



General Fund Budget Requirements and Guidance

Louisiana Department of Education

August 2023

This document provides answers to questions regarding the General Fund Budget requirements, guidance and forms for FY2023-24. This document may be viewed in the [Business Manager Support Library](#)

For further information on this guidance, send inquiries to ldoeschoolfinancehelpdesk@la.gov or call the Office of School System Financial Services at 225.342.3617.

Statutory Requirements

Pursuant to Louisiana R.S. 17:88 and R.S. 39:1301-1315, each 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 as approved by the city or parish 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.”

Submission Requirements

To fulfill these requirements, the specified documents must be submitted **by close of business on Friday, September 29, 2023** to schoolfinancehelpdesk@la.gov. Note that since this reporting requirement is required by statutes the department has no ability to extend the 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 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 three 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 CITY/PARISH SCHOOL SYSTEM RESOURCES, GENERAL FUND BUDGET:

1. **Budget Form A** (Excel format, with System Name in Cell D4)
2. **Signature Sheet**, signed and dated (scanned copy)

A third document, required to complete the General Fund Budget submission, is a scanned copy of the budget adopted by the school board:

3. **Adopted Budget**

The adopted budget must include:

- i. General Budget Summary
- ii. General Fund Statement
- iii. Special Revenue Statement

Fiscal Risk Assessment

The timely submittal of all 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 General Fund Budget Form A, the mandatory approval sheet, statements, detailed adopted budget and summary must **all** be received by the Department of Education by the specified deadline.