

## Charter Budget Annual Submission Guidance

*July 2025*

This document provides answers to questions regarding the submission of the annual adopted school budget to the department for FY 2025-26. This document may be viewed in the [Business Manager Support Library](#)

For further information on this guidance, send inquiries to [schoolfinancehelpdesk@la.gov](mailto:schoolfinancehelpdesk@la.gov) or call the Office of School System Financial Services at 225.342.3617.

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### **Statutory Requirements**

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 a copy of its detailed adopted budget and a general summary of its budget approved by the charter school board no later than September 30 of each year.

Specifically, R.S. 17:88 states that “each city and parish school board shall adopt, no later than September 15 of each year, a budget for the general fund and each special revenue fund for the fiscal year, reflecting expected revenues and probable expenditures for the year. A statement of the general fund and each special revenue fund budgets shall be submitted no later than September 30 of each year to the State Superintendent of Public Education for review and approval.”

In addition, the Board of Elementary and Secondary Education (BESE) requires that the department monitor the fiscal health of Type 2 and Type 5 charter schools on a quarterly basis. Reports are provided to BESE by the department summarizing the compliance of charter schools with timely and accurate submissions of the budget information. Additionally, BESE is provided with information on balanced budgets or concerns with fiscal stability.

### **Submission Requirements**

The department may accept one annual budget to meet both the statutory and the policy submission requirements.

Policy Requirement - Annual budgets, adopted or not yet adopted, are due to the department **no later than by August 1, 2025**. Note, budgets that have not yet been adopted by the charter school board should be submitted to fulfill the reporting requirement. In order to be in compliance with the BESE policy for reporting, schools must submit an **Annual Budget** and **Statement of Affirmation** via email to [CharterFinanceHelpdesk@la.gov](mailto:CharterFinanceHelpdesk@la.gov) by August 1<sup>st</sup>. Missed deadlines will be included in reports to BESE.

Statutory Requirement - If the budget submitted has not yet been adopted, then a second submission will be necessary to provide the adopted version of the budget to the department **by close of business on Tuesday, September 30, 2025** to [charterfinancehelpdesk@la.gov](mailto:charterfinancehelpdesk@la.gov). Note that since this reporting requirement is required by statute the department has no ability to extend this submission deadline.

The consequence of a missed deadline may be reflected in the annual Financial Risk Assessment process. Any other consequences from a missed deadline required by statute should be discussed with your respective independent audit firm conducting the single audit of your school system or your legal counsel.

### **Submission Packet**

There are two documents that must be submitted in order to meet the compliance requirements. This includes two required forms. These forms are located in the [Business Manager Support Library](#) in the section entitled CHARTER SCHOOL RESOURCES, ANNUAL AND QUARTERLY BUDGETS:

1. **Annual Budget Form** (Excel format)
2. **Statement of Affirmation**, signed and dated (scanned copy)