

## Revenue Coding Guidance

Avoiding Double Counting Revenue - Revenue and expenditure data reported in the Annual Financial Reports (AFR) must be reported in a uniform manner in order to avoid the duplication of revenues and expenditures at the state level, and to accurately reflect revenues and expenditures for each School System. To ensure consistent reporting, the following guidelines must be followed.

**City/Parish systems as Authorizer of Type 1, 3, or 4 Charter School (including Independent Charter Schools), School District of Prior Jurisdiction, and School District of Residence for students attending Type 2 Charter School or the Office of Juvenile Justice (OJJ)**

- **Revenues**

- Reimbursement of Expenditures from a Charter School – payments received from a charter school for expenditures billed by the school system to the charter school must offset the expenditures of the school system and be recorded as a reduction to each applicable expenditure
- MFP Revenue – MFP Revenues must be “grossed up” to include the Local Revenue Representation due to Other Public Schools. Other Public Schools include Type 1 Charter Schools, Type 2 Charter Schools, Type 3 Charter Schools, Type 4 Charter Schools, Type 5 Charter Schools, RSD Operated Charter Schools, and OJJ
  - The amounts for Type 2 Charter Schools, Type 5 Charter Schools, RSD Operated Charter School and OJJ are included on Table 2A-1 of the MFP Budget Letter

- **Expenditures**

- Local Revenue Representation due to Other Public Schools must be recorded as a “transfer out” using keypunch code 51140 (function 5300, object 940)
  - The amounts for Type 2 Charter Schools, Type 5 Charter Schools, RSD Operated Charter School and OJJ are included on Table 2A-1 of the MFP Budget Letter

**Type 1, 3, or 4 Charter Schools (including Independent Charter Schools) Authorized by School District, Type 5/RSD Operated Charter Schools, Type 2 Charter Schools, or OJJ**

- **Revenues**

- Local Revenue Representation Transfers must be recorded by the Charter School or OJJ as Local Revenue Transfers From Other LEA in keypunch code 3350 (revenue code 1994) and must be “grossed up” to include administrative fees
- MFP Revenue – State MFP Revenues must be recorded in keypunch code 4300 (revenue code 3110) and must be “grossed up” to include administrative fees

- **Expenditures**

- Reimbursement of Expenditures to School system – payments made for the reimbursement of expenditures paid by the school system must be recorded to the applicable expenditure keypunch code
- Administrative Fees – the administrative fees should be recorded by the charter school in keypunch code 38765, *Dues and Fees* (function 2400, object 810)

If you have any questions, contact State Audit Staff via e-mail at [staudit@LA.GOV](mailto:staudit@LA.GOV)