



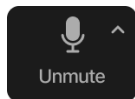
Louisiana Scholarship Program (LSP)

Financial Audit Training

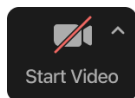
January 24, 2024



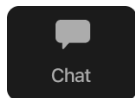
Zoom Meeting Preparation



- 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.”



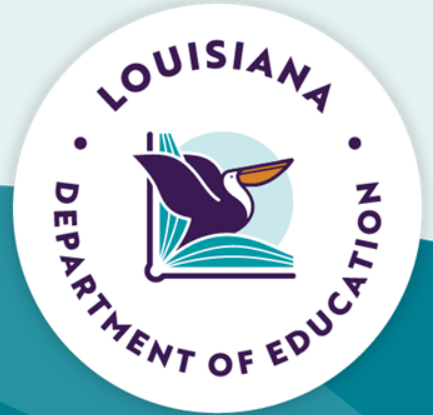
- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.

If you require an interpreter or have other accessibility needs for future LDOE meetings, please contact LDOEcommunications@la.gov.



Agenda

- Budget to Actual and Allocation Spreadsheet Background
- Budget Form
- Allocation Spreadsheet
- Notable Changes
- Common Mistakes



Compliance Requirements

In accordance with Revised Statute 17:4022, the Louisiana Department of Education monitors compliance with the LSP Scholarship Program and retains independent audit firms (hereinafter referred to as “firms” or “audit firms”) to assist with monitoring the participating schools.

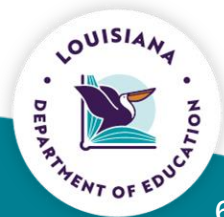


Budget to Actual and Allocation Spreadsheet Background



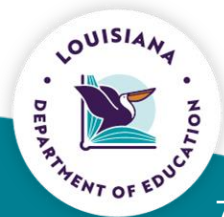
Budget to Actual and Allocation Spreadsheet Background

- The second phase of the audit is comprised of the following components:
 - Budget to Actual
 - Key Personnel
 - Educational Purpose
- Participating schools must maintain sufficient documentation to evidence program related expenditures throughout the year.



Budget to Actual and Allocation Spreadsheet Background

- **Educational Purpose** –Scholarship program funds should be spent on expenditures for an educational purpose.
 - A sample of program expenditures will be tested to verify that program funds were spent on educational purpose
 - Firms request and obtain supporting documentation to substantiate the expenditure selected for testing (original invoice, purchase order, contract, payroll documents, cancelled check and/or bank statement)

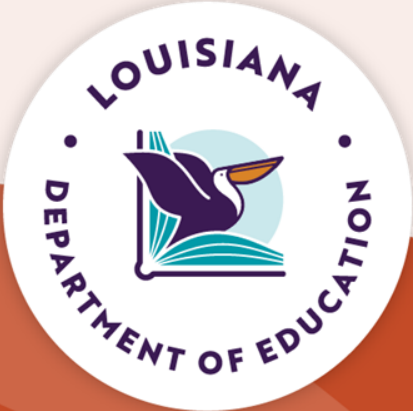


Budget to Actual and Allocation Spreadsheet Background

- **Budget to Actual** – Scholarship funds are public tax dollars and thus come with a high level of responsibility and accountability.
 - Firms evaluate whether the school's expenditures as of 1/31 were at least 50% of the school's expected LSP funds for the entire school year
 - If reserved funds were reported, an explanation for those funds must be provided.
- **Key Personnel** – No employee of a participating school may use the authority of his office or position in connection with the school's participation in the Scholarship Program, directly or indirectly, in a manner intended to compel or coerce any person to provide himself or any other person with anything of economic value.
 - Identify key personnel at the school via key personal certification
 - Key personnel are identified as individuals that are responsible for the direct operation of the school (principals, assistant principals, etc.)
 - Firms obtain payroll support for key personnel for both the current school year through 1/31 and for the entire prior school year and compare increases in salary. Salary increases of 15% or more are reported to the LDE.

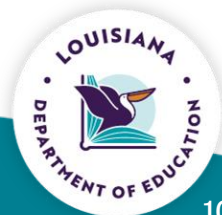


Introduction to Budget Form and Allocation Spreadsheet



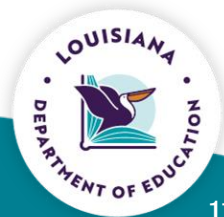
Introduction to Budget Form and Allocation Spreadsheet

- To ensure that schools are fiscally responsible and to demonstrate the segregation of funds through an allocation of expenditures based on student population, schools must complete the Budget Form and provide expenditure support or a listing of expenditures.
 - Consists of a Budget Form and an Allocation Spreadsheet
 - Schools list out payroll and non-payroll expenditures for the current school year through 1/31
- Firms select a sample of 5 payroll and 5 non-payroll expenditures from the Allocation Spreadsheet for testing. Testing will be performed to verify amounts included on the allocation spreadsheet and verify educational purpose.



Introduction to Budget Form and Allocation Spreadsheet

- A new Budget to Actual Allocation Spreadsheet has been developed for the 2023-2024 school year.
- This includes a new instructions tab.

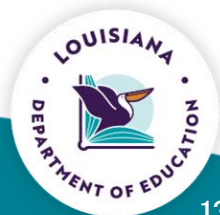


Budget Form



Budget Form

- Each participating school should have submitted a budget to the LDE in October, detailing how the total estimated program revenue allocated to the school will be spent.
- The purpose of the Budget Form is for participating schools to make plans for how LSP funds will be used. The purpose of updating it in January is to evaluate the school's progress in spending the funds.
- Schools that have spent less than 50% of what they plan to receive are reported to the LDE.
- Participating schools list out the following on the Budget Form:
 - Total budgeted expenditures for the school year per category (expected to be paid to the school for the entire school year based on Q1 enrollment)
 - Explanation for reserved funds



Budget to Actual

	A	B	C	D	E	F	G	
1	Louisiana Department of Education							
2	Student Scholarships for Education Excellence Program (SSEEP) Budget							
3								
4	School Year:	2023-2024						
5	Participating School:				Site Code:			
6	Mailing Address:							
7	City, State, Zip:							
8								
9	Prepared by:							
10	Title:							
11	Telephone Number:							
12	Email Address:							
13								
14								
15	Expenditure	Original Scholarship Budget	Actual Scholarship Expenditures as of 1/31/2024	Percent Expended				
16	Salaries		\$ -	0.00%				
17	Employee Benefits		\$ -	0.00%				
18	Non-Payroll		\$ -	0.00%				
19	Reserved		\$ -	0.00%				
20	GRAND TOTAL	\$ -	\$ -	0.00%				
21								
22								
23	Please provide explanation of any Reserved amount identified above:							
24								
25								
26	Representative of the entity:			Date:				
27								
28	EMAIL QUESTIONS TO:							
29								
30	Staudit@la.gov	Budget to Actual and Allocation Spreadsheet Due on February 12, 2024						
31								
32								

- Rows 4 through 12: the participating school enters basic information, such as school name and address, as well as the name and email address of the person completing the Budget Form
- The table on rows 15 through 20 is where the budgeted expenditures is compared to its actual expenditures (Table A)
- If a participating school has entered an amount for the Reserved category in cell B19, it is required that an explanation be given to explain the purpose of these funds in cell A24
- Row 30 has the email address for the LDE if assistance is needed with completing the Budget Form or the Allocation Spreadsheet.



Budget to Actual

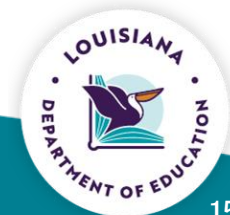
	A	B	C	D
1	Louisiana Department of Education			
2	Student Scholarships for Education Excellence Program (SSEEP) Budget			
3				
4	School Year:	2023-2024		
5	Participating School:			
6	Mailing Address:			
7	City, State, Zip:			
8				
9	Prepared by:			
10	Title:			
11	Telephone Number:			
12	Email Address:			
13				
14				
15	Expenditure	Original Scholarship Budget	Actual Scholarship Expenditures as of 1/31/2024	Percent Expended
16	Salaries		\$ -	0.00%
17	Employee Benefits		\$ -	0.00%
18	Non-Payroll		\$ -	0.00%
19	Reserved		\$ -	0.00%
20	GRAND TOTAL	\$ -	\$ -	0.00%
21				
22				

Column B (“Original Scholarship Budget”)

- This is where the participating school enters its LSP budget for the year per category.
- The expectation is that the grand total of this column equals the total LSP funds due to the school for the entire school year as of the Q1 count date
- This should be a copy of the budget that was sent to the LDE.
- If you have not yet provided this to the LDE, you can still do so.

Column C (“Actual Scholarship Expenditures as of 1/31”)

- As of this year, this will be a formula that pulls amounts directly from the allocation spreadsheet and no action is needed from the school.
 - There will no longer be a reconciliation to adhere to.
- However, if a school keeps LSP funds separately, they will need to reach out to the audit firm or the LDE for an unlocked Budget Form spreadsheet as they will need to fill this in manually.



Budget to Actual

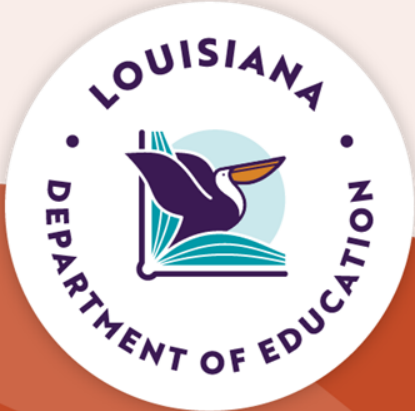
	A	B	C	D
1	Louisiana Department of Education			
2	Student Scholarships for Education Excellence Program (SSEEP) Budget			
3				
4	School Year:	2023-2024		
5	Participating School:			
6	Mailing Address:			
7	City, State, Zip:			
8				
9	Prepared by:			
10	Title:			
11	Telephone Number:			
12	Email Address:			
13				
14				
15	Expenditure	Original Scholarship Budget	Actual Scholarship Expenditures as of 1/31/2024	Percent Expended
16	Salaries		\$ -	0.00%
17	Employee Benefits		\$ -	0.00%
18	Non-Payroll		\$ -	0.00%
19	Reserved		\$ -	0.00%
20	GRAND TOTAL	\$ -	\$ -	0.00%
21				
22				

Column D (“Percent Expended”)

- This calculates the % of the original budget that was actually expended through 1/31
- This is a formula and no action is needed from the participating school; however, schools should take note of the progress of their spending.
- Participating schools with less than 50% of their budget expended will be reported to the LDE.

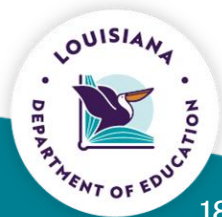


Allocation Spreadsheet



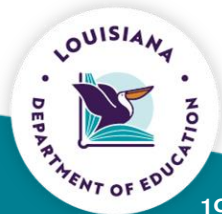
Allocation Spreadsheet

- Participating schools must segregate program revenue and expenses from non-program revenue and expenses. This is accomplished by one of the following:
 - Option 1: maintain a separate bank account or accounting system only for LSP funds
 - Option 2: deposit LSP funds into a bank account that also contains non-LSP operating funds and complete the allocation spreadsheet
- Participating schools that fall into option 1 do not have to complete the Allocation Spreadsheet
 - These schools should provide LSP bank statements or accounting system (general ledger) details with payroll and non-payroll expenditures identified
 - These schools will still need to complete the Budget Form and will need to reach out to the audit firm or the LDE for an unprotected version of the Budget Form to input actual expenditures.
- Most participating schools fall into option 2 where LSP scholarship and non-LSP scholarship funds are mingled. These schools must complete an Allocation Spreadsheet.



Allocation Spreadsheet

- Expenses are listed at their full transaction amount and should be those directly paid for by the school.
- The LSP Allocation Percentage then provides an estimate of how much of that transaction amount was paid using LSP funds.
- The Budget to Actual Allocation Spreadsheet contains a worksheet with instructions for completing the Budget Form and the Allocation Spreadsheet, and it contains a worksheet with an example of a completed Allocation Spreadsheet.



Allocation Spreadsheet - Table 1

Table 1													
TABLE 1 INSTRUCTIONS: This section is used to allocate payroll expenditures for employees that serve a sub-set of the total scholarship population.													
Employee Name(s)	Job Title	Number of SSEEPS in	Total Number of Classroom Students	SSEEPS Percentage	Salary (through ¥3¥2024)	FICA (through ¥3¥2024)	Medicare (through ¥3¥2024)	Life Insurance (through ¥3¥2024)	Health Insurance (through ¥3¥2024)	Retirement (through ¥3¥2024)	Total Salary and Payroll Taxes Allocable	Total Employee Benefits Allocable to	Total Payroll Costs Allocable to SSEEPS
Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	Col. 10	Col. 11	Col. 12	Col. 13	Col. 14
EXAMPLE: Joe Smith	Teacher	3	1	30.00%	\$ 30,000.00	\$ 1,880.00	\$ 435.00	\$ 300.00	\$ 100.00	\$ -	\$ 9,685.50	\$ 60.00	\$ 9,745.50
EXAMPLE: Susy Due	Teacher	5	1	41.67%	\$ 25,000.00	\$ 1,500.00	\$ 350.00	\$ 300.00	\$ -	\$ -	\$ 11,187.50	\$ 416.71	\$ 11,228.17
				0.00%									
				0.00%									
				0.00%									
				0.00%									
				0.00%									
				0.00%									
				0.00%									
				0.00%									
				0.00%									
				0.00%									
				0.00%									
				0.00%									
				0.00%									
				0.00%									
				0.00%									
				0.00%									
				0.00%									
				0.00%									
				0.00%									
				0.00%									
				0.00%									
				0.00%									
				0.00%									
				0.00%									
				0.00%									
				0.00%									
				0.00%									
				0.00%									
				0.00%									
				0.00%									
				0.00%									
				0.00%									
				0.00%									
				0.00%									
				0.00%									
				0.00%									
				0.00%									
				0.00%									
				0.00%									
				0.00%									
				0.00%									
				0.00%									
Table 1 Sub-total					\$55,000.00	\$3,360.00	\$785.00	\$200.00	\$100.00	\$0.00	\$20,876.00	\$101.67	\$20,977.67

This table is for listing out salary, payroll taxes, and benefits for employees that serve a subset of the total student population (i.e., teachers). These employees will have their own individual LSP Allocation Percentages.

The school enters data into the yellow columns and should reflect the actual amount spent (i.e. not estimations or calculations), while LSP formulas are included in the blue columns.



Allocation Spreadsheet – LSP Percentage Calculation

54
55
56
57
58
59
60
61
62

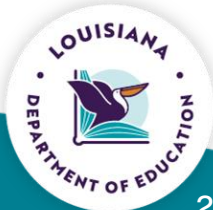
Total SSEEP Percentage Calculation

TOTAL SSEEP PERCENTAGE INSTRUCTIONS: Please enter the total number of SSEEP students in the school and the total student population in columns 1 and 2 below. This section will calculate the total SSEEP Percentage, which will be applied to expenditures included in Tables 2 and 3 below.

Number of SSEEP Students	Total Student Population	SSEEP Percentage
Col. 1	Col. 2	Col. 3
		FORMULA
53	60	88.33%

This table is for calculating the LSP Allocation Percentage that will be used in Tables 2 and 3.

The school enters data into the yellow columns (columns 1 and 2), while a formula calculates the LSP Percentage in the blue column (column 3).



Allocation Spreadsheet - Table 3

Table 3

TABLE 3 INSTRUCTIONS: This section is used to allocate non-payroll expenditures. Please choose line item expenditures to allocate to the scholarship funds.

Date of Expense	Check #	Payee	Amount	Description of Expense	SSEEP Percentage Calculated SSEE % above	SSEEP Amount
Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	FORMULA Col. 7
8/1/2023	123	ABC Company	\$ 1,000.00	EXAMPLE: Books	88.33%	\$ 883.33
					88.33%	\$ -
					88.33%	\$ -
					88.33%	\$ -
					88.33%	\$ -
					88.33%	\$ -
					88.33%	\$ -
					88.33%	\$ -
					88.33%	\$ -
					88.33%	\$ -
					88.33%	\$ -
					88.33%	\$ -
					88.33%	\$ -
					88.33%	\$ -
					88.33%	\$ -
					88.33%	\$ -
					88.33%	\$ -
					88.33%	\$ -
					88.33%	\$ -
					88.33%	\$ -
					88.33%	\$ -
					88.33%	\$ -
					88.33%	\$ -
					88.33%	\$ -
					88.33%	\$ -

This table is for listing out non-payroll expenditures.

The school enters data into the yellow columns (columns 1, 2, 3, 4, and 5), while formulas are included in the blue columns (carried over from the LSP Percentage Calculation in column 6 and LSP totals calculated in column 7).



Allocation Spreadsheet and Budget Form Formulas

Spreadsheet Instructions: If scholarship funds were received, and scholarship expenditures are not kept in a separate bank account, or coded separately in the accounting system, please use this spreadsheet as a tool to assist in making an allocation of the scholarship funds received. There are three parts to the allocation spreadsheet. You may choose to populate all sections, or the sections of your choice. Please populate only columns that are highlighted yellow. Please see the Instructions Tab for detailed instructions for Table 1-3.

School Name: **EXAMPLE**

**Student Scholarship for Educational Excellence Program (SSEEP)
Allocation Template**

EXPENDITURES SHOULD BE REPORTED THROUGH JANUARY 31, 2024

Table 1:	Total Instructional Payroll Expenditures	\$20,977.67
Table 2:	Total Schoolwide Payroll Expenditures	\$19,212.50
Table 3:	Total Non-Payroll Expenditures	\$883.33
TOTAL ALLOCATED SSEEP COSTS:		\$41,073.50

Louisiana Department of Education
Student Scholarships for Education Excellence Program (SSEEP) Budget

School Year: 2023-2024

Participating School:

Mailing Address:

City, State, Zip:

Prepared by:

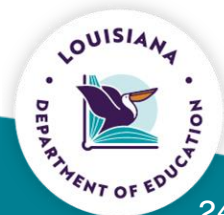
Title:

Telephone Number:

Email Address:

Expenditure	Original Scholarship Budget	Actual Scholarship Expenditures as of 1/31/2024	Percent Expended
Salaries		\$ 39,894.17	0.00%
Employee Benefits		\$ 296.00	0.00%
Non-Payroll		\$ 883.33	0.00%
Reserved		\$ -	0.00%
GRAND TOTAL	\$ -	\$ 41,073.50	0.00%

The top of the Allocation Spreadsheet includes a summary of LSP expenses, derived from the totals included within the Allocation Spreadsheet. These are formulas and no action is needed on the school's part. This summary then pulls into the Budget Form to include actual expenditures.



Notable Changes

Budget Form

- No reconciliation of budget to allocation spreadsheet.
- No enrollment section to complete.
- The “actual” section of the budget to actual form does not need to be completed by schools completing the allocation spreadsheet.
 - This section is auto-populated using expenses in the allocation spreadsheet.
 - Schools not completing the allocation spreadsheet should reach out to the audit firm or LDE for an unprotected Budget Form.
- An explanation for reserved funds must be provided in the designated space.
- Contact information for the LDE is included.

Allocation Spreadsheet

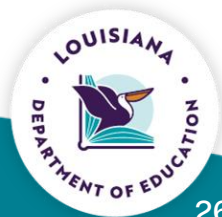
- Summary of LSP expenses is included at the top of the spreadsheet.
- Salaries and benefits are reported within the same table.
- There is an additional table to calculate an allocation percentage.



Common Mistakes

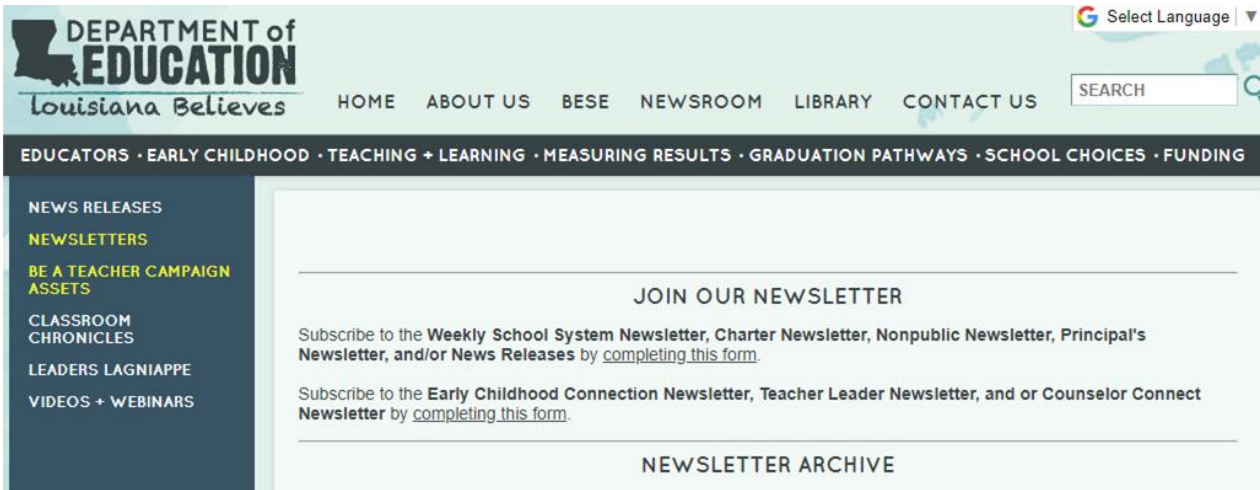
Common mistakes on the Budget Form and Allocation Spreadsheet include:

- Budgeted amount does not agree to the Q1 LSP amount expected to be received for the year.
- Overwriting formulas.
- Additional rows are added incorrectly.
- Formulas are used to project total salary, payroll tax, or benefit amounts based on the amount per paycheck.
- Formulas are used to project payroll tax amounts based on the Medicare and Social Security contribution percentages.
 - Formulas do not consider pre-tax deductions.
- Annual salary amounts listed instead of the salary through January 31.
- Old spreadsheet version is used.



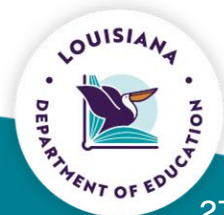
Weekly Communications - Newsletters

- 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". 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 also present. A dark horizontal bar contains the following categories: EDUCATORS, EARLY CHILDHOOD, TEACHING + LEARNING, MEASURING RESULTS, GRADUATION PATHWAYS, SCHOOL CHOICES, FUNDING. On the left side, a dark sidebar lists: NEWS RELEASES, NEWSLETTERS (highlighted in yellow), BE A TEACHER CAMPAIGN ASSETS, CLASSROOM CHRONICLES, LEADERS LAGNIAPPE, and VIDEOS + WEBINARS. The main content area is titled "JOIN OUR NEWSLETTER" and contains two subscription options: "Subscribe to the Weekly School System Newsletter, Charter Newsletter, Nonpublic Newsletter, Principal's Newsletter, and/or News Releases by [completing this form](#)." and "Subscribe to the Early Childhood Connection Newsletter, Teacher Leader Newsletter, and or Counselor Connect Newsletter by [completing this form](#)." Below this is a "NEWSLETTER ARCHIVE" link.

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.

