

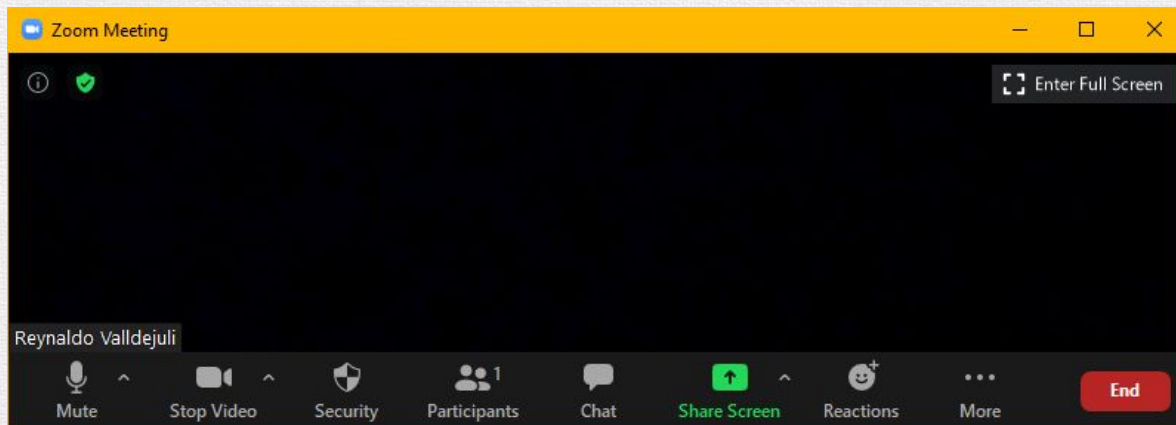
LOUISIANA DEPARTMENT OF EDUCATION



**School System and Charter School
Business Manager and Financial Officer
Monthly Call
September 2022**

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.

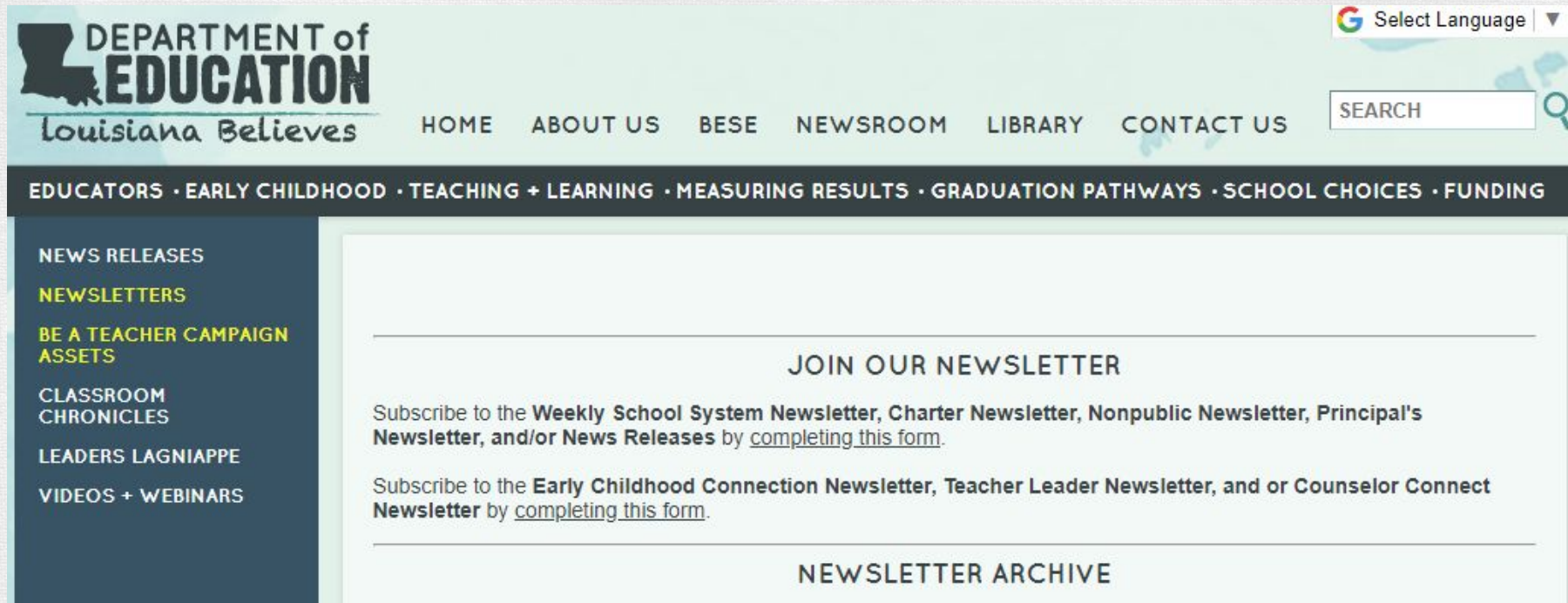
Agenda

- Welcome
- Weekly Communications - LDOE Newsletters
- Secure Communications - edFin FTP Secure Site
- Upcoming Required Submissions
- State Grants Update
- Federal Grants Update
- MFP Update
- BESE Agreed Upon Procedures
- Training Opportunity
- Reminders



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. The header includes the logo "DEPARTMENT of EDUCATION Louisiana Believes" and a navigation menu with links: HOME, ABOUT US, BESE, NEWSROOM, LIBRARY, CONTACT US. A search bar is also present. A secondary navigation bar lists: EDUCATORS · EARLY CHILDHOOD · TEACHING + LEARNING · MEASURING RESULTS · GRADUATION PATHWAYS · SCHOOL CHOICES · FUNDING. A left sidebar contains links: NEWS RELEASES, NEWSLETTERS, BE A TEACHER CAMPAIGN ASSETS, CLASSROOM CHRONICLES, LEADERS LAGNIAPPE, VIDEOS + WEBINARS. The main content area features a "JOIN OUR NEWSLETTER" section with two subscription options: one for the Weekly School System Newsletter, Charter Newsletter, Nonpublic Newsletter, and Principal's Newsletter; and another for the Early Childhood Connection Newsletter, Teacher Leader Newsletter, and Counselor Connect Newsletter. A "NEWSLETTER ARCHIVE" link is located below.

Sign Up for Weekly Newsletters

This [form](#) applies to system, charter and nonpublic newsletters.

Important notices and materials are posted in these 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

Weekly Communications - Newsletters

- Newsletters include information by LDOE Office
- Items will specifically mention the school system staff who would benefit from the information provided
- Entries and reminders draw attention to important timelines

In This Issue

- [Important Dates for School Systems](#)
- [Operations](#)
- [Assessments, Accountability and Analytics](#)
- [Career and College Readiness](#)
- [School System Financial Services](#)
- [Teaching and Learning](#)
 - [Diverse Learners](#)
 - [Educator Development](#)
 - [Literacy](#)
- [Reminders](#)

Click School System Financial Services link to go directly to the relevant entries.

Weekly Communications - Newsletters

- Special section addresses dates, times and links to monthly calls, office hours and webinars

Important Dates for School Systems

Office Hours and Monthly Calls







- [Federal Support and Grantee Relations Monthly Call: September 15 at 10 a.m.](#)
- [School System Financial Services AFR Office Hours: September 15 at 2 p.m.](#)
- [Certification Monthly Call: September 19 at 10:30 a.m.](#)
- [School Medicaid Monthly Call: September 20 at 2:30 p.m.](#)
- [Assessment and Accountability Office Hours: September 20 at 3:45 p.m.](#)



Secure Communications - edfin FTP Secure Site

- Certain information to be shared with business managers requires the use of a secure transmission method rather than email
- SSFS uses this secure site to provide school systems information that may contain PII or other private information related to MFP, PIP, AFR and other financial topics
- edfin FTP Secure Site established for this purpose
- This is a different site and should not be confused with other FTP sites provided by other LDOE offices; for example, Data Coordinators have a specific data FTP site
- Notices will appear in the weekly newsletters when files are placed in edFin

edFin FTP Secure Site

Name	Date modified	Type	Size
 70% Instructional Requirement	8/24/2022 2:31 PM	File folder	
 Annual Financial Report	8/10/2021 2:45 PM	File folder	
 Fiscal Risk Assessment	10/21/2021 10:37 ...	File folder	
 PIP	8/22/2022 3:05 PM	File folder	
 001_Acadia Parish_2020 School Finder Finance Data	6/23/2020 9:40 AM	Microsoft Excel W...	1,639 KB
 1_Acadia Parish_GEER Funds Allocation	7/9/2020 3:21 PM	Microsoft Excel W...	29 KB

- Secure information is saved in this “folder” and systems may access the folder with proper security access.
- Business Manager/Financial Officer must contact schoolfinancehelpdesk@la.gov to secure access.

Upcoming Required Submissions

- Annual Financial Report (AFR)
- Charter School Annual Budgets
- School System General Fund Budgets
- New Business Manager Survey
- Maintenance of Effort
- Federal Fiscal Monitoring

Annual Financial Report (AFR)



2021-22 Annual Financial Report (AFR)

- AFR data collection opened September 1, 2022 and is ongoing
- AFR data collection will remain in LEADS for the FALL 2022 collection period
- [FY 2021-2022 AFR documents](#) & templates are located on the AFR LEADS Support Page
 - FY 2021-2022 Coding for State & Federal Grant information has been updated
- For questions on fiscal data and auditor review process, contact staudit@la.gov
- For questions on technical support, contact systemsupport@la.gov

AFR Office Hours

- Weekly AFR Office hours will be offered in September to answer questions and support the submission of the 2021-22 data.
 - Staff will be available to answer AFR and technical submission related questions.
- Weekly AFR Office Hours will be held each Thursday from 2:00-3:00 p.m.
 - [September 22](#)
 - [September 29](#)



Annual Financial Report (AFR) Training

- [AFR comprehensive presentation](#) is available for reference.
- Presentation includes information on:
 - Louisiana Accounting & Uniform Governmental Handbook (LAUGH) Defined
 - Annual Financial Report (AFR) Defined
 - AFR Uses
 - AFR Financial Data
 - AFR Submission Process
 - AFR Submission Required Data
 - AFR Submission - FY 2021-2022 Data Collection
 - Post Submission of AFR
 - AFR Ratings

Upcoming Required Submissions



Annual Financial Report (AFR) to EdLink

- AFR System will transition to EdLink in Fall 2023
- System design will remain the same but with improved functionality
- Methods for submission will remain the same for those systems utilizing the text file process
- Systems using Filebuilder will be offered a similar and improved process for submission

Annual Financial Report (AFR) to EdLink

- Development is underway currently for the new EdLink AFR System
- Internal testing has begun to verify build meets requirements of current AFR system
- Additional testing will proceed for the next six months
- Tentative release to school systems with training will begin in spring 2023

Charter School Annual Budgets



Annual Budgets

The FY2022-23 Annual Charter School Operating Budgets were due Monday, August 1, 2022.

- If the Annual Operating Budget submitted by August 1st was **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.**
- A signed and dated [Statement of Affirmation](#) must be submitted with the annual budget workbook.
- Each school must submit an [Annual Operating Budget Form](#) via email to CharterFinanceHelpdesk@la.gov .

First Quarter Financial Reports

- The First Quarter Financial Report for FY2022-2023 is due Monday, October 31st.
- The quarterly report template is included in the workbook used to submit the annual operating budget. You are required to submit the entire workbook with updates to the Quarter 1 Budget tab. For more details see the Instructions for Quarterly budgets tab in the Workbook.
- The financial workbook, inclusive of 1st Quarter updates, and the Statement of Affirmation should be submitted via email to CharterFinanceHelpdesk@la.gov.
- The First Quarter Financial Report shall contain year-to-date actual data from July 1, 2022 through September 30, 2022 along with budgeted data for FY2022-2023 (July 1, 2022 through June 30, 2023.) If your organization operates more than one charter school, you must submit the financial report for each individual school.

Contact Information

For questions contact charterfinancehelpdesk@la.gov

Resources

- Information and resources are available in the [FY2022-23 Annual Operating Budget Memo](#)
- [Steps for Budget Adoption](#)
- [Local Government Budget Act FAQ 10-19 Update](#)
- [Best Practices and Resources](#)

School System General Fund Budgets



General Fund Budget

- **September 15** - deadline for each city and parish school board to adopt a budget for the General Fund and each Special Revenue fund for the fiscal year.
 - The school board proposed budget shall be completed and submitted to the school board members and made available for public inspection no later than **15 days** prior to the date for budget adoption.
 - Plan the budget adoption process so there is ample time to provide for the period of public inspection plus adoption proceedings prior to September 15.
- **September 30** - deadline to submit the officially adopted budget and statute-required documents to LDOE

The documents must be emailed to schoolfinancehelpdesk@la.gov

General Fund Budget Requirements

Required documents to be submitted to the LDOE include:

- [General Fund Budget Form A](#) (Excel format)
 - Enter the school system name in cell D4.
 - Properly recognize the School Lunch Fund in cell J16.
- **School System Adopted Budget**
 - General Fund Summary
 - General Fund and Special Revenue Statements with estimated fund balances at the beginning and end of the fiscal year
- [Signature Sheet](#) (PDF) Signed and dated

ANNUAL GENERAL FUND BUDGET - Form A
FISCAL YEAR 2021-2022

ITEM	References		GENERAL FUND BUDGET		SPECIAL REVENUE FUNDS	
	L.A.U.G.H. Source/Function Code	AFR Key Punch Code	Actual 2020-2021	Budgeted 2021-2022	Actual 2020-2021	Budgeted 2021-2022
Revenues						
Revenues from Local Sources	1000	0004000				
Revenues from State Sources (Other than MFP)	3000	0008300				
Revenues from MFP (Exclude School Lunch)	3000	0004300				
Revenues from MFP (School Lunch Fund)	3000	0004450				
Revenues from Federal Sources	4000	0014900				
Total Revenues		0015000	\$0	\$0	\$0	\$0
Other Sources of Funds	5000	0051000				
TOTAL REVENUES AND OTHER SOURCES OF FUNDS		none	\$0	\$0	\$0	\$0
Expenditures						
Instruction:						
Regular Programs - Elementary/Secondary	1100	0015900				
Special Education Programs	1200	0016800				
Career and Technical Educational Programs	1300	0017330				
Other Instructional Programs - Elementary/Secondary	1400	0020850				
Special Programs	1500	0022600				
Adult/Continuing Education Programs	1600	0023050				
Total Instruction		0024190	\$0	\$0	\$0	\$0
Support Services Programs:						
Pupil Support Services	2100	0028400				
Instructional Staff Services	2200	0036800				
General Administration	2300	0038400				
School Administration	2400	0039500				
Business Services	2500	0041600				
Operation & Maintenance of Plant Services	2600	0043100				
Student Transportation Services	2700	0044900				
Central Services	2800	0047000				
Total Support Services		0047900	\$0	\$0	\$0	\$0

Submission Date

- The required documents must be submitted to LDOE *no later than close of business on **Friday, September 30, 2022.***
 - The September 30 deadline is required by statute and thus the department has no ability to extend the submission deadline.
 - Timely submittal of all of the packet places a school system in compliance with the requirements of R.S. 17:88 *and* earns the school system a good rating in the annual Financial Risk Assessment process for meeting a good business practice standard.

Contact Information

For questions contact schoolfinancehelpdesk@la.gov

Resources

- [FY2022-2023 Adopted Annual Budget Memo](#)
- [FY2022 Adopted Budget Submission Instructions](#)
- [Steps for Budget Adoption](#)
- [Local Government Budget Act FAQ 10-19 Update](#)
- [Best Practices and Resources](#)

New Business Manager Survey



New Business Manager Survey

All new Business Managers or Financial Professionals must submit a New Business Manager survey. Contact schoolfinancehelpdesk@la.gov for assistance.



Maintenance of Effort (MOE)



Maintenance of Effort (MOE)

Meeting yearly Maintenance of Effort (MOE) requirements are part of the business process to confirm compliance and determine eligibility of federal grant funds for ESSA and IDEA grants. The USDOE requires an annual review that determines if each School System LEA:

- 1) has not decreased spending of general fund dollars, and
 - 2) is budgeting expenditures to meet the MOE standards.
- All MOEs are due for submission by June 30th of each year to determine eligibility and compliance by July 31st.
 - All outstanding MOE applications currently past due, should be submitted as soon as possible. Individual reminders have be sent out to Business Managers

Maintenance of Effort (MOE)

There are three MOE applications available for submission in eGMS for 2022:

- **2021 IDEA MOE Confirmation (Compliance)** - actual expenditure data comparison from AFR

Important Reminder: The IDEA Confirmation should be completed and marked final in eGMS prior to submitting the IDEA Verification.

- **2023 ESSA MOE Verification** - actual expenditure data comparison from AFR
- **2023 IDEA MOE Verification (Eligibility)** - general fund budgeted expenditures comparison to actual expenditures

Tools are available to assist in access each application and for calculating local only fund amounts for IDEA.

Maintenance of Effort (MOE)

MOE TOOLS

- The [MOE Quick Reference Guide](#) is available to assist with those new to the MOE submission process. Step by step instructions to access each application for this year.
- A [Local Only Funds Calculator](#) is available to assist in completing the Local Only Funds section of the IDEA MOEs. *NOTE: It includes a tab for the Confirmation and the Verification*
- This presentation is an overview of all [Federal Fiscal Requirements](#)

For questions regarding the MOE review process, contact fedaudit@la.gov

For technical inquiries or support with eGMS, contact jason.berard@la.gov

Federal Fiscal Monitoring



Federal Fiscal Monitoring

Current Fiscal Monitoring Cycle - FY 2020-2021 Federal Grant Expenditures

Fiscal Monitoring (FM) Process

1. Audit staff contacts Business Manager for audit Engagements (May - October)
2. School System notified by eGMS email for documentation requests
3. School System uploads documents to eGMS for auditor review
4. Correspond on audit outcomes; may request additional documentation
5. Report Issued and is accessible through eGMS

FM Questions can be submitted through eGMS or to Fedaudit@la.gov

State Grants Update



State Grants

State grant applications to be released this Fall:

Education Excellence Fund (EEF)

- Applications will be released through eGMS and are to be submitted through the same system
- Be aware of stringent timelines for submission - release soon
- Further information can be referenced on the eGMS home page
- Questions can be sent to FSGR helpdesk at ldoe.grantshelpdesk@la.gov

State Grants

Nonpublic Textbooks and Textbooks Administration

- Allocation amounts to be released through eGMS in October
- Pay only system, no application needed
- Begin meeting with nonpublic schools to assess their needs soon after receipt of allocations
- Reimbursement may be requested upon procurement of textbooks for nonpublic schools
- For questions contact nonpublicfinancehelpdesk@la.gov

State Grants

Cameras in Special Education Classrooms

- \$8 million allocation approved at August BESE with more information released soon
- Funding is for the purchase and installation of cameras in self-contained classrooms
- Allocation basis tied to the estimated number of self-contained classrooms in each school system
- Each school system that had enrolled students with exceptionalities in self-contained classrooms will receive an allocation of \$3,808 per estimated number of these classrooms
- Allocations will be sent directly to school systems and will not be on a reimbursement basis
- **Payments will be released on or before September 29**
- For further information, contact specialeducation@la.gov

State Grants

Professional Improvement Program (PIP)

The following FY21-22 reports have been placed in the edFin FTP secure site:

- FY21-22 Participant Roster
- FY21-22 Rollover Report
- FY21-22 Record of Payments Report

The following FY22-23 resources have been placed in the edFin FTP secure site:

- PIP Guidelines for LEAs FY22-23
- Employee PIP Update Form FY22-23
- PIP Activity, transaction & Invoice Update form FY22-23

For questions contact PIPFinanceHelpdesk@la.gov

Federal Grants Update



Federal Grants

Federal Support and Grantee Relations (FSGR) [August Monthly Call](#) contains items of interest to business officials such as:

- Louisiana Comeback 2.0 - Academic Recovery and Acceleration Plan Guidance
Ldoe.grantshelpdesk@la.gov Please place “Academic Recovery Plan” in the subject
- LASAFAP Fall Conference October 26-28 registration www.lasafap.net
- Federal Programs
 - EL Services resource: [SIFE One Pager](#)
 - Equitable Services Reminders resources: [EL Program Handbook](#) and [Educating English Learners and Beyond](#)

Federal Grants

- High Cost Services: Note - the IDEA portion of these funds will expire as of 9/30/22
Dr. Chauncey McElwee at chauncey.carr-mcelwee@la.gov or Kenya Jenkins at kenya.jenkins@la.gov
- Statewide Monitoring: DOE-program.monitoring@la.gov
 - Title I Comparability
 - Monitoring Reminders
- Grants Management: ldoegrantshelpdesk@la.gov
 - Super App Timelines
 - 2020-21 Strong Start (ESSER 1 funding)
 - SIG Rnd 7 Funding
 - Expiring Funds

MFP Update



MFP - Related Data Collections

- Student and staff data collections are supported through school system Data Coordinators
 - Communications surrounding data collections are sent to the Data Coordinators
 - Monthly calls are held to disseminate instructions and guidance to Data Coordinators
 - Details on monthly calls, [Office Hours and Webinars \(louisiana.gov\)](https://www.louisiana.gov) may be helpful
 - Consult with your Data Coordinator on any questions regarding data submissions
 - Data submission benchmark calendar can be viewed on [EdLink 360 Support \(louisiana.gov\)](https://www.louisiana.gov) to maintain awareness of timelines

2022-2023 Data Collections

Application systems:

Data is reported during scheduled collection periods with specific open/close dates.

EdLink 360: Data is reported daily (when available) with snapshots taken at specific times during the school year

Collection	2021-22 EOY Dropout Corrections	Fall LEAP 2025 HS Assessments	K3 Assessments	Oct 1 MFP/IDEA	Oct CLASS (Staff and Student)	Spring LEAP 2025 HS Assessments	Feb 1 MFP	STS Mid-Year in (Legacy System)	VAM Roster Submit/Verify Period	Student End-Of-Year	Staff End-Of-Year	STS End-Of-Year in (Legacy System)
Collection End Date (Snapshot or System Close)	12/16/2022	9/30/2022	10/31/2022	11/11/2022	1/13/2023	2/10/2023	2/17/2023	2/17/2023	3/31/2023	7/7/2023	8/11/2023	9/30/2023

MFP - Related Data Collections

Student Data Collection via EdLink 360:

- October 1, 2022 MFP student count data collection drives the October MFP Mid-Year Adjustment
 - February 1, 2022 student count is reconciled to October 1, 2022 student count and payments will be adjusted, upward or downward, in March 2023
- Student counts are being submitted through the new EdLink system this year
 - EdLink student data collection is underway and closes November 11, 2022
 - All student data must be submitted by November 11, 2022 to be considered in MFP calculations
- Students must be counted and reported per the official MFP Membership Definition located in the [MFP Library](#)

MFP Updates

October 1 MFP

School Year	Snapshot Group	Snapshot End Date
2022-2023	Oct 1 MFP	11/11/2022

This snapshot will capture data for students enrolled on Oct 1, 2021, which is the count date.

Oct 1 MFP Data: CALENDARS, STUDENTS, ENROLLMENTS, HOMELESS, DISCIPLINE - Incidents, DISCIPLINE - Offenses, DISCIPLINE - Actions, DISCIPLINE - Persons, PROGRAM_MEMBERSHIP, ATTENDANCE, STUDENT_MARKS

This data is Critical for IDEA and MFP Funding and ED Calculations.

MFP - Related Data Collections

Staff Data Collection via EdLink 360 (October 1 Class: Student and Staff)

- EdLink staff data collection is underway and closes January 13, 2023
 - NEW: EdLink staff collection now allows object code 130 and object code 150 to be accepted for all function codes
- October 1 staffing data collection drives the following funding allocations:
 - Pay Raises - 2019-20, 2021-22, & 2022-23 certificated staff and support workers
 - Projected pay raise cost calculated in July will be reconciled to the October staffing data to create a final allocation in March
 - Pay raise guidance may be viewed in the [MFP Library](#)

MFP - Related Data Collections

- Mentor Teacher Stipends - new in 2022-23
 - \$2,000 allocated for mentors who support year-long undergraduate residents and post-baccalaureate candidates
 - School systems report mentor teacher data in EdLink 360 Staffing in October
 - [Resident Teacher and Mentor Teacher Compensation Process](#) webinar

MFP Updates

October 1 CLASS (Student and Staff)

School Year	Snapshot Group	Snapshot End Date
2022-2023	Oct 1 CLASS	1/13/2023

This snapshot will capture staff, student, and class schedule data for students enrolled on and staff employed on Oct 1, 2021.

It will also capture data for students enrolled in CTE and CDF courses.

This data is used for:

- Calculating Value Added student growth data (VAM)
- Workforce Reporting
- CTE-Career Tech Education and CDF-Career Development Fund counts (funding),
- Class Size reporting (audit data)
- Interest and Opportunities K-8 class schedules
- For calculating the Interests & Opportunities index

BESE Agreed Upon Procedures

- Independent auditors will soon begin work surrounding the BESE Agreed Upon Procedures
- Testing for Schedule 2 - Class Size Characteristics requires access to October 1, 2021 data

Schedule 2 – Class Size Characteristics

School Type	Class Size Range							
	1 – 20		21 – 26		27 – 33		34+	
	Percent	Number	Percent	Number	Percent	Number	Percent	Number
Elementary								
Elementary Activity Classes								
Middle/Jr. High								
Middle/Jr. High Activity Classes								
High								
High Activity Classes								
Combination								
Combination Activity Classes								

- Class size data is being provided through EdLink 360 this year via a dashboard
- Data Managers were provided [Detailed instructions](#) for accessing this information

Training Opportunity

- Center for Local Government Excellence sponsored by the Louisiana Legislative Auditor's Office will be holding training on November 2 - 3, 2022
- School business managers and financial officials are encouraged to attend
- Training is in person and via live-stream
- Courses over the two day training include topics such as Annual Audit, Accounting Cycle, and Fiscal Health.
- [LLA | Center for Local Government Excellence \(CLGE\)](#) provides registration information

Reminders

- [October Business Manager Monthly Call](#) is Wednesday, October 12 at 2:00 p.m.
 - Reminder with date and link will be posted in LDOE Weekly Newsletter
- [Slide deck](#) for August Business Manager Monthly Call

