

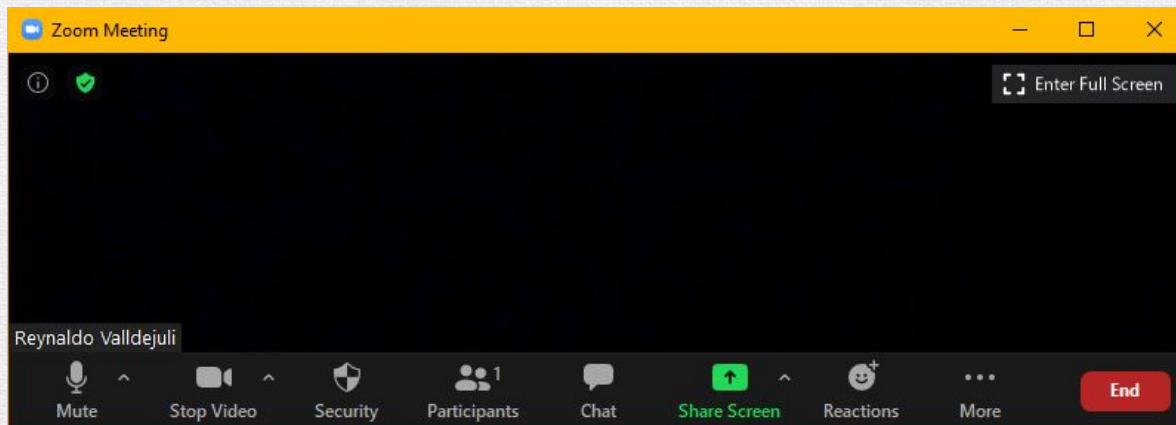
LOUISIANA DEPARTMENT OF EDUCATION



**School System and Charter School
Business Manager and Financial Officer
Monthly Call
November 2023**

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
- Upcoming Required Submissions and Reminders
- Fiscal Risk Assessment
- State Grants Update
- Federal Grants Update
- Reminders
- Resources



Upcoming Required Submissions



Upcoming Required Submissions

- Periodic Expenditure Reports (PERs)
- Federal Year End Reimbursement Deadlines
- Annual Financial Report (AFR)
- Charter School Budgets
- Maintenance of Effort
- Federal Fiscal Monitoring

Periodic Expense Reports (PERs)



Periodic Expense Reports (PERs)

- PERs are currently not being submitted by many school systems on or before deadline.
- Non-submission is a problem because PERs support education requirements for federal grants.
- Tools are being implemented to encourage school systems to comply with the due dates to include but not limited to reminder emails from eGMS.
 - PER Submission Deadlines are:
 - **3/31 due 4/15**
 - **6/30 due 7/15**
 - **9/30 due 11/15**
 - **12/31 due 1/15**
- Please arrange your work plans such that compliance with the required deadlines can be improved.
- Questions on PERs can be directed to LDOE.FederalClaims@LA.GOV.

2023 Federal Year End Reimbursement Deadlines



2023 Federal Reimbursement Deadlines

- The deadlines noted below have been established by the Department to federal funds are maximized to the fullest extent possible.
 - Failure to meet these deadlines risk funding availability.
- Payment of reimbursement claims submitted past the deadline is NOT guaranteed.
 - **For federal awards ending 9/30/2023:**
 - **eGMS Reimbursement Requests due Wednesday, 11/15/2023**
 - **PERs due 11/15/2023**
- Questions on 2023 Federal Reimbursements can be directed to LDOE.FederalClaims@LA.GOV.

Annual Financial Report (AFR)




AFR Post Submission Process

- Once an AFR has been submitted to the department, the next step is to access the exception reports to identify any data errors
- The Post Submission Audit Report (PSAR) in LEADs provides a listing of the issues for review

AFR Post Submission Process

- Instructions for assessing the Post Submission Audit Report (PSAR) in LEADS can be found at <https://leads13.doe.louisiana.gov/lug/AFR/AFR.htm> (AFR Support Page in LEADS)

AFR LEA Post Submission Review Process

2020-2021 AFR Review Process - Post Submission Audit Review Instructions for LEAs (PDF) 

2020-2021 AFR Review Checklist – City/Parish Systems (PDF)

2020-2021 Response to AFR Checklist – City/Parish Systems (EXCEL)

2020-2021 AFR Review Checklist - Charters, Lab schools & State Agencies (PDF)

2020-2021 Response to AFR Checklist - Charters, Lab Schools & State Agencies (EXCEL)

2020-2021 Special Reporting Certification – City/Parish systems, Charters, Lab Schs & State Agencies (PDF)

AFR Post Submission Process

- Once a school system business manager has reviewed their PSAR report and has identified that corrections are needed, a revised AFR should be uploaded via LEADS
- Once all corrections are made based on the PSAR, the next step is for the school system business manager to access the AFR Review Checklist and the Response to AFR Checklist from the AFR LEADS web page. Each item on the AFR Review Checklist should be examined. Responses should be provided on the response to AFR Checklist form.
- Once all responses are complete, the signed forms should be returned to staudit@la.gov
- Once responses are submitted, the auditor in charge will begin a quality review and reach out to the school system business manager if there are any questions and/or an additional correction is needed

Maintenance of Effort (MOE)



Maintenance of Effort (MOE)

All MOE Applications are currently available in eGMS.

1. 2022 IDEA MOE Confirmation
2. 2024 IDEA MOE Verification
3. 2024 ESSA MOE Verification

- Submission deadline has passed for all MOEs (June 30, 2023)
- LEAs are noncompliant with federal requirements if MOEs are not submitted
- LEA's submitted to Grants Management identified as noncompliant.

Maintenance of Effort (MOE)

Failure to submit MOEs timely puts the LEA in a status of Noncompliance with federal grant requirements.

Failure to meet MOE requirements may result in:

ESSA Verification - a reduction of federal grant allocations i.e. Title I, Title II, etc.

IDEA Confirmation - repayment from the LEA's general funds in the same amount in which MOE is not met.

IDEA Verification - the LEA not being eligible to receive IDEA Part B grant funds for the fiscal year.

MOE Assistance

Staff is open to schedule one-on-one walkthroughs of MOE with Business manager or finance staff.

- Contact Nakia.Jason@la.gov to schedule time
- Includes step-by-step presentation of MOE
 - *available on next slide*

Maintenance of Effort (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*
- Description of [Allowable Exceptions and Samples](#) for IDEA
- 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



Fiscal Monitoring of Federal Grant Funds

FY 2020-2021 Audits

- Auditors may request additional documentation
- LEAs are providing additional documentation
- Strict deadlines for documentation requests.
- Final reports submitted
- LEAs may respond to final reports through Resolution with the Office of Statewide Monitoring

FY 2020-2021 Audits

- LEAs are engaged
- Deadlines set for submitting documentation for initial review
- LEAs uploading documentation to eGMS or emailing to auditor
- Let auditor know that all documentation has been uploaded

Federal Fiscal Monitoring

Documentation Required for Fiscal Monitoring Review

School Systems should upload Policies and Procedures via eGMS:

1. Fiscal Monitoring Internal Controls Checklist - self assessment of policies and procedures
2. Chart of Accounts
3. Fixed Asset Policy
4. Travel Policy
5. Procurement Policy
6. Salary Schedule
7. Documents to support reimbursements of federal funds

Federal Fiscal Monitoring

Documentation to support federal funds may include but are not limited to:

1. Purchase orders
2. Contracts
3. Vendor Invoices
4. Check payments or similar payment documents
5. Sign-in sheets, work logs, etc.
6. Payroll
7. Cost Certifications (time and effort)
8. Fixed asset list for Property
9. Additional may be requested to substantiate costs



View [Audit Review Instructional](#) with detailed documentation requirements



Fiscal Risk Assessment(FRA)

What is the Fiscal Risk Assessment?

- The Louisiana Board of Elementary and Secondary Education through the Office of Management and Finance in the Louisiana Department of Education is required by Act 7 of the 2005 Regular Session of the Louisiana State Legislature to define “financially at risk” as a status of any city, parish, or other local school board the unresolved finding of which subjects the school system and its board to provisions of the law regarding the judicial appointment of a fiscal administrator.
- By law, each city, parish, or other local public school board shall be notified on a regular basis by the state Department of Education of its status related to the elements of the definition of financially at risk.

What is the Fiscal Risk Assessment?

- Act 7 does not reduce the independence and responsibility of local school systems and their boards with respect to being responsible for their fiscal status.
- The Louisiana Department of Education will share its information with SBESE and with local school systems, but the Department of Education must rely on information being forthcoming from the local school systems.
- Ultimately, the purpose of Act 7 is to allow the state to be aware of what is happening at the local level in terms of financial issues and to assist in resolving these problems promptly and in the best interest of the school children in each school system

Fiscal Risk Assessment Factors and Next Steps

- BESE will receive a report of the latest FRA results (based on prior year data) at the December meeting.
- Results are available for each system in edfin FTP secure sites. Questions regarding the scores may be sent to schoolfinancehelpdesk@la.gov
- This [FRA presentation](#) will provide details regarding risk factors, actions and reporting.
- After the December BESE meeting, specific follow up instructions will be sent directly to systems categorized as in Corrective Action and in Monitor.

State Grants Update



State Grants

Nonpublic Textbooks and Textbooks Administration

- Allocations are available via eGMS.
- Pay only system, no application needed
- Begin meeting with nonpublic schools to assess their needs.
- Reimbursement may be requested through eGMS upon procurement of textbooks for nonpublic schools.
- Textbooks must delivered and received during July 1, 2023 to June 30, 2024.
- Deadline to request reimbursement is July 15, 2024.
- For questions contact nonpublicfinancehelpdesk@la.gov

State Grants

Professional Improvement Program (PIP) - FY 2023-24

- Quarter 1 Activity Forms were due to LDOE by September 30, 2023. Received forms are now being processed.
- The following FY23-24 resources have been placed in the edFin FTP secure site:
 - PIP Guidelines for LEAs FY23-24
 - Employee PIP Update Form FY23-24
 - PIP Activity, transaction & Invoice Update form FY23-24
 - Note that PIP forms are also available in the Business Manager Support Library under STATE Allocations in the [Business Manager Support Library](#)
- Quarter 2 data is due December 31, 2023.

For any questions or concerns please contact PIPFinanceHelpdesk@la.gov.

Federal Grants Update



Federal Grants

Federal Support and Grantee Relations (FSGR) has announced....

- Super App DUE **January 26, 2024**
- BELIEVE! application for early childhood lead agencies DUE **January 26, 2024**

Contact LDOE.GrantsHelpdesk@la.gov with questions

Upcoming Webinars



Upcoming Webinars

- November 28th at 2:00 pm - Fiscal Risk Assessment
- December 5th at 2:00 pm - 70% Instructional Requirement
- December 12th at 2:00 pm - PIP



Reminders

- November [Business Manager Monthly Call](#) is December 20 at 2:00 p.m.
- Reminder with date and link will be posted in LDOE Weekly Newsletter



Resources



Resource Index

- Weekly Newsletters
- New Business Manager Survey
- edfin FTP Secure Site
- Annual Financial Report (AFR)
- MFP - Related Data Collection
- 70% Expenditure Requirement

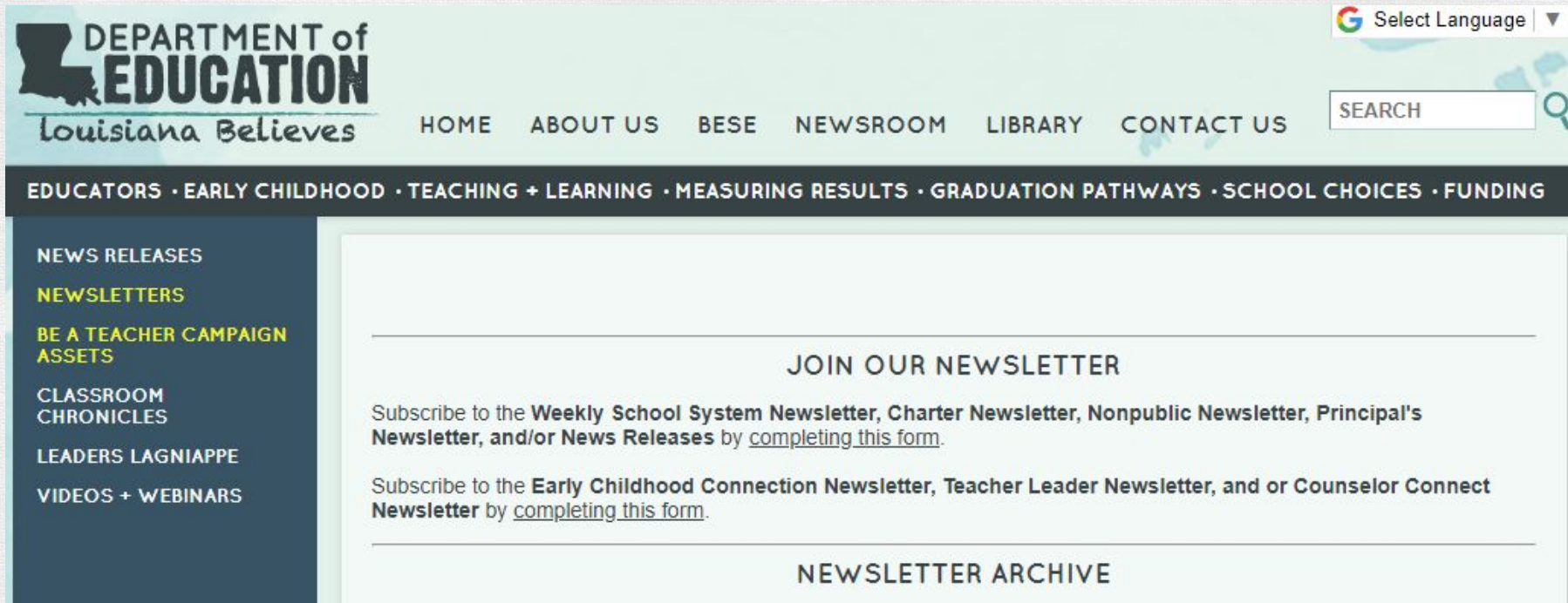


Weekly Newsletters



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 "Select Language" dropdown. The navigation menu contains links for HOME, ABOUT US, BESE, NEWSROOM, LIBRARY, and CONTACT US. A search bar is also present. Below the navigation menu, a dark banner lists various topics: EDUCATORS, EARLY CHILDHOOD, TEACHING + LEARNING, MEASURING RESULTS, GRADUATION PATHWAYS, SCHOOL CHOICES, and FUNDING. On the left side, a dark sidebar lists links: NEWS RELEASES, NEWSLETTERS (highlighted in yellow), BE A TEACHER CAMPAIGN ASSETS, CLASSROOM CHRONICLES, LEADERS LAGNIAPPE, and VIDEOS + WEBINARS. The main content area features a "JOIN OUR NEWSLETTER" section with two subscription options. The first option is for the "Weekly School System Newsletter, Charter Newsletter, Nonpublic Newsletter, Principal's Newsletter, and/or News Releases" by completing a form. The second option is for the "Early Childhood Connection Newsletter, Teacher Leader Newsletter, and or Counselor Connect Newsletter" by completing a form. Below this is a "NEWSLETTER ARCHIVE" section.

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Subscribe to the **Early Childhood Connection Newsletter, Teacher Leader Newsletter, and or Counselor Connect Newsletter** by [completing this form](#).

NEWSLETTER ARCHIVE

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.](#)



New Business Manager Survey



Minimum Qualification Requirement for Business Managers

- **Continuing Education:** must acquire either a Certified Louisiana School Business Administrator (CLSBA) or Certified Louisiana Charter School Business Administrator (CLCSBA) certification through the Louisiana Association of School Business Officials (LASBO). An active CPA may substitute for the required certification.
- **Shared Services Provision:** Statute allows school systems to enter into an agreement to share business services, including contracting a business professional that meets the minimum requirements established by BESE.

See page 96 of the LAUGH Guide for additional details or visit:

<https://www.louisianabelieves.com/resources/library/charter-schools>



New Business Manager Survey

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

This information is required for the annual [Fiscal Risk Assessment](#).









edfin FTP Secure Site



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.

Annual Financial Report (AFR)



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

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

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

MFP



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://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://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 to funding which takes effect 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 Updates

October 1 CLASS (Student and Staff)

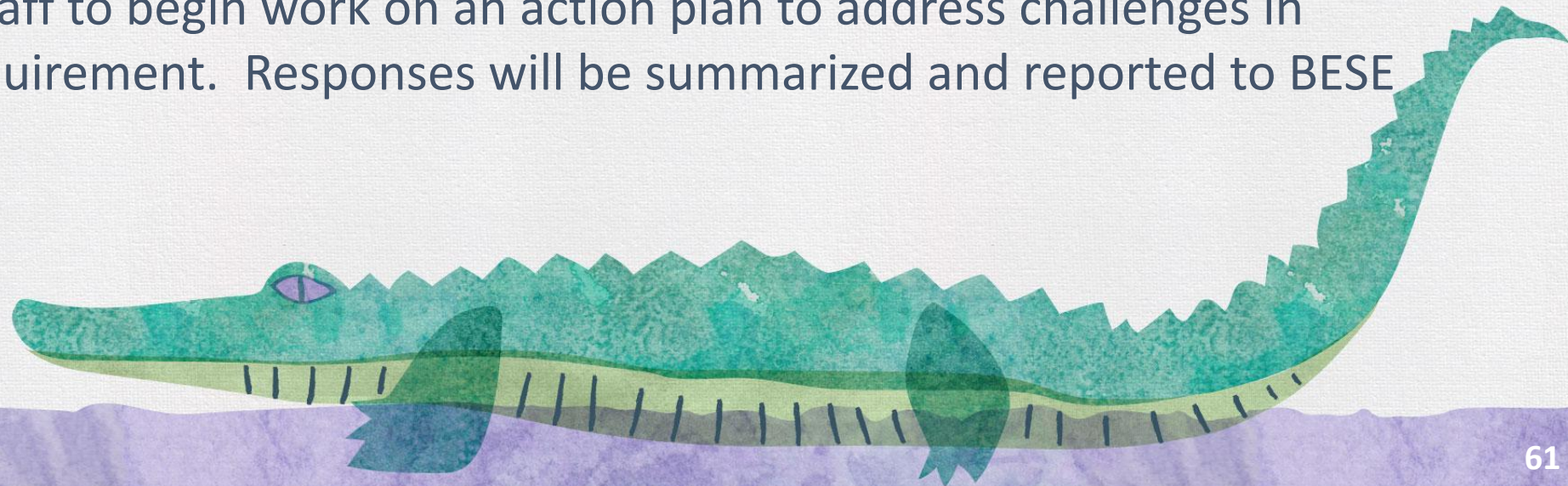
School Year	Snapshot Group	Snapshot End Date
2022-2023	Oct 1 CLASS	1/13/2023
<p>This snapshot will capture staff, student, and class schedule data for students enrolled on and staff employed on Oct 1, 2021.</p> <p>It will also capture data for students enrolled in CTE and CDF courses.</p> <p>This data is used for:</p> <ul style="list-style-type: none">• 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		

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

70% Expenditure Requirement

- The FY 2020-21 70% Requirement results were reported to BESE at the October 12 meeting.
- Individual school system calculations were released the week of October 3 through the school system specific efin FTP secure sites.
- School systems that do not meet the Requirement will receive communications from the SSFS staff to begin work on an action plan to address challenges in meeting this requirement. Responses will be summarized and reported to BESE later this year.



70% Expenditure Requirement Defined

- The 70% expenditure requirement states that city, parish, or local public school systems or other public schools must ensure that:

at a minimum 70% of the city, parish, or local public school system or other public school **general fund expenditures are in the areas of instruction and school administration at the school building level.**

[Detailed 70% Expenditure Requirement presentation](#)

- For questions contact LDOEMFPHelpdesk@la.gov