



**School System and Charter School**

**Business Manager and Financial Officer**

**Monthly Call Meeting**

**July 2024**



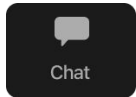
# Zoom Meeting Preparation



- Please make sure your phone or computer is muted to minimize background noise.
  - To do this, hover over the bottom left-hand side of your screen and click “Mute.”



- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
  - To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”



- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.

If you require an interpreter or have other accessibility needs for future LDOE meetings, please contact [LDOEcommunications@la.gov](mailto:LDOEcommunications@la.gov).



# Agenda

- **Required Submissions**
- **Budgeting - Required School Lunch Match**
- **State Grants Update**
- **Federal Grants Update**
- **MFP Update**
- **New Requirements**
- **AFR Reporting Update**
- **Federal Maintenance of Effort**
- **Call Dates and Slide Deck Links**
- **Resources**

Please contact [schoolfinancehelpdesk@la.gov](mailto:schoolfinancehelpdesk@la.gov)



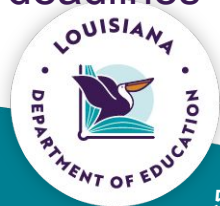
# Required Submissions



# Periodic Expenditure Reports (PERs)

- PERs are currently not being submitted by many school systems on or before deadline.
- Non-submission is a problem because PERs support education requirements for federal grants.
- Tools are being implemented to encourage school systems to comply with the due dates to include but not limited to reminder emails from eGMS.
  - PER Submission Deadlines are:
    - **3/31 due 4/15**
    - **6/30 due 7/15**
    - **9/30 due 11/15**
    - **12/31 due 1/15**
- Please arrange your work plans such that compliance with the required deadlines can be improved.

Please contact [ldoe.federalclaims@la.gov](mailto:ldoe.federalclaims@la.gov)



# Charter Schools Annual Budgets

- The FY 2024-2025 Annual Charter School Operating Budgets are due on Thursday, August 1, 2024.
- If the Annual Operating Budget submitted by August 1 is not adopted in accordance with the Louisiana Local Government Budget Act, submittal of the budget adopted in accordance with the Budget Act is required no later than September 30.
- A signed and dated Statement of Affirmation must be submitted with the annual budget workbook, which can be found in the Charter School Resources on the [Business Manager Support Library](#) webpage.

Please contact [charterfinancehelpdesk@la.gov](mailto:charterfinancehelpdesk@la.gov)



# Budgeting Required School Lunch Match



# Required School Lunch Match

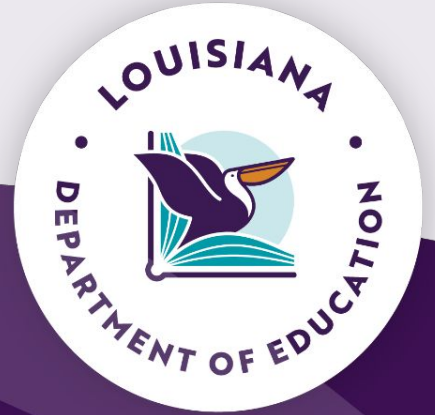
- The United States Department of Agriculture (USDA) requires an annual match of state funds for the school lunch program.
- The Louisiana Department of Education is provided a total state match amount by the USDA each year that must be divided into individual school system match amounts.
- A memorandum explaining the requirements and a FY 2024-25 schedule containing the required match amount for each school system is available in the MFP Library under the USDA REQUIRED SCHOOL LUNCH MATCH section.

Please contact [ldoemfphelpdesk@la.gov](mailto:ldoemfphelpdesk@la.gov)





# State Grants



# State Grants - FY 2023-24



# Special Education Camera Maintenance Allocation

- Provides for one time payments to assist with maintenance costs associated with the purchases of cameras for special education classrooms.
- Allocation should be housed in a restricted fund/account and utilized for intended purposes only.
- Unspent funds should remain in restricted account as “fund balance.”

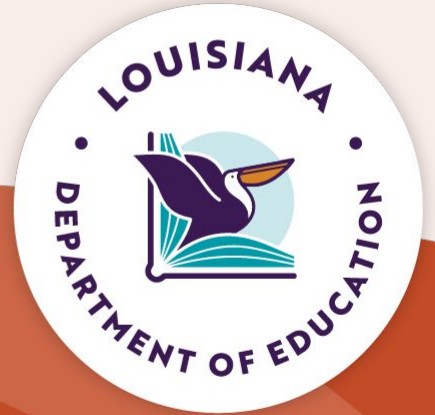
Funds were issued to school systems in June 2024.

Please contact [schoolfinancehelpdesk@la.gov](mailto:schoolfinancehelpdesk@la.gov)



# State Grants - FY 2024-25

## Resulting from 2024 Legislative Session



# State Grants in FY 2024-25

- ❖ Highlights of state grants from 2024 Legislative Session:
  - Certificated and Support Staff Stipend Allocation (\$2,000/\$1,000)
  - Differentiated Compensation Allocation
  - Apprenticeship and Internship Allocation
  - Tutoring Allocation

Please contact [schoolfinancehelpdesk@la.gov](mailto:schoolfinancehelpdesk@la.gov)

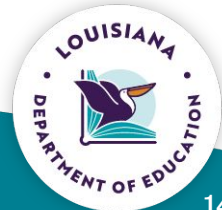


# Certificated & Support Stipends

- Provides for one time stipend payments.
- \$2000 for certificated employees and \$1000 for support employees
- Calculation methodology and data mirror the MFP pay raise allocation
- Includes retirement benefits at the FY 24-25 retirement rates.
- Stipends must be distributed no later than December 15, 2024.

Guidance document and allocation will be posted in the weekly LDOE newsletter and Business Manager Support Library in early August. Funds will be released in late August.

Please contact [schoolfinancehelpdesk@la.gov](mailto:schoolfinancehelpdesk@la.gov)



# Differentiated Compensation

- Provides funding to allow school systems to address their unique market needs in the recruitment and retention of teachers.
- Allocation methodology will be based on the number of teachers as reported in the latest available staffing data.
- Includes retirement benefits at the FY 24-25 retirement rates.

Guidance document and allocation will be posted in the weekly LDOE newsletter and [Business Manager Support Library](#) in early August. Funds will be released in late August.

Please contact [schoolfinancehelpdesk@la.gov](mailto:schoolfinancehelpdesk@la.gov)



# Differentiated Compensation

- Allocations may be utilized in **any** of the following areas:
  - Stipends for teachers in critical shortage area as determined by BESE and/or;
  - Stipends for Highly Effective Teachers (as defined in R.S. 17:381 through 3095 Bulletin 130. Section 309), and/or;
  - Stipends for teachers working in High Need schools defined as those with an Economically Disadvantaged rate of 85% or greater, and/or;
  - Stipends for teacher leadership positions such as classroom teachers appointed to lead weekly teacher collaborations, or serve as coaches.

Please contact [schoolfinancehelpdesk@la.gov](mailto:schoolfinancehelpdesk@la.gov)





# Approving & Releasing Stipend Payments

- The certificated/support stipends and the differentiated compensation stipends must be presented and adopted by school boards prior to compensating employees (required by Act 1 of 2012).
- Both stipends must be reported in the system's salary schedule documents notated as stipends, and should not be added to the permanent salary pay scales.
- Louisiana Legislative Auditors will include testing for proper approval during Single Audit testing through State Agreed Upon Procedures.

Please contact [schoolfinancehelpdesk@la.gov](mailto:schoolfinancehelpdesk@la.gov)



# Tutoring Allocation

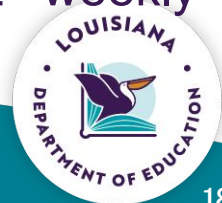
- Provides for an allocation to implement high dosage tutoring during the instructional day.
- Total allocation is \$30 Million.

Systems will be required to submit a plan for these funds prior to release of cash.

Guidance document was shared with program teams a few weeks ago to begin planning.

Guidance document and allocation will be posted in the LDOE weekly newsletter and [Business Manager Support Library](#) week of July 22.

Please contact [schoolfinancehelpdesk@la.gov](mailto:schoolfinancehelpdesk@la.gov)



# State Grants - FY 2024-25

## Continuing Allocations



# State Grants in FY 2024-25

## ❖ Continuing Allocations:

- Education Excellence Fund (EEF)
- Professional Improvement Program (PIP)
- Nonpublic Textbook and Textbook Administration
- Agricultural Science Allocation

Please contact [schoolfinancehelpdesk@la.gov](mailto:schoolfinancehelpdesk@la.gov)



# Federal Grants

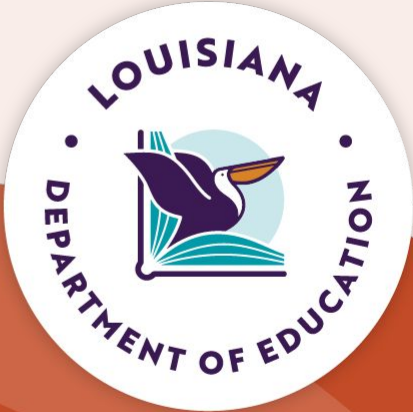


# High Cost Services - Round 1

- Amendment 1 for the 2023-24 High Cost Services Round 1 application should have been submitted. If you have not done so, please submit as soon as possible
- Funding for High cost Services Round 2 includes Federal funds.
  - Federal Funding: availability ends 9/30/204. All claims must be submitted on or before November 15, 2024.



# Amended Liquidation Protocols



# Amended Liquidation Protocols

- In an effort to afford LEAs the fullest range of flexibility in drawing down the ESSER III funding, LDOE is implementing amended liquidation protocols.
  - These amended protocols apply to the ESSER III funding (formula and incentive) only.
- The amended protocols will allow LEAs additional time to liquidate:
  - Goods
  - Services
  - Construction projects





# Amended Liquidation Protocols

- **ESSER III Obligation Date: 9/30/2024**
  - Amendment liquidation does not change the obligation date of the funding.
- **Amended Liquidation Date: 12/16/2024**
  - LEAs now have until 12/16/2024 to receive goods and services
    - All reimbursement claims and PERs should be submitted on or before 12/16/2024.

Note: subscription costs - if subscription costs are obligated on or before 9/30/2024, and the invoice is paid on or before 12/16/2024, services may continue through the 2024-25 school year.



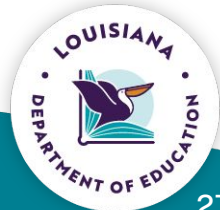
# MFP Formula Update



# 2024-25 MFP Formula Update

- FY2024-25 MFP Formula submitted by BESE for consideration was NOT adopted by the Legislature.
  - MFP formula will remain the same as was first adopted by Legislature in the 2022 Regular Session of the Legislature (HCR 23).
    - The law provides that if the Legislature takes no action, then the formula reverts to the version in effect in the prior fiscal year.

Please contact [schoolfinancehelpdesk@la.gov](mailto:schoolfinancehelpdesk@la.gov)



# 2024-25 MFP Formula Update

## Next Steps

- July 2024 formula calculations are available in the MFP Library.
- Business Managers should review the July 2024 files to identify applicable allocation changes.

Please contact [schoolfinancehelpdesk@la.gov](mailto:schoolfinancehelpdesk@la.gov)



# 2024-25 MFP Formula Update

- Projected formula calculations released in March 2024 were updated for July 2024 to include:
  - Level 4:
    - CDF Initial (75% of prior year)
    - SCA initial (2.1.24 student count, latest available data)
    - International Associate Teacher Salary (2023-24 teacher counts)
  - Charter Per Pupil calculations were updated to the Initial FY 2024-25 from the Final FY 2023-24.

Please contact [schoolfinancehelpdesk@la.gov](mailto:schoolfinancehelpdesk@la.gov)



# 2024-25 MFP Formula Update

- Documents posted for July 2024 will include:
  - Formula Guidance Memo
  - FY Monthly Payment Schedule
  - Budget Letter (Allocations) Excel
  - Initial Charter Per Pupil (CPP) Amounts
  - Reference Documents:
    - House Concurrent Resolution (HCR) 23
    - MFP Student Membership Definition
    - MFP Presentation
    - MFP Payment Schedule

Please contact [schoolfinancehelpdesk@la.gov](mailto:schoolfinancehelpdesk@la.gov)



# New Requirements in 2024-25



# Act 370 Reporting Requirements





# NEW Act 370 Reporting Requirements

Effective for FY 2024-25, the following additional requirements must be implemented:

1. **Semi-Annual Budget Reporting** - For the fiscal year that begins July 1, 2024, each public school governing authority shall post on its website semiannual reports detailing actual revenue, receipts, expenditures and disbursements.

The report for the period from July 1 through December 31st shall be posted no later than March 31st.

The report for the period from January 1 through June 30 shall be posted no later than September 30th.

**\*\* Guidelines on reporting methods and formats will be forthcoming.**

[Act 370 Information](#)

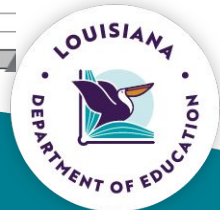


# NEW Act 370 Reporting Requirements

Effective for FY 2024-25, the following requirements must be implemented:

**Budget Form A** - For the fiscal year that begins July 1, 2024, all traditional school systems and each Type 2 and Type 5 charter school will submit Budget Form A to LDOE by September 30th of each year, in addition to the semiannual budget submissions.

ITEM	References		GENERAL FUND BUDGET			
	L.A.U.G.H. Source/Function Code	AFR Keypunch Code	Actual 2022-23	Budgeted 2023-2024	SemiAnnual (Q1 and Q2) 2023-24	SemiAnnual (Q3 and Q4) 2023-24
<b>Revenues</b>						
Revenues from Local Sources	1000	0004000				
Revenues from State Sources (Other than MFP)	3000	0008300				
Revenues from MFP (Exclude School Lunch)	3000	0004300				
Revenues from MFP (School Lunch Fund)	3000	0004450				
Revenues from Federal Sources	4000	0014900				
<b>Total Revenues</b>		<b>0015000</b>	<b>\$0</b>	<b>\$0</b>		
Other Sources of Funds	5000	0051000				
<b>TOTAL REVENUES AND OTHER SOURCES OF FUNDS</b>		<b>none</b>	<b>\$0</b>	<b>\$0</b>		
<b>Expenditures</b>						
<b>Instruction:</b>						
Regular Programs - Elementary/Secondary	1100	0015900				
Special Education Programs	1200	0016800				
Career and Technical Educational Programs	1300	0017330				
Other Instructional Programs - Elementary/Secondary	1400	0020850				
Special Programs	1500	0022600				
Adult/Continuing Education Programs	1600	0023050				
<b>Total Instruction</b>		<b>0024190</b>	<b>\$0</b>			



# NEW Act 370 Reporting Requirements

2. **Semi-Annual Contract Reporting** - For the fiscal year that begins July 1, 2024, each public school governing authority shall post on its website semiannual reports concerning the governing authority's contracts.

The report for the period from July 1st through December 31st shall be posted no later than March 31st.

The report for the period from January 1st through June 30th shall be posted no later than September 30th

**\*\* Guidelines on reporting methods and formats will be forthcoming.**

[Act 370 Information](#)



# Current Act 370 Reporting Requirements

The following requirements, effective in FY 2023-2024, will continue:

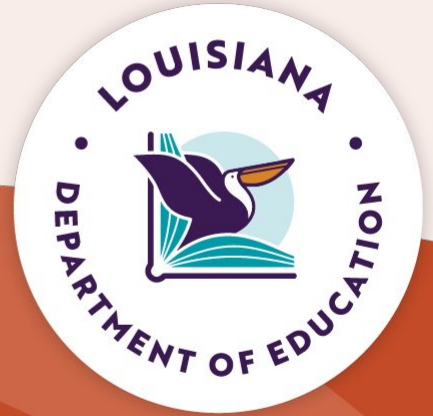
**General Fund Budget** - No later than September 30 of each year, each public school governing authority shall post on its website its most recent budget and general summary in accordance with R.S. 17:88.

**Annual Audit Report** - Within 30 days of acceptance and approval by LLA, each public school governing authority shall post on its website its most recent annual independent audit.

[Act 370 Information](#)



# ACT 311- Compensation for Teachers and Other School Employees

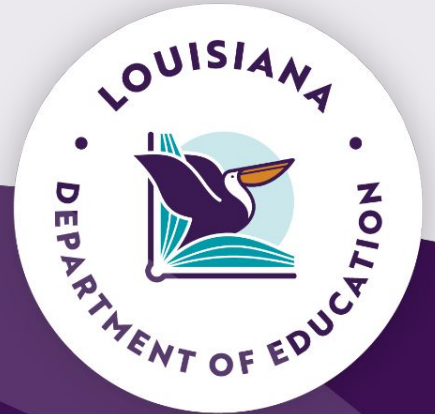


# NEW - Act 311 Requirements

- Requires that salary schedules are established and published no later than June 30th of each year.
  - Salary schedules shall be considered for specifically identified and prescribed duties in an employee's job description.
- Additional compensation shall be provided to employees for overtime work and work beyond prescribed duties beyond certain circumstances.
- School systems' legal counsel should be consulted for guidance.
- [Act 311 of 2024 Regular Legislative Session](#)



# Annual Financial Report



# 2023-2024 AFR Reporting Update

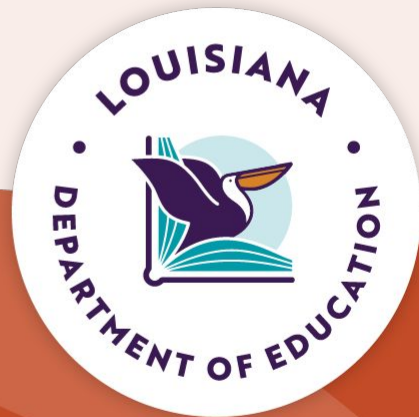




# Annual Financial Report (AFR)

- AFR data collection opens September 3, 2024.
- AFR data collection will remain in LEADS for the FALL 2024 collection period.
- FY 2023-2024 AFR documents and templates will be released via the AFR LEADS Support Page and on the [Business Manager Support Library](#) in August 2024.

# EDLINK AFR Reporting Update



# EdLink Update for Annual Financial Report (AFR)

- AFR EdLink will go live for all school systems to report for FY 2024-2025 AFR Reporting cycle.
- Release to all school systems with training will begin in Spring 2025.



# Federal Maintenance of Effort



# Maintenance of Effort (MOE)

- **MOE is an annual test that determines compliance with and eligibility for federal grant funds.**
- **IDEA Compliance**: shows that actual data has met the MOE requirement; if failed, repayment is due from general funds in the amount in which MOE was not met.
- **IDEA Verification**: determines that the LEA is eligible to received FY 2024-2025 IDEA Part B grant funds
- **ESSA Verification**: determines that the LEA is eligible to received the full allocation of ESSA grant funds (i.e. Title I, Title IIA, etc.); failure reduces the allocation by the same percentage MOE was failed.

# Maintenance of Effort (MOE)

All MOE applications are currently available with an August 30 deadline.

Best Practices in completing submissions

1. Complete the FY 2023 IDEA MOE Confirmation first; must be completed and marked final prior to submitting the FY 2025 IDEA MOE Verification. Business Managers should prioritize submission of this form and if possible, submit by July 31.
2. Complete the FY 2025 ESSA MOE Verification
3. Complete the FY 2025 IDEA MOE Verification



# Maintenance of Effort (MOE)

- The [Maintenance of Effort Quick Guide for egms users in 2024](#) is available to assist with those new to the MOE submission process. Step by step instructions to access each application for this year.
- A [Local Funds Calculator](#) is available to assist in completing the Local Only Funds section of the IDEA MOEs. *NOTE: It includes a tab for the Confirmation and the Verification*
- Description of [Allowable Exceptions and Samples](#) for IDEA

For questions regarding the MOE review process, contact [fedaudit@la.gov](mailto:fedaudit@la.gov)

For technical inquiries or support with eGMS, contact [jason.berard@la.gov](mailto:jason.berard@la.gov)



# Important Reminders





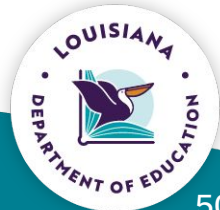
# New Business Managers



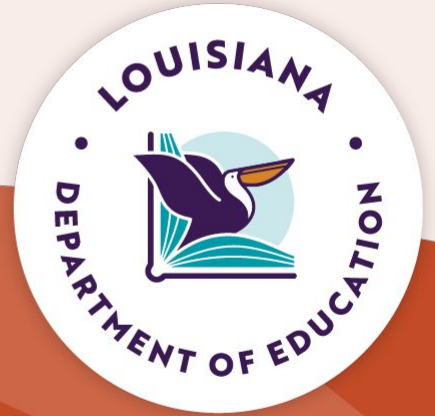
# New Business Manager Survey

All new Business Managers or Lead Business Officials must submit a New Business Manager survey. Contact [schoolfinancehelpdesk@la.gov](mailto:schoolfinancehelpdesk@la.gov) for assistance.

This information is required for the annual [Fiscal Risk Assessment](#).



# Weekly Newsletters



# Weekly Communications - Newsletters

- Newsletters include information by LDOE Office

- Items will specifically mention the school system staff who would benefit from the information provided
- Entries and reminders draw attention to important timelines

## In This Issue

- [Important Dates for School Systems](#)
- [Operations](#)
- [Assessments, Accountability and Analytics](#)
- [Career and College Readiness](#)
- [School System Financial Services](#)
- [Teaching and Learning](#)
  - [Diverse Learners](#)
  - [Educator Development](#)
  - [Literacy](#)
- [Reminders](#)

Click School System Financial Services link to go directly to the relevant entries.

Please contact [schoolfinanceheldpesk@la.gov](mailto:schoolfinanceheldpesk@la.gov)



# Next Month's Monthly Call

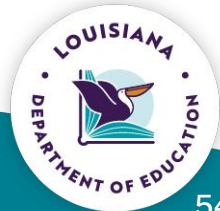


# Reminders



- The August Business Manager Monthly Call will be held on August 21, 2024.
- Reminder with date and link will be posted in LDOE Weekly Newsletter
- The slide decks for the monthly call can be found in the [Business Manager Support Library](#) on the website.

Please contact [schoolfinancehelpdesk@la.gov](mailto:schoolfinancehelpdesk@la.gov)





# Resources

# Resource Index

- **Weekly Newsletters**
- **New Business Manager Survey**
- **edfin FTP Secure Site**
- **Annual Financial Report (AFR)**
- **MFP - Related Data Collection**
- **70% Expenditure Requirement**

Please contact [schoolfinanceheldpesk@la.gov](mailto:schoolfinanceheldpesk@la.gov)



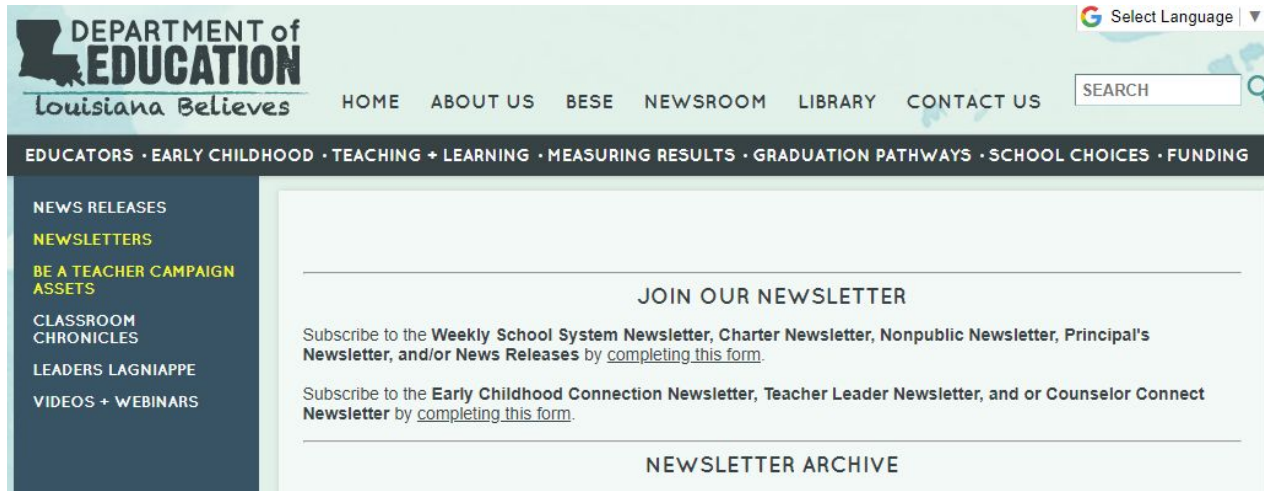


# Weekly Newsletters



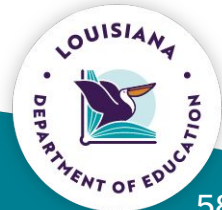
# Weekly Communications - Newsletters

- How to receive weekly LDOE Newsletters - Go to <https://www.louisianabelieves.com/newsroom/newsletters> to sign up for newsletters important for your role and to find archived newsletters.



The screenshot shows the Louisiana Department of Education website. At the top left is the logo with the text "DEPARTMENT of EDUCATION" and "Louisiana Believes" below it. To the right is a "Select Language" dropdown menu. Below the logo is a navigation menu with links: HOME, ABOUT US, BESE, NEWSROOM, LIBRARY, CONTACT US. A search bar is located to the right of the navigation menu. Below the navigation menu is a dark blue horizontal bar with white text listing various categories: EDUCATORS, EARLY CHILDHOOD, TEACHING + LEARNING, MEASURING RESULTS, GRADUATION PATHWAYS, SCHOOL CHOICES, FUNDING. On the left side, there is a dark blue sidebar with white text listing: NEWS RELEASES, NEWSLETTERS (highlighted in yellow), BE A TEACHER CAMPAIGN ASSETS, CLASSROOM CHRONICLES, LEADERS LAGNIAPPE, and VIDEOS + WEBINARS. The main content area is white and features a section titled "JOIN OUR NEWSLETTER" with two paragraphs of text. The first paragraph says: "Subscribe to the **Weekly School System Newsletter**, **Charter Newsletter**, **Nonpublic Newsletter**, **Principal's Newsletter**, and/or **News Releases** by [completing this form](#)." The second paragraph says: "Subscribe to the **Early Childhood Connection Newsletter**, **Teacher Leader Newsletter**, and or **Counselor Connect Newsletter** by [completing this form](#)." Below this section is a link for "NEWSLETTER ARCHIVE".

Please contact [schoolfinanceheldpesk@la.gov](mailto:schoolfinanceheldpesk@la.gov)



# Sign Up for Weekly Newsletters



Sign up to stay in touch!

Thanks for your interest in joining our mailing list. Please complete the information below and click Sign Up.

\* Email Address

\* First Name

\* Last Name

\* Job Title

\* District/Parish

Email Lists

Charter Newsletter

News Releases

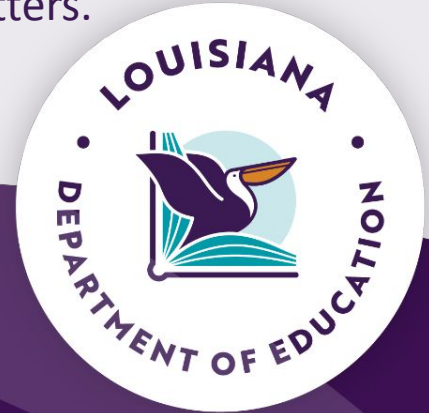
Nonpublic Newsletter

Principals Newsletter

Weekly System Leaders Newsletter

This form applies to system, charter and nonpublic newsletters.

Important notices and materials are posted in these weekly newsletters.



# Weekly Communications - Newsletters

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  - [Literacy](#)
- [Reminders](#)

Click School System Financial Services link to go directly to the relevant entries.

Please contact [schoolfinanceheldpesk@la.gov](mailto:schoolfinanceheldpesk@la.gov)



# Weekly Communications - Newsletters



- Special section addresses dates, times and links to monthly calls, office hours and webinars

## Important Dates for School Systems

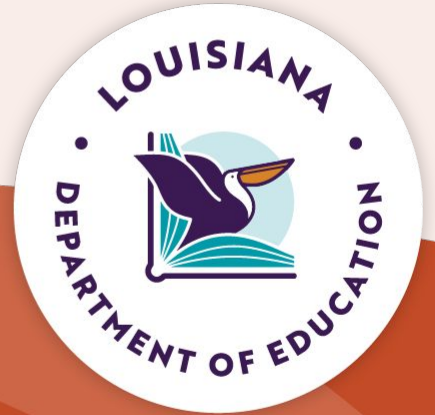
### Office Hours and Monthly Calls

- [Federal Support and Grantee Relations Monthly Call: September 15 at 10 a.m.](#)
- School System Financial Services AFR Office Hours: [September 15 at 2 p.m.](#)
- Certification Monthly Call: [September 19 at 10:30 a.m.](#)
- School Medicaid Monthly Call: [September 20 at 2:30 p.m.](#)
- [Assessment and Accountability Office Hours: September 20 at 3:45 p.m.](#)

Please contact [schoolfinancehelpdesk@la.gov](mailto:schoolfinancehelpdesk@la.gov)



# New Business Manager Survey



# Minimum Qualification Requirement for Business Managers

- **Continuing Education:** must acquire either a Certified Louisiana School Business Administrator (CLSBA) or Certified Louisiana Charter School Business Administrator (CLCSBA) certification through the Louisiana Association of School Business Officials (LASBO). An active CPA may substitute for the required certification.
- **Shared Services Provision:** Statute allows school systems to enter into an agreement to share business services, including contracting a business professional that meets the minimum requirements established by BESE.

See page 96 of the LAUGH Guide for additional details or visit:

<https://www.louisianabelieves.com/resources/library/charter-schools>

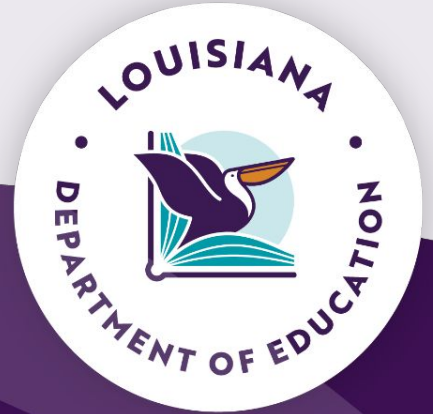
Please contact [schoolfinanceheldpesk@la.gov](mailto:schoolfinanceheldpesk@la.gov)



# New Business Manager Survey

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This information is required for the annual [Fiscal Risk Assessment](#).





# edfin FTP Secure Site




# Secure Communications - edfin FTP Secure Site

- Certain information to be shared with business managers requires the use of a secure transmission method rather than email
- SSFS uses this secure site to provide school systems information that may contain PII or other private information related to MFP, PIP, AFR and other financial topics
- edfin FTP Secure Site established for this purpose
- This is a different site and should not be confused with other FTP sites provided by other LDOE offices; for example, Data Coordinators have a specific data FTP site
- Notices will appear in the weekly newsletters when files are placed in edFin

Please contact [schoolfinanceheldpesk@la.gov](mailto:schoolfinanceheldpesk@la.gov)



# edfin FTP Secure Site

Name	Date modified	Type	Size
 70% Instructional Requirement	8/24/2022 2:31 PM	File folder	
 Annual Financial Report	8/10/2021 2:45 PM	File folder	
 Fiscal Risk Assessment	10/21/2021 10:37 ...	File folder	
 PIP	8/22/2022 3:05 PM	File folder	
 001_Acadia Parish_2020 School Finder Finance Data	6/23/2020 9:40 AM	Microsoft Excel W...	1,639 KB
 1_Acadia Parish_GEER Funds Allocation	7/9/2020 3:21 PM	Microsoft Excel W...	29 KB

- Secure information is saved in this “folder” and systems may access the folder with proper security access.
- Business Manager/Financial Officer must contact [schoolfinancehelpdesk@la.gov](mailto:schoolfinancehelpdesk@la.gov) to secure access.

Please contact [schoolfinancehelpdesk@la.gov](mailto:schoolfinancehelpdesk@la.gov)



# Annual Financial Report (AFR)



# Annual Financial Report (AFR) Training

- [AFR comprehensive presentation](#) is available for reference.
- Presentation includes information on:
  - Louisiana Accounting & Uniform Governmental Handbook (LAUGH) Defined
  - Annual Financial Report (AFR) Defined
  - AFR Uses
  - AFR Financial Data
  - AFR Submission Process
  - AFR Submission Required Data
  - AFR Submission - FY 2021-2022 Data Collection
  - Post Submission of AFR
  - AFR Ratings

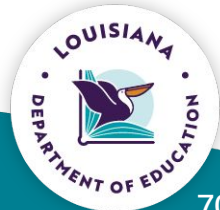
Please contact [schoolfinanceheldpesk@la.gov](mailto:schoolfinanceheldpesk@la.gov)



# 2021-22 Annual Financial Report (AFR)

- AFR data collection opened September 1, 2022 and is ongoing
- AFR data collection will remain in LEADS for the FALL 2022 collection period
- [FY 2021-2022 AFR documents](#) & templates are located on the AFR LEADS Support Page
  - FY 2021-2022 Coding for State & Federal Grant information has been updated
- For questions on fiscal data and auditor review process, contact [staudit@la.gov](mailto:staudit@la.gov)
- For questions on technical support, contact [systemsupport@la.gov](mailto:systemsupport@la.gov)

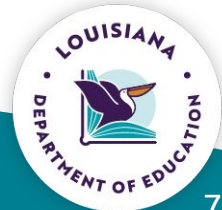
Please contact [schoolfinanceheldpesk@la.gov](mailto:schoolfinanceheldpesk@la.gov)



# Annual Financial Report (AFR) to EdLink

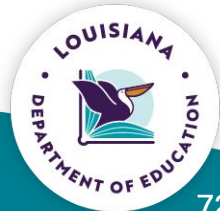
- AFR System will transition to EdLink in Fall 2023
- System design will remain the same but with improved functionality
- Methods for submission will remain the same for those systems utilizing the text file process
- Systems using Filebuilder will be offered a similar and improved process for submission

Please contact [schoolfinanceheldpesk@la.gov](mailto:schoolfinanceheldpesk@la.gov)



# Annual Financial Report (AFR) to EdLink

- Development is underway currently for the new EdLink AFR System
- Internal testing has begun to verify build meets requirements of current AFR system
- Additional testing will proceed for the next six months
- Tentative release to school systems with training will begin in Spring 2023





# MFP

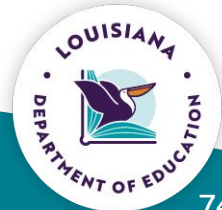


# MFP - Related Data Collections



- Student and staff data collections are supported through school system Data Coordinators
  - Communications surrounding data collections are sent to the Data Coordinators
  - Monthly calls are held to disseminate instructions and guidance to Data Coordinators
    - Details on monthly calls, [Office Hours and Webinars \(louisiana.gov\)](#) may be helpful
  - Consult with your Data Coordinator on any questions regarding data submissions
    - Data submission benchmark calendar can be viewed on [EdLink 360 Support \(louisiana.gov\)](#) to maintain awareness of timelines

Please contact [schoolfinancehelpdesk@la.gov](mailto:schoolfinancehelpdesk@la.gov)



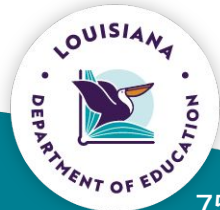
# 2022-2023 Data Collections

## Application systems:

Data is reported during scheduled collection periods with specific open/close dates.

**EdLink 360:** Data is reported daily (when available) with snapshots taken at specific times during the school year

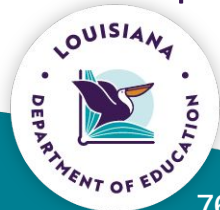
Collection	2021-22 EOY Dropout Corrections	Fall LEAP 2025 HS Assessments	K3 Assessments	Oct 1 MFP/IDEA	Oct CLASS (Staff and Student)	Spring LEAP 2025 HS Assessments	Feb 1 MFP	STS Mid-Year in (Legacy System)	VAM Roster Submit/Verify Period	Student End-Of-Year	Staff End-Of-Year	STS End-Of-Year in (Legacy System)
Collection End Date (Snapshot or System Close)	12/16/2022	9/30/2022	10/31/2022	11/11/2022	1/13/2023	2/10/2023	2/17/2023	2/17/2023	3/31/2023	7/7/2023	8/11/2023	9/30/2023



# MFP - Related Data Collections

## Student Data Collection via EdLink 360:

- October 1, 2022 MFP student count data collection drives the October MFP Mid-Year Adjustment to funding which takes effect in March 2023
- Student counts are being submitted through the new EdLink system this year
  - EdLink student data collection is underway and closes November 11, 2022
  - All student data must be submitted by November 11, 2022 to be considered in MFP calculations
- Students must be counted and reported per the official MFP Membership Definition located in the [MFP Library](#)



# MFP Updates

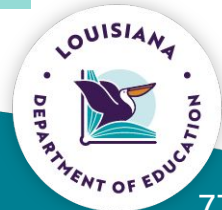
## October 1 MFP

School Year	Snapshot Group	Snapshot End Date
2022-2023	Oct 1 MFP	11/11/2022

This snapshot will capture data for students enrolled on Oct 1, 2021, which is the count date.

Oct 1 MFP Data: CALENDARS, STUDENTS, ENROLLMENTS, HOMELESS, DISCIPLINE - Incidents, DISCIPLINE - Offenses, DISCIPLINE - Actions, DISCIPLINE - Persons, PROGRAM\_MEMBERSHIP, ATTENDANCE, STUDENT\_MARKS

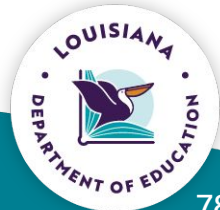
This data is Critical for IDEA and MFP Funding and ED Calculations.



# MFP - Related Data Collections

Staff Data Collection via EdLink 360 (October 1 Class: Student and Staff)

- EdLink staff data collection is underway and closes January 13, 2023
  - NEW: EdLink staff collection now allows object code 130 and object code 150 to be accepted for all function codes
- October 1 staffing data collection drives the following funding allocations:
  - Pay Raises - 2019-20, 2021-22, & 2022-23 certificated staff and support workers
    - Projected pay raise cost calculated in July will be reconciled to the October staffing data to create a final allocation in March
    - Pay raise guidance may be viewed in the [MFP Library](#)



# MFP Updates

## October 1 CLASS (Student and Staff)

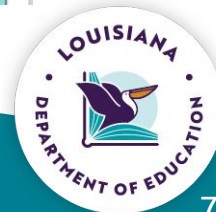
School Year	Snapshot Group	Snapshot End Date
2022-2023	Oct 1 CLASS	1/13/2023

This snapshot will capture staff, student, and class schedule data for students enrolled on and staff employed on Oct 1, 2021.

It will also capture data for students enrolled in CTE and CDF courses.

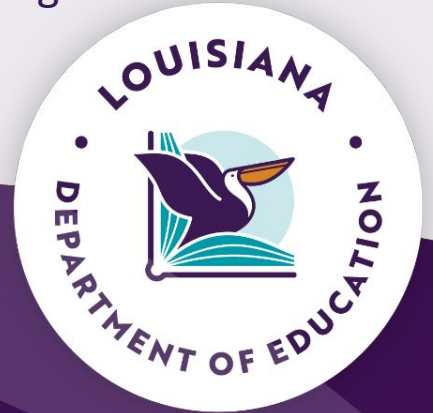
This data is used for:

- Calculating Value Added student growth data (VAM)
- Workforce Reporting
- CTE-Career Tech Education and CDF-Career Development Fund counts (funding),
- Class Size reporting (audit data)
- Interest and Opportunities K-8 class schedules
- For calculating the Interests & Opportunities index



# MFP - Related Data Collections

- Mentor Teacher Stipends - new in 2022-23
  - \$2,000 allocated for mentors who support year-long undergraduate residents and post-baccalaureate candidates
  - School systems report mentor teacher data in EdLink 360 Staffing in October
  - [Resident Teacher and Mentor Teacher Compensation Process](#) webinar





# 70% Expenditure Requirement

- The FY 2020-21 70% Requirement results were reported to BESE at the October 12 meeting.
- Individual school system calculations were released the week of October 3 through the school system specific efin FTP secure sites.
- School systems that do not meet the Requirement will receive communications from the SSFS staff to begin work on an action plan to address challenges in meeting this requirement. Responses will be summarized and reported to BESE later this year.



# 70% Expenditure Requirement Defined

- The 70% expenditure requirement states that city, parish, or local public school systems or other public schools must ensure that:

at a minimum 70% of the city, parish, or local public school system or other public school **general fund expenditures are in the areas of instruction and school administration at the school building level.**

[Detailed 70% Expenditure Requirement presentation](#)

- For questions contact [LDOEMFPHelpdesk@la.gov](mailto:LDOEMFPHelpdesk@la.gov)

