**MEMORANDUM**

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

**FROM:** Beth Scioneaux

Deputy Superintendent

School Systems Financial Services

**DATE:** June 26, 2023

**SUBJECT:** FY2023-2024 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, 2023.  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](https://www.louisianabelieves.com/docs/default-source/newsroom/fy2023-2024-annual-and-quarterly-financial-reports.xlsx) and [Statement of Affirmation](https://www.louisianabelieves.com/docs/default-source/newsroom/statement-of-affirmation_-1st-quarter-financial-report_23-24.docx) via email to [CharterFinanceHelpdesk@la.gov](mailto:CharterFinanceHelpdesk@la.gov) by August 1st.

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](mailto:CharterFinanceHelpdesk@la.gov) or call the School System Financial Services office at (225)342-3617.