was
Proposed June 20, 2018
Adopted _____
Revised _____
Date

SIGNED

TITLE

COUNTY Maricopa CTDS NUMBER 078235000

Please ensure Charter Contact Info Tab is complete

1. TOTAL BUDGETED REVENUES FOR FISCAL YEAR 2018 \$ 2,996,766

2. **ESTIMATED REVENUES BY SOURCE FOR FISCAL YEAR 2019**

Local	1000	\$	<u>429,410</u>
Intermediate	2000	\$	<u></u>
State	3000	\$	<u>3,317,102</u>
Federal	4000	\$	<u>76,388</u>
TOTAL		\$	<u>3,822,900</u>

Charter School Contact Employee: Viviana Solis
Telephone: 602-438-7045 Email: vsolis@greatheartsaz.org

The FY 2019 budget file for the version described at left will be uploaded
via the Common Logon on ADE's website by June 22, 2018
Type the Date as MM/DD/YYYY

School Official Signature

School Official Signature

Ben Mitchell, Headmaster
School Official (Typed Name)

Viviana Solis, Accountant
School Official (Typed Name)

AVERAGE TEACHER SALARY (A.R.S. §15-189.05), as added by Laws 2018, Ch. 285, §3

1. Average salary of all teachers employed in budget year 2019	\$	<u>38,428</u>
2. Average salary of all teachers employed in prior year 2018	\$	<u>35,773</u>
3. Increase in average teacher salary from the prior year 2018	\$	<u>2,655</u>
4. Percentage increase		<u>7.4%</u>

Comments on Average Salary Calculation (Optional):

Returning teachers received a 9% to 10% salary increase.

Charter Representative
 Charter Representative
 Executive Assistant to Charter Representative
 Business Manager
 AzEDS/ADM Data Coordinator
 SPED Data Coordinator
 Governing Board Member
 Governing Board Member
 Governing Board Member
 Governing Board Member
 Governing Board Member
 Governing Board Member
 Governing Board Member
 Governing Board Member

Prefix	First Name
	Erik
	Kristi
	Jennifer
	Lori
	Tealai
	David
	Toyin
	Hal
	Sumi
	Corinne

Student Information System (SIS) Vendor

SELECT from Dropdown

Pearson (Powerschool)

Charter's Website Address

www.lincolnprep.org

Page

Reference

Inst

COUNTY Maricopa

CTDS NUMBER

CHARTER CONTACT INFORMATION

Last Name	Suffix	Email Address
Twist		etwist@greatheartsaz.org
Seltzer		kseltzer@greatheartsaz.org
Bradshaw		jbradshaw@greatheartsaz.org
Phelps		jphelps@greatheartsaz.org
Gonella		ess@greatheartsaz.org
Denton		
Atolagbe		
Morgan		
Thomas		
Jacobson		

truction

078235000



Telephone Number
602-438-7045
602-438-7045
602-438-7045
602-438-7045
602-438-7045

CHARTER SCHOOL Lincoln Preparatory Academy

EXPENSES		Salaries 6100	Employee Benefits 6200
1000 Schoolwide Project			
100 Regular Education			
1000 Instruction	1.	965,344	384,639
Support Services			
2100 Students	2.		
2200 Instruction	3.		
2300 General Administration	4.		
2400 School Administration	5.	368,161	91,693
2500 Central Services	6.		
2600 Operation & Maintenance of Plant	7.		
2900 Other Support Services	8.	15,000	4,051
3000 Operation of Noninstructional Services	9.		
4000 Facilities Acquisition & Construction	10.		
5000 Debt Service	11.		
610 School-Sponsored Cocurricular Activities	12.	11,659	1,667
620 School-Sponsored Athletics	13.	79,585	13,123
630, 700, 800, 900 Other Programs	14.		
Subtotal (lines 1-14)	15.	1,439,749	495,173
200 Special Education			
1000 Instruction	16.	140,586	55,208
Support Services			
2100 Students	17.		
2200 Instruction	18.		
2300 General Administration	19.		
2400 School Administration	20.		
2500 Central Services	21.		
2600 Operation & Maintenance of Plant	22.		
2900 Other Support Services	23.		
3000 Operation of Noninstructional Services	24.		
4000 Facilities Acquisition & Construction	25.		
5000 Debt Service	26.		
Subtotal (lines 16-26)	27.	140,586	55,208
400 Pupil Transportation	28.		
530 Dropout Prevention Programs	29.		
540 Joint Career & Technical Ed. & Vocational Ed. Center	30.		
550 K-3 Reading	31.		
Subtotal (lines 15 and 27-31)	32.	1,580,335	550,381
Classroom Site Projects (from page 3, line 40)	33.	224,124	0
Instructional Improvement Project (from page 2, line 5)	34.		
Structured English Immersion Project (from page 4, line 11)	35.	0	0
Compensatory Instruction Project (from page 4, line 22)	36.	0	0
Federal and State Projects (from page 2, line 32)	37.		
Total (lines 32-37)	38.	1,804,459	550,381

COUNTY	Maricopa		CTDS NUMBER		078235000	
Purchased Services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals		% Increase/ Decrease	
			Prior Year 2018	Budget Year 2019		
12,912	85,628		1,041,740	1,448,523	39.0%	1.
			0	0		2.
			0	0		3.
			0	0		4.
40,494	9,341	8,253	371,501	517,942	39.4%	5.
331,710			263,628	331,710	25.8%	6.
664,590	11,000		581,776	675,590	16.1%	7.
60,207	35,690		109,422	114,948	5.1%	8.
			0	0		9.
			0	0		10.
			0	0		11.
	3,000		15,049	16,326	8.5%	12.
	29,500		115,504	122,208	5.8%	13.
			0	0		14.
1,109,913	174,159	8,253	2,498,620	3,227,247	29.2%	15.
16,500	2,720		174,845	215,014	23.0%	16.
			0	0		17.
			0	0		18.
			0	0		19.
			0	0		20.
			0	0		21.
			0	0		22.
			0	0		23.
			0	0		24.
			0	0		25.
			0	0		26.
16,500	2,720	0	174,845	215,014	23.0%	27.
			0	0		28.
			0	0		29.
			0	0		30.
			0	0		31.
1,126,413	176,879	8,253	2,673,465	3,442,261	28.8%	32.
0	0		166,440	224,124	34.7%	33.
			0	19,668		34.
0	0	0	0	0		35.
0	0	0	0	0		36.
			110,288	76,388	-30.7%	37.
1,126,413	176,879	8,253	2,950,193	3,762,441	27.5%	38.

FEDERAL AND STATE PROJECTS**1100-1399 FEDERAL PROJECTS**

	Prior Year 2018	Budget Year 2019		
1. 1100-1130 ESEA Title I-Helping Disadvantaged Children	0		1.	1.
2. 1140-1150 ESEA Title II-Prof. Dev. And Technology	0		2.	2.
3. 1160 ESEA Title IV-21st Century Schools	0		3.	3.
4. 1170-1180 ESEA Title V-Promote Informed Parent Choice	0		4.	4.
5. 1190 ESEA Title III-Limited Eng. & Immigrant Students	0		5.	5.
6. 1200 ESEA Title VII-Indian Education	0		6.	6.
7. 1210 ESEA Title VI-Flexibility and Accountability	0		7.	7.
8. 1220 IDEA, Part B	27,938	38,240	8.	8.
9. 1230 Johnson-O'Malley	0		9.	
10. 1240 Workforce Investment Act	0		10.	
11. 1250 AEA-Adult Education	0		11.	
12. 1260-1270 Vocational Education-Basic Grants	0		12.	
13. 1280 ESEA Title X-Homeless Education	0		13.	
14. 1290 Medicaid Reimbursement	0		14.	1.
15. 1300 Charter School Implementation Proj. (Stimulus)	0		15.	2.
16. 13__ Impact Aid	0		16.	3.
17. 1310-1399 Other Federal Projects	0	38,148	17.	4.
18. Total Federal Projects (lines 1-17)	27,938	76,388	18.	5.

1400-1499 STATE PROJECTS

19. 1400 Vocational Education	0		19.	
20. 1410 Early Childhood Block Grant	0		20.	
21. 1420 Extended School Year-Pupils with Disabilities	0		21.	
22. 1425 Adult Basic Education	0		22.	
23. 1430 Chemical Abuse Prevention Programs	0		23.	
24. 1435 Academic Contests	0		24.	
25. 1450 Gifted Education	0		25.	
26. 1456 College Credit Exam Incentives	0		26.	
27. 1457 Results-based Funding	82,350		27.	
28. 1460 Environmental Special Plate	0		28.	
29. 1465 Charter School Stimulus Fund	0		29.	
30. 1470-1499 Other State Projects	0		30.	
31. Total State Projects (lines 19-30)	82,350	0	31.	
32. Total Federal and State Projects (lines 18 and 31)	110,288	76,388	32.	

CAPITAL ACQUISITIONS

	Prior Year	Budget Year		
1. 0191 Land and Land Improvements	0		1.	
2. 0192 Site Improvements	0		2.	
3. 0194 Buildings and Building Improvements	0		3.	
4. 0196 Equipment	11,979	7,689	4.	
5. 0198 Construction in Progress	0		5.	
6. Total Capital Acquisitions (lines 1-5)	11,979	7,689	6.	
7. Total Capital Acquisitions, if any, budgeted on lines 1-5 above for the K-3 Reading Program	0		7.	

COUNTY MaricopaCTDS NUMBER 078235000**SPECIAL EDUCATION PROGRAMS BY TYPE****Total All Disability Classifications**

Gifted Education

ELL Incremental Costs

ELL Compensatory Instruction

Remedial Education

Vocational and Technological Ed.

Career Education

Total (lines 1-7)

Program 200 Prior Year 2018	Program 200 Budget Year 2019	
174,845	215,014	1.
0		2.
0		3.
0		4.
0		5.
0		6.
0		7.
174,845	215,014	8.

INSTRUCTIONAL IMPROVEMENT PROJECT

Indicate amounts budgeted in Project 1020 for the following:

Teacher Compensation Increases

Class Size Reduction

Dropout Prevention Programs**Instructional Improvement Programs**

Total Instructional Improvement (lines 1-4)

Prior Year 2018	Budget Year 2019	
0		1.
0	9,834	2.
0		3.
0	9,834	4.
0	19,668	5.

**PROPOSED RATIOS FOR
SPECIAL EDUCATION**

Teacher-Pupil 1 to _____

Staff-Pupil 1 to _____

SELECTED EXPENSES BY TYPE

(Must be included on page 1)

Audit Services	9,300
Classroom Instruction	1,663,537

**STATE EQUALIZATION ASSISTANCE BUDGETED
FOR FOOD SERVICE EXPENSES**Enter the amount of State Equalization Assistance
budgeted for Food Service, Function 3100:

Expenses		Salaries 6100
Classroom Site Project 1011 - Base Salary		
100 Regular Education		
1000 Instruction	1.	44,825
2100 Support Services - Students	2.	
2200 Support Services - Instruction	3.	
Program 100 Subtotal (lines 1-3)	4.	44,825
200 Special Education		
1000 Instruction	5.	
2100 Support Services - Students	6.	
2200 Support Services - Instruction	7.	
Program 200 Subtotal (lines 5-7)	8.	0
Other Programs (Specify) _____		
1000 Instruction	9.	
2100 Support Services - Students	10.	
2200 Support Services - Instruction	11.	
Other Programs Subtotal (lines 9-11)	12.	0
Total Expenses (lines 4, 8, and 12)	13.	44,825
Classroom Site Project 1012 - Performance Pay		
100 Regular Education		
1000 Instruction	14.	89,650
2100 Support Services - Students	15.	
2200 Support Services - Instruction	16.	
Program 100 Subtotal (lines 14-16)	17.	89,650
200 Special Education		
1000 Instruction	18.	
2100 Support Services - Students	19.	
2200 Support Services - Instruction	20.	
Program 200 Subtotal (lines 18-20)	21.	0
Other Programs (Specify) _____		
1000 Instruction	22.	
2100 Support Services - Students	23.	
2200 Support Services - Instruction	24.	
Other Programs Subtotal (lines 22-24)	25.	0
Total Expenses (lines 17, 21, and 25)	26.	89,650
Classroom Site Project 1013 - Other		
100 Regular Education		
1000 Instruction	27.	89,650
2100 Support Services - Students	28.	
2200 Support Services - Instruction	29.	
Program 100 Subtotal (lines 27-29)	30.	89,650
200 Special Education		
1000 Instruction	31.	
2100 Support Services - Students	32.	
2200 Support Services - Instruction	33.	
Program 200 Subtotal (lines 31-33)	34.	0
530 Dropout Prevention Programs		
1000 Instruction	35.	
Other Programs (Specify) _____		
1000 Instruction	36.	
2100, 2200 Support Services - Students/Instruction	37.	
Other Programs Subtotal (lines 36-37)	38.	0
Total Expenses (lines 30, 34, 35, and 38)	39.	89,650
Total Classroom Site Projects (lines 13, 26, and 39)	40.	224,124

Maricopa

CTDS NUMBER 078235000

Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Totals		% Increase/ Decrease	
			Prior Year 2018	Budget Year 2019		
			33,288	44,825	34.7%	1.
			0	0		2.
			0	0		3.
0			33,288	44,825	34.7%	4.
			0	0		5.
			0	0		6.
			0	0		7.
0			0	0		8.
			0	0		9.
			0	0		10.
			0	0		11.
0			0	0		12.
0			33,288	44,825	34.7%	13.
			66,576	89,650	34.7%	14.
			0	0		15.
			0	0		16.
0			66,576	89,650	34.7%	17.
			0	0		18.
			0	0		19.
			0	0		20.
0			0	0		21.
			0	0		22.
			0	0		23.
			0	0		24.
0			0	0		25.
0			66,576	89,650	34.7%	26.
			66,576	89,650	34.7%	27.
			0	0		28.
			0	0		29.
0	0	0	66,576	89,650	34.7%	30.
			0	0		31.
			0	0		32.
			0	0		33.
0	0	0	0	0		34.
			0	0		35.
			0	0		36.
			0	0		37.
0	0	0	0	0		38.
0	0	0	66,576	89,650	34.7%	39.
0	0	0	166,440	224,124	34.7%	40.

CHARTER SCHOOL Lincoln Preparatory Academy

Expenses	Number of Personnel		Salaries 6100
	Prior Year	Budget Year	
Structured English Immersion Project - 1071			
260 Special Education-ELL Incremental Costs			
1000 Instruction	1.	0.00	
Support Services			
2100 Students	2.	0.00	
2200 Instruction	3.	0.00	
2300 General Administration	4.	0.00	
2400 School Administration	5.	0.00	
2500 Central Services	6.	0.00	
2600 Operation & Maintenance of Plant	7.	0.00	
2900 Other Support Services	8.	0.00	
Program 260 Subtotal (lines 1-8)	9.	0.00	0.00
430 Pupil Transportation-ELL Incremental Costs			
Support Services			
2700 Student Transportation	10.	0.00	
Total Expenses (lines 9 and 10)	11.	0.00	0.00

Expenses	Number of Personnel		Salaries 6100
	Prior Year	Budget Year	
Compensatory Instruction Project - 1072			
265 Special Education-ELL Compensatory Instruction			
1000 Instruction 12.	0.00		
Support Services			
2100 Students 13.	0.00		
2200 Instruction 14.	0.00		
2300 General Administration 15.	0.00		
2400 School Administration 16.	0.00		
2500 Central Services 17.	0.00		
2600 Operation & Maintenance of Plant 18.	0.00		
2900 Other Support Services 19.	0.00		
Program 265 Subtotal (lines 12-19) 20.	0.00	0.00	0
435 Pupil Transportation-ELL Compensatory Instruction			
Support Services			
2700 Student Transportation 21.	0.00		
Total Expenses (lines 20 and 21) 22.	0.00	0.00	0

COUNTY MaricopaCTDS NUMBER 078235000

Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals		% Increase/ Decrease
				Prior Year 2018	Budget Year 2019	
				0	0	
				0	0	
				0	0	
				0	0	
				0	0	
				0	0	
				0	0	
0	0	0	0	0	0	
				0	0	
0	0	0	0	0	0	

Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals		% Increase/ Decrease
				Prior Year 2018	Budget Year 2019	
				0	0	
				0	0	
				0	0	
				0	0	
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				0	0	
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0	0	0	0	0	0	
				0	0	
0	0	0	0	0	0	

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FY 2019 SUMMARY OF CHARTER SCHOOL PROPOSED E

1000 SCHOOLWIDE PROJECT	Totals		%
	Prior Year 2018	Budget Year 2019	Increase/ Decrease
100 Regular Education			
1000 Instruction	1,041,740	1,448,523	39.0%
Support Services			
2100 Students	0	0	
2200 Instruction	0	0	
2300 General Administration	0	0	
2400 School Administration	371,501	517,942	39.4%
2500 Central Services	263,628	331,710	25.8%
2600 Operation & Maintenance of Plant	581,776	675,590	16.1%
2900 Other Support Services	109,422	114,948	5.1%
3000 Operation of Noninstructional Services	0	0	
4000 Facilities Acquisition & Construction	0	0	
5000 Debt Service	0	0	
610 School-Sponsored Cocurricular Activities	15,049	16,326	8.5%
620 School-Sponsored Athletics	115,504	122,208	5.8%
630, 700, 800, 900 Other Programs	0	0	
Regular Education Subtotal	2,498,620	3,227,247	29.2%
200 Special Education			
1000 Instruction	174,845	215,014	23.0%
Support Services			
2100 Students	0	0	
2200 Instruction	0	0	
2300 General Administration	0	0	
2400 School Administration	0	0	
2500 Central Services	0	0	
2600 Operation & Maintenance of Plant	0	0	
2900 Other Support Services	0	0	
3000 Operation of Noninstructional Services	0	0	
4000 Facilities Acquisition & Construction	0	0	
5000 Debt Service	0	0	
Special Education Subtotal	174,845	215,014	23.0%
400 Pupil Transportation	0	0	
530 Dropout Prevention Programs	0	0	
540 Joint Career & Tech. Ed. & Voc. Ed. Center	0	0	
550 K-3 Reading	0	0	
Total	2,673,465	3,442,261	28.8%

BUDGETCTDS Number 078235000

The budget of Lincoln Preparatory Academy for fiscal year 2019 was officially proposed by the Governing Board on June 20, 2018. The complete budget may be reviewed by contacting Viviana Solis at 6024387045 or vsolis@greatheartsaz.org.

SPECIAL EDUCATION PROGRAMS	Totals		% Increase/ Decrease
	Prior Year 2018	Budget Year 2019	
Total All Disability Classifications	174,845	215,014	23.0%
Gifted Education	0	0	
ELL Incremental Costs	0	0	
ELL Compensatory Instruction	0	0	
Remedial Education	0	0	
Vocational and Technological Ed.	0	0	
Career Education	0	0	
Total	174,845	215,014	23.0%

EXPENSES BY PROJECT			
	Totals		% Increase/ Decrease
	Prior Year 2018	Budget Year 2019	
Schoolwide	2,673,465	3,442,261	28.8%
Classroom Site Projects	166,440	224,124	34.7%
Instructional Improvement	0	19,668	
ELL Structured English Immersion	0	0	
ELL Compensatory Instruction	0	0	
Federal Projects	27,938	76,388	173.4%
State Projects	82,350	0	-100.0%
Capital Acquisitions	11,979	7,689	-35.8%
Total Expenses	2,962,172	3,770,130	27.3%

AVERAGE TEACHER SALARY	
Average salary of all teachers employed in the budget year 2019	38,428
Average salary of all teachers employed in the prior year 2018	35,773
Increase in average teacher salary from the prior year 2018	2,655
Percentage increase	7.4%

Comments on Average Salary Calculation (Optional):

Returning teachers received a 9% to 10% salary increase.

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Estimated Revenues

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Average Teacher Salary

[Charter Contact
Info](#)

Charter Contact Info

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General

[1](#)

Program 200

Page**Reference**[1](#)

Program 550

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Projects, Line 37[1](#)

Employee Benefits

[2](#)Federal and State
Projects[2](#)College Credit Exam
Incentives[2](#)

Results-based Funding

[2](#)

Capital Acquisitions

[2](#)Special Education
Programs by Type

Page	Reference
2	Special Education Programs by Type, Line 1
2	Special Education Programs by Type, Line 8
2	Selected Expenses by Type
2	State Equalization Assistance Budgeted for Food Service Expenses
2	Instructional Improvement Project
2	Instructional Improvement Project, Lines 3 and 4
3	Classroom Site Project
4	Structured English Immersion Project
4	Compensatory Instruction Project

[Budget
Summary](#)

General

Instruction

These instructions are provided to help charter schools 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. The forms have been set to print without "objects" so that the instructions buttons do not print.

The cells in the prior year columns on the budget forms contain formulas that will bring forward budget amounts from the FY 2018 budget forms. However, the cells have not been protected so users may also enter the information manually. To bring forward amounts automatically, the most recently revised FY 2018 budget must be saved as budget18.xls in the C:\CSFORMS folder. If the file is not named budget18.xls, the formulas will not function properly. Excel will ask the user to update information when the budget19.xls file is opened. Users should review amounts reported in the prior year column to ensure they agree to the school's most recently revised FY 2018 budget.

This cell will only accept entries of 9 digits. Do not include any slashes, dashes, etc. Enter the school's CTD number plus 3 zeros.

The version of the budget being submitted on the cover page is formatted with a drop down menu. Select the appropriate choice from the menu: Proposed, Adopted, or Revised (including the revision number). Only choices in the menu may be entered in the cell.

All information on the cover page must be completed/updated when the proposed, adopted, or revised budget is printed out for the Governing Board to sign. All information, excluding the Revenue information, must also be updated when the budget is revised.

Estimated revenues by source for FY 2019 should be based on the best information available at the time the budget is prepared. Estimated revenues may be more or less than estimated expenses.

In accordance with A.R.S. §15-189.05, as added by Laws 2018, Ch. 285, §3, a school's budget shall include the prominent display of the average salary of all teachers employed by the school for the budget and prior years, and the increase in the average salary of all teachers employed by the school for the budget year reported in dollars and percentage. Schools must also prominently post this information on their website home page separately from its budget. The Law does not provide a definition of a teacher. Each charter 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 any additional detail regarding the average teacher salary calculation. Schools should revise the average teacher salary information anytime a revised budget is submitted to ADE.

Fill in the contact information for all positions listed on this tab. If any of the positions do not exist at your school, please fill in the appropriate person to contact related to that topic.

Depreciation expense should not be reported on the budget forms. In addition, purchases of capital assets (land and land improvements, site improvements, buildings and building improvements, equipment, and construction in progress) should not be reported in the budget forms except in the Capital Acquisitions section of page 2.

Schools with known special education students and programs at the time of budget adoption should budget for expenses in program code 200. Also, budgeted special education expenses in program code 200 should be allocated by program type on page 2. Total budgeted expenses on line 27 should equal total Special Education Programs By Type on page 2, line 8.

Instruction

Schools should budget for K-3 Reading Program expenses in program code 550. The State Board of Education must give approval to a school before any portion of the monies generated by the K-3 reading support level weight may be distributed to the school. 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:

<http://www.azed.gov/mowr/>

The total of federal and state project expenses (project codes 1100 through 1499 from page 2) should be included on line 37. Schools should not include federal and state project expenses with other school wide project expenses on lines 1 through 36.

Schools participating in the Arizona State Retirement System should budget in object code 6200 at the rate of 11.64% for retirement contributions and 0.16% for long term disability contributions for covered positions. For positions subject to the Alternate Contribution Rate, schools should budget at the rate of 10.53%.

Separate accountability is required for each federal and state project. Therefore, charter schools should estimate the expenses for each federal or state project in which the school participates. The totals on line 32 should agree with the total columns for federal and state projects on line 37 of page 1. A.R.S §15-1261 requires charter schools to establish an E-rate Project to account for any E-rate funding received by the school. Monies budgeted for the E-rate Project should be included within the Other Federal Projects on line 17.

Schools that receive monies from the college credit by examination incentive program per A.R.S §15-249.06, should deposit them in Project 1456—College Credit Exam Incentives. At least 50% of the bonus monies received from this program must be distributed to the 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.

Schools that receive monies from the Results-based Funding Project per A.R.S §15-249.08 should deposit them in Project 1457—Results-based Funding. Monies received must be allocated directly to enhance, expand or replicate the school site that generated the results-based funding and should 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.

Enter the increase in the capital asset accounts (land and land improvements, site improvements, buildings and building improvements, equipment, and construction in progress) for assets to be acquired by purchase, lease purchase, or construction.

If the school budgets for capital acquisitions related to the K-3 Reading Program, the increase in the capital asset accounts for those acquisitions should be included by asset type on lines 1 through 5. The total of all capital acquisitions for the K-3 Reading Program should also be reported on line 7.

Schools budgeting for special education expenses in program code 200 on page 1, lines 16-26 should report amounts allocated by program type on page 2. Supporting documentation should be retained for the allocation of expenses budgeted for individual special education programs.

Instruction

Schools should budget total expenses for the disability classifications defined in A.R.S. §15-761.

Program 200 Prior Year and Program 200 Budget Year column totals should equal line 27 on pg. 1.

Audit services expense should be the total audit costs to be incurred during the budget year.

Classroom instruction expenses should be the total of expenses budgeted in function code 1000 for program codes 100, 200 and 500 for the budget year.

Schools participating in the National School Lunch Program are required to spend a portion of their state equalization assistance to support the operation of their food service program. Schools must report on their budget the amount of state equalization assistance that will be expended for their food service program during the 2019 school year. This amount will be used to determine school compliance with state matching requirements pursuant to CFR Title 7, §210.17(a). ADE's Health and Nutrition Services will verify the amount reported on the budget was reported as spent when schools' annual financial reports are submitted. Any questions related to state matching requirements should be directed to Health and Nutrition Services at (602) 542-8700.

See USFRCS page III-B-1 for guidance on the use of the Instructional Improvement Project (Project 1020).

Instructional Improvement Project monies spent for Dropout Prevention programs and Instructional Improvement Programs must be spent for maintenance and operation purposes only.

Schools receive revenues from the Classroom Site Fund each year. A.R.S. §15-977(G)(1) requires the Joint Legislative Budget Committee to calculate an estimated per pupil amount each year. For FY 2019 the estimated cash payment is \$423.00 per "Group A weighted" pupil (Total of Work sheet B, line I.A.4 and Work sheet B.2 lines I.A.3 and III.A.3).

See USFRCS page III-B-1 and USFRCS Memorandum No. 44 for additional guidance on the use of Classroom Site Project monies.

See USFRCS page III-B-2 for guidance on the use of the Structured English Immersion Project (Project 1071). In order to efficiently record structured English immersion expenses, schools should be using program code 260, Special Education—ELL Incremental Costs and Program 430, Pupil Transportation—ELL Incremental Costs, as applicable.

See USFRCS page III-B-2 for guidance on the use of the Compensatory Instruction Project (Project 1072). In order to efficiently record structured English immersion and compensatory instruction expenses, schools should be using program codes 265, Special Education—ELL Compensatory Instruction and Program 435, Pupil Transportation—ELL Compensatory Instruction, as applicable.

The information on the Budget Summary is self-populating and will be automatically brought forward from the other pages of the Budget.