



School System and Charter School

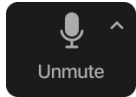
Business Manager and Financial Officer

Monthly Call Meeting

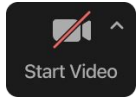
March 2024



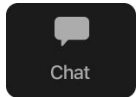
Zoom Meeting Preparation



- 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.



Agenda

- Welcome
- Required Submissions and Reminders
- Act 370
- State and Federal Grants Update
- Maintenance of Effort and Fiscal Monitoring
- MFP Update
- Single Audit Due Date
- 2024-2025 Retirement Contribution Rates
- Call Dates and Slide Deck Links
- Resources



Required Submissions



Upcoming Required Submissions

- Periodic Expenditure Report
- FY 24 Fiscal Year End Deadlines
- Charter Schools 3rd Quarter Budget Report
- Local Tax Data Submission

Please contact schoolfinancehelpdesk@la.gov



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



FY 24 Fiscal Year End Deadlines

The deadlines noted below have been established by the Department to ensure all grants funding for FY 2023-24 is utilized. Failure to meet these deadlines risks funding availability for school systems and schools. The Department cannot guarantee the payment of late reimbursement claims and/or late claims might have to wait until the following fiscal year (June 2024) for funds to be available.

We appreciate your cooperation and thank you for helping us be good stewards of these funds.

- June 19 8g claims due in eGMS
- July 5 Carl Perkins and LDH claims for June expenses are due in eGMS
- July 15 All other state and federal awards (excluding 8g, Carl Perkins, and LDH) ending June 30, 2024, are due in eGMS

Please contact ldoe.federalclaims@la.gov



Charter Schools

3rd Quarter Budget Submission

- The Third Quarter Financial Budget Report for FY 2023-2024 is due by **April 30, 2024**.
- If your organization operates more than one charter school, you must submit the financial report for each individual school.
- For more details see the Instructions for Quarterly budgets tab in the Annual Budget Workbook.
-

Please contact charterfinancehelpdesk@la.gov



Local Tax Data Submission

- The FY 2024-2025 MFP calculations for charter schools are dependent upon projected FY 2023-2024 local revenue data and expenditures related to the collection of the revenue.
- The projected FY 2024-2025 local revenue data is being collected through the LEADS portal. The LEADS data collection portal is now open.
- The deadline to submit this data is **April 5, 2024.**

Please contact ldoe.mfphelpdesk@la.gov



Act 370



Act 370 Reporting Information

Effective for FY 2023-2024, the following requirements must be implemented:

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](#)

Please contact schoolfinancehelpdesk@la.gov



State Grants



State Grants

❖ Computer Science Allocation

- The Computer Science Allocation provides funding for 6-12 teachers to receive comprehensive training to prepare for the Computer Science Praxis Exam. For more details, refer to the Computer Science Allocation guidance document in the [Business Manager Support Library](#) under State Allocations.
- **These funds should be expended by June 30, 2024.**
- **Contact stem@la.gov regarding allowability of expenditures.**

Please contact LDOEmphelpdesk@la.gov



State Grants

❖ Non-public Textbooks and Textbooks Administration

- Allocations for non-public textbooks and textbooks administration were released through eGMS in October 2023. Districts should collaborate with non-public schools to ensure that textbook purchases and payments have been made for this school year.
- **These funds must be expended by June 30, 2024.**

Please contact nonpublicfinancehelpdesk@la.gov



State Grants

- ❖ Automated External Defibrillator (AED) Funding
 - Allocations for AEDs administration were released through eGMS in January 2024. Districts should purchase AEDs from a state contract vendor. For more details, refer to the Apprenticeship Guidance document in the [Business Manager Support Library](#) under State Allocations.
 - **These funds must be expended by June 30, 2024.**

Please contact schoolfinancehelpdesk@la.gov



Federal Grants



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.



Maintenance of Effort



Maintenance of Effort

Heads up on MOE availability in eGMS.

- Reviewing to determine if actual 2023 general fund expenditures exceeded prior year required level of effort for special education
- Look out for announcement in newsletter

Please contact schoolfinancehelpdesk@la.gov



Fiscal Monitoring



Fiscal Monitoring

FY 2020-2021

- Auditors wrapping up reviews.
- LEAs should respond promptly to additional documentation requests.
- Reports are being issued.

FY 2021-2022

- Auditors receiving and reviewing documentation.
- LEAs should follow ***Audit Review Instructional*** to ensure sufficient documentation is provided for review.
- ***Policies and Procedures*** - documents should be provided
- ***Internal Controls Checklist*** should be completed and submitted for review.

Please contact schoolfinancehelpdesk@la.gov



MFP Formula Update



MFP Formula Update

March 2023 Budget Letter:

- Mid-Year Adjustments for October and February
- Prior Year Audit Adjustments
- Pay Raise Reconciliation
- Career Development Fund Final Allocation
- Charter Per Pupil Final Calculation
- Administration Fees Update
- HCS Allocation (Informational only)
- Teacher Mentor Allocation (Information only)

Please contact schoolfinancehelpdesk@la.gov



MFP Formula Update

Proposed FY 2024-25 MFP Formula Calendar:

- Formula Adoption by BESE at the March 2024 meeting.
- Submitted to legislature by March 15, 2024.

Please contact schoolfinancehelpdesk@la.gov




Audit Submission to LDOE



Audit Submission to LDOE

The [Single Audit Report Submission Portal](#) is available for business managers and school finance officials to assist with timely submittals of annual single audits. A Quick Link to the portal is also available at www.louisianabelieves.com.

New website, new look for the LDOE. Coming early 2024.



LEARN MORE →

UPDATED!
EPIC
Education Progress & Investment Charts

2023-2024 APPROVED PLANS
Louisiana
COMEBACK

Guidance for Leading Inclusive Special Education Programs
Engaging Key Stakeholders to Support Success for All Students
AVAILABLE NOW!

Find a School or Center

FAST FORWARD


FAMILY SUPPORT TOOLBOX
Tools to Support Student Learning at Home

CLASSROOM SUPPORT TOOLBOX
Tools to Support Teachers and School + System Leaders

SCHOOL SYSTEM SUPPORT CALENDAR

QUICK LINKS

- FEDERAL SUPPORT & GRANTEE RELATIONS LIBRARY
- STATEMENT OF DISSENT FROM IMMUNIZATIONS PDF
- P-EBT
- EMERGENCY PREPAREDNESS AND RECOVERY
- ESER RESOURCES
- STANDARDS REVIEW COMMITTEE
- HOME STUDY
- K-12 SCHOOL OR CENTER LETTER GRADES/SPS
- READY TO ACHIEVE! 2022-2023 SCHOOL OPERATIONAL GUIDELINES PDF
- LOUISIANA WAIVER DRAFT 2021 PDF
- EARLY CHILDHOOD EMERGENCY PREPAREDNESS AND RECOVERY
- FIND & EXPLORE TEACHER PREPARATION PROGRAMS
- STUDENTS WITH DISABILITIES
- CAFÉ
- SINGLE AUDIT REPORT SUBMISSION PORTAL



Please contact schoolfinancehelpdesk@la.gov



2024 - 2025 TRSL Contribution Rates



2024 - 2025 TRSL Contribution Rates

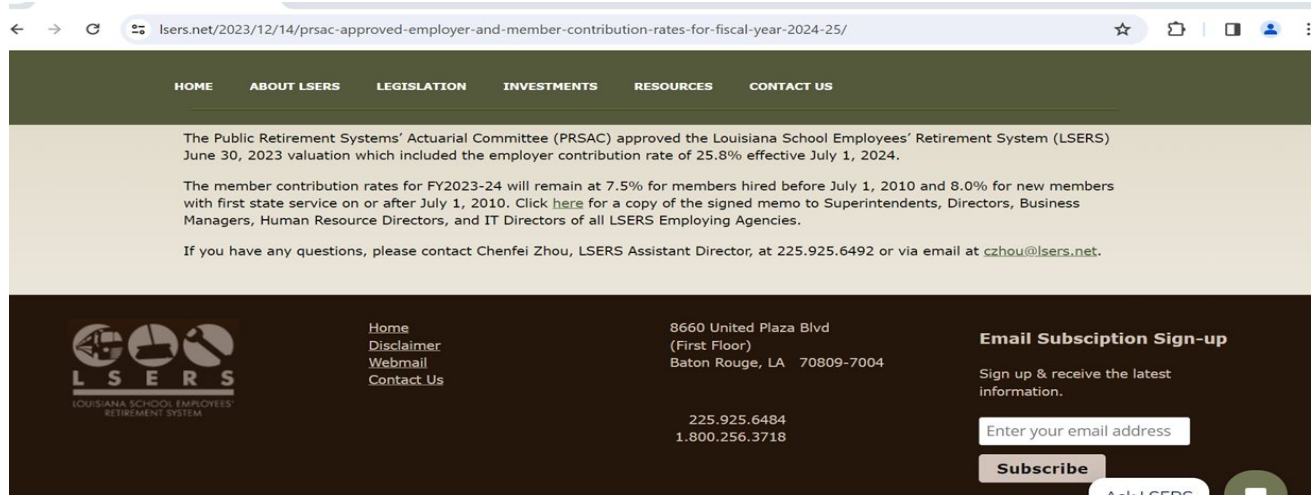
Historical TRSL Contribution Rates (FY 2024-25)

FISCAL YEAR	TRSL SUB-PLAN	EMPLOYEE NORMAL COST	EMPLOYER RATE				
			Normal Cost	Admin Expense Rate	AFC Rate*	Shared UAL	Total Employer Contribution
2024-25	K-12 Regular Plan	8.0%	3.73%	0.38%	1.50%	15.90%	21.51%
	Plan A	9.1%	3.73%	0.38%	1.50%	15.90%	21.51%
	Plan B	5.0%	3.73%	0.38%	1.50%	15.90%	21.51%
	Higher Ed Regular Plan	8.0%	3.10%	0.38%	1.50%	15.90%	20.88%

The employer contribution rate will decrease from 24.10% to 21.51%, a difference of 2.59%, for FY 2024 - 2025.



2024 - 2025 LSERS Contribution Rates



The employer contribution rate will decrease from 27.6% to 25.8%, a difference of 1.8% for FY 2024 - 2025.



Reminders



- The April Business Manager Monthly Call will be held on Wednesday, April 24th at 2:00 p.m.
- 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





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

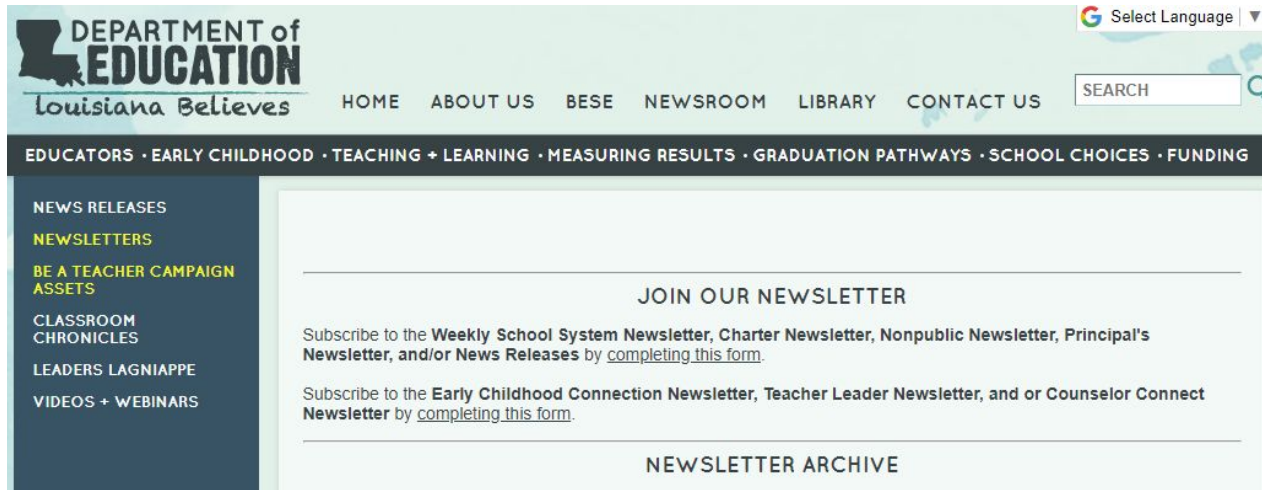


Weekly Newsletters



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 of the logo 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: EDUCATORS · EARLY CHILDHOOD · TEACHING + LEARNING · MEASURING RESULTS · GRADUATION PATHWAYS · SCHOOL CHOICES · FUNDING. On the left side of the page is a dark blue sidebar with white text: NEWS RELEASES, NEWSLETTERS (highlighted in yellow), BE A TEACHER CAMPAIGN ASSETS, CLASSROOM CHRONICLES, LEADERS LAGNIAPPE, VIDEOS + WEBINARS. The main content area has a light green background. It 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



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

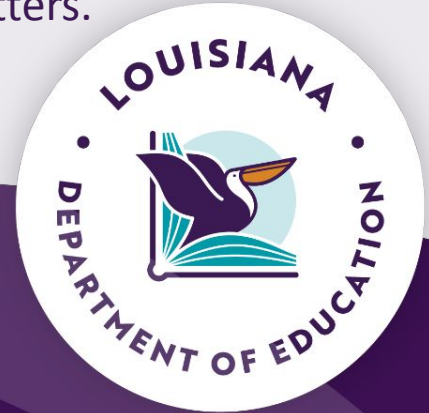
Nonpublic Newsletter

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

- 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



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



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>

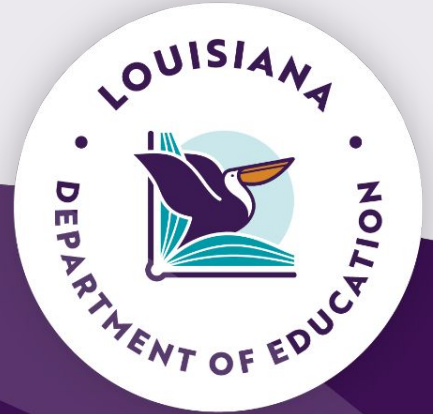
Please contact schoolfinanceheldpesk@la.gov



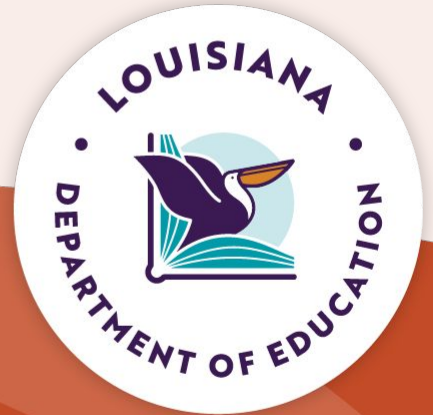
New Business Manager Survey

All new Business Managers or Financial Professionals must submit a New Business Manager survey. Contact schoolfinancehelpdesk@la.gov for assistance.

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

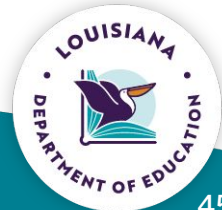


edfin FTP Secure Site

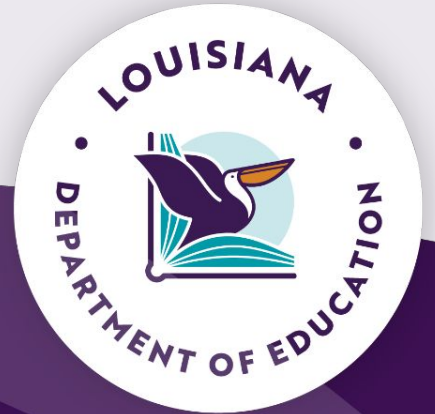
Name	Date modified	Type	Size
 70% Instructional Requirement	8/24/2022 2:31 PM	File folder	
 Annual Financial Report	8/10/2021 2:45 PM	File folder	
 Fiscal Risk Assessment	10/21/2021 10:37 ...	File folder	
 PIP	8/22/2022 3:05 PM	File folder	
 001_Acadia Parish_2020 School Finder Finance Data	6/23/2020 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 to secure access.

Please contact 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

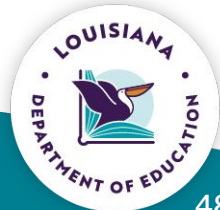
Please contact schoolfinanceheldpesk@la.gov



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
- For questions on technical support, contact systemsupport@la.gov

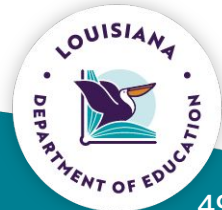
Please contact schoolfinanceheldpesk@la.gov



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



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

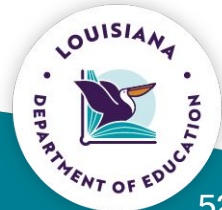


MFP - Related Data Collections



- 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



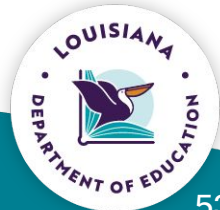
2022-2023 Data Collections

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

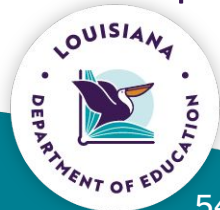
Collection	2021-22 EOY Dropout Corrections	Fall LEAP 2025 HS Assessments	K3 Assessments	Oct 1 MFP/IDEA	Oct CLASS (Staff and Student)	Spring LEAP 2025 HS Assessments	Feb 1 MFP	STS Mid-Year in (Legacy System)	VAM Roster Submit/Verify Period	Student End-Of-Year	Staff End-Of-Year	STS End-Of-Year in (Legacy 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

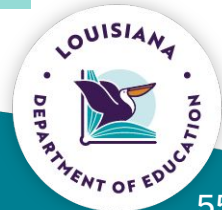
October 1 MFP

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

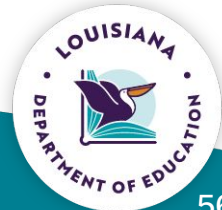
This data is Critical for IDEA and MFP Funding and ED Calculations.



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.

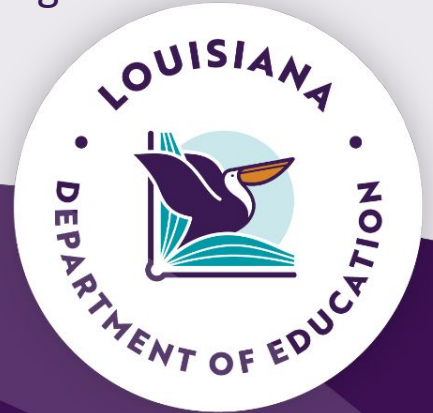
This data is used for:

- 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

