



LOUISIANA DEPARTMENT OF EDUCATION

MEMORANDUM

TO: Type 2 and type 5 Charter School Business Managers and Board Presidents

FROM: Beth Scioneaux
Deputy Superintendent
State Education Finance

DATE: July 6, 2022

SUBJECT: FY2022-2023 ADOPTED ANNUAL BUDGET SUBMISSIONS

Pursuant to Louisiana R.S. 17:88 and R.S. 39:1301-1315, each Type 2 and Type 5 charter school board shall submit to the State Superintendent of Education for review and approval an Annual Operating Budget by August 1, 2022. If the Annual Operating Budget submitted by August 1st 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 30th.

Each school must submit an [Annual Operating Budget](#) and [Statement of Affirmation](#) via email to CharterFinanceHelpdesk@la.gov by August 1st.

The following resource documents are available:

[Steps for Budget Adoption 2022-2023](#)

[LGBA FAQ 10-19 Update](#)

[Revised Statutes 39.1301 through 1315](#)

[Revised Statute 17.88](#)

[Best Practices and Resources](#)

Timely submittal of these forms is included as a factor in the annual Financial Risk Assessment process as a sign of good business practice. In order to be in compliance, the Annual Operating Budget Form and Statement of Affirmation must be received by the Department of Education by the specified deadline.

If you have any questions, you may e-mail CharterFinanceHelpdesk@la.gov or call the School System Financial Services office at (225)342-3617.

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