



YAVAPAI COUNTY EDUCATION SERVICE AGENCY

The "First Choice" for Responsive Educational Services

Tim Carter
 Yavapai County
 School Superintendent
 2970 Centerpointe East Dr.
 Prescott, AZ 86301-8426
 Phone 928-925-6560
 Fax 928-771-3329
 tim.carter@yavapai.us

**SCHOOL DISTRICT REVENUE SPLIT
 2016-17**

TO: Mr. Tim Carter, Yavapai County School Superintendent

FROM: _____
 School District Name and No.

Please split our revenue for fiscal year 2016-17 as follows:

PERSONAL & REAL PROPERTY TAXES	BI-COUNTY TAXES	IN LIEU OF	FEDERAL IMPACT AID
1111 & 1115	1112 & 1116	1280	4800

001 _____	001 _____	001 _____	378 _____
610 _____	610 _____	610 _____	001 _____
620 _____	620 _____	620 _____	610 _____
Total _____	Total _____	Total _____	Total _____

STATE EQUALIZATION	ADDITIONAL STATE AID	NATIONAL FOREST FEES	TAYLOR GRAZING FEE
3110	3120	4700	4710

001 _____	001 _____	001 _____	001 _____
610 _____	610 _____	349 _____	353 _____
		610 _____	610 _____

Total **Total** **Total** **Total**

INSTRUCTIONAL IMPROVEMENT FUND
3200

County Equalization
2120

021 _____	Teacher's Comp	001 _____
022 _____	Class Size	610 _____
023 _____	Drop-Out Prevention	
024 _____	Instructional Improvement Programs K-3 Reading	Total
Total _____		

Additional information for County School Superintendent: _____

Submitted by: _____
 Print Name

 Signature

 Title

 Date Submitted



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Email: tim.carter@yavapai.us

TO: Superintendents, School Administrators,
Business Managers/Bookkeepers

FROM: Shelly Williams
School Service Specialist

DATE: May 18, 2016

SUBJECT: ADVICE OF ENCUMBRANCE –A.R.S. 15-906

Please complete the attached encumbrance form and return to our office as soon as possible, but no later than **Friday, July 15, 2016 at 5:00 p.m.** Keep in mind that encumbrance vouchers will **NOT** be processed without an Advice of Encumbrance on file. Advice of Encumbrances may be revised until the tax rates are set.

Please verify all cash and budget balances carefully before completing the form.

Do not encumber more than the available budget capacity for levy funds.

For districts encumbering bond funds, you must request that the County Treasurer transfer adequate cash by **Monday, June 27, 2016 by 5:00 p.m.** (Please note on your e-mail for the County Treasurer which fiscal year the revenue should be entered in)

ENCUMBRANCE VOUCHERS

- “Encumbrance” should be clearly written above the voucher number at the top of the cover sheet, for all expense vouchers. **Payroll vouchers cannot be encumbered.**
- “Final Encumbrance” should be clearly written above the voucher number at the top of the cover sheet for your final vouchers for **2015-16**.
- Pay only those items which have been encumbered. For your information, July and August invoices can be honored *only* if there is proof the items or services were received by June 30th.
- All cash balances remaining at the end of the encumbrance period will revert to the various funds of the district for 2016-17.

_____ SCHOOL DISTRICT NO. _____

ADVICE OF ENCUMBRANCE
FISCAL YEAR 20__ - __
(A.R.S. § 15-906)

I certify that the encumbrance amounts for each fund on this form are just and legal expenditures of the fiscal year ended June 30, 20___. Goods or services were received on or before June 30, 20___, and a listing of liabilities supports each encumbrance amount. The encumbrance amounts plus expenditures previously made during the fiscal year do not exceed budget limits.

Fund

001	Maintenance and Operation	
100	Regular Education	_____
610	School-Sponsored Cocurricular Activities	_____
620	School-Sponsored Athletics	_____
630, 700, 800, 900	Other Programs	_____
	Total Regular Education	_____
200	Special Education	_____
400	Pupil Transportation	_____
510	Desegregation	_____
520	Special K-3 Program Override	_____
530	Dropout Prevention Programs	_____
540	Joint Career and Technical Education and Vocational Education Center	_____
550	K-3 Reading Program	_____
	Total Maintenance and Operation	_____
		=====
610	Unrestricted Capital Outlay	_____
620	Adjacent Ways	_____

SIGNED _____
Chief Administrative Officer of the District

DATE _____



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TO: Superintendents, School Administrators
Business Managers/ Bookkeepers

FROM: Shelly Williams
School Service Specialist

DATE: May 18, 2016

SUBJECT: Execution of Warrants Between Meetings

Attached is a copy of a form for authorizing the execution of warrants between board meetings. This form was designed by the Arizona School Boards Association and is enclosed for your convenience; however, you may wish to substitute your own form or letter. Please send a copy to our office if your district adopts this procedure.

Please call if you have any questions.

Enclosure

**PAYMENT PROCEDURES
2016-17**

**RESOLUTION AUTHORIZING THE EXECUTION OF
WARRANTS BETWEEN BOARD MEETINGS**

WHEREAS, A.R.S. 15-321 set forth the procedures for execution of warrants drawn on the District, and

WHEREAS, said statute provides that an order for salary or other expense may be signed between Board meetings if a resolution to that effect has been passed prior to the signing and that order is ratified by the Board at the next regular or special meeting of the Governing Board;

NOW, THEREFORE, BE IT RESOLVED, THAT SAID STATUTORY PROCEDURE BE, AND HEREIN IS, ORDERED FOR USE IN THE DISTRICT IN ACCORDANCE WITH THE PROVISIONS OF A.R.S. 15-321 (F).

This resolution was moved, seconded, and passed at a meeting of the _____ Governing Board on _____, 2016.

ATTEST:

President



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DATE: May 18, 2016

TO: Superintendents, School Administrators,
Business Managers/Bookkeepers

FROM: Shelly Williams
School Service Specialist

SUBJECT: Exceed M & O Subsections

Our office is requesting that you have your Governing Board Members sign the attached form at a regular scheduled board meeting after July 1, 2016. Pursuant to A.R.S. 15-905G, this will allow us to process your 2016-17 vouchers without interruption when expenditures in a sub-section of the Maintenance and Operations fund exceed the designated amount on the budget. As stated on the form, we will carefully monitor expenditures so that the current adopted budget is not exceeded.

Please call if you have any questions.

Enclosure

2016-17

School District Name and Number

In accordance with A.R.S. 15-905-G, the Governing Board of said school district, authorizes excess expenditures within sub-sections (Programs) 100, 200, 400, 500, 600, 700, 800, and 900 of the Maintenance and Operation budget for fiscal year 2016-17. It is understood that even with these adjustments, the total Maintenance and Operation will not exceed the adopted budget limit.

Approval was granted at a meeting held on this date: _____

Governing Board

