



**School System and Charter School**

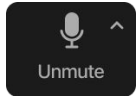
**Business Manager and Financial Officer**

**Monthly Call Meeting**

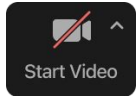
**November 2024**



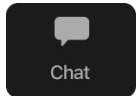
# Zoom Meeting Preparation



- 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](mailto:LDOEcommunications@la.gov).



# Agenda

- **Required Submissions**
- **State Grants Update**
- **Federal Grants Update**
- **MFP Update**
- **Reporting Requirements**
- **Annual Financial Report (AFR)**
- **Call Dates and Slide Deck Links**
- **Resources**

Please contact [schoolfinancehelpdesk@la.gov](mailto:schoolfinancehelpdesk@la.gov)



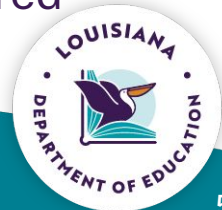
# Required Submissions



# Periodic Expenditure 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.

Please contact [ldoe.federalclaims@la.gov](mailto:ldoe.federalclaims@la.gov)



# 2024 Federal Reimbursements Deadline

- The deadlines noted below are for federal awards ending on September 30, 2024:
  - eGMS Reimbursement Requests were due on or before November 15, 2024.
  - Periodic expenditure reports were due on or before November 15, 2024.



# State Grants



# FY 2024-2025 Nonpublic Textbooks Allocation

- The Nonpublic Textbooks Application is now available in eGMS.
  - Applicants are encouraged to ensure that the Nonpublic Textbooks contact information is updated and saved in eGMS.
- Orders for textbooks, etc. must be received between July 1, 2024 and June 30, 2025 to be eligible for reimbursement.
- Deadline to request reimbursement for Nonpublic Textbooks allocation is July 15, 2025.

Please contact [nonpublicfinancehelpdesk@la.gov](mailto:nonpublicfinancehelpdesk@la.gov) with questions





# FY 2024-2025 Professional Improvement Plan (PIP)

- Quarter 2 activity forms are due on December 31, 2024.
- The following FY 24-25 resources are available in the ftp site.
  - PIP Guidelines
  - Employee PIP Update Form
  - PIP Activity, Transaction and Invoice Form

Please contact [piplinehelpdesk@la.gov](mailto:piplinehelpdesk@la.gov) with questions



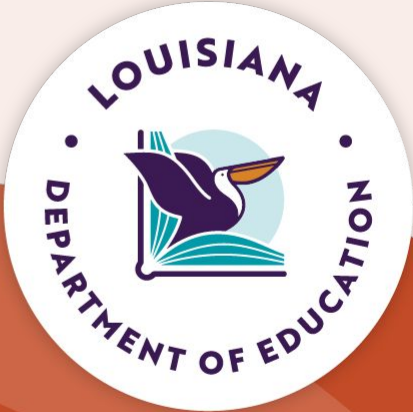
# Other State Grants in FY 2024-25

- Continuing Allocations:
  - Agricultural Science Allocation - will be released in Spring 2025.

# Federal Grants



# Amended Liquidation Protocols



# Amended Liquidation Protocols

- **ESSER III Obligation Date: 9/30/2024**
  - Amendment liquidation does not change the obligation date of the funding.
- **Amended Liquidation Date: 12/16/2024**
  - LEAs now have until 12/16/2024 to receive goods and services
    - All reimbursement claims and PERs should be submitted on or before 12/16/2024.

Note: subscription costs - if subscription costs are obligated on or before 9/30/2024, and the invoice is paid on or before 12/16/2024, services may continue through the 2024-25 school year.



# FY 2025-2026 Super App Overview and School System Planning Guide



# Super App Overview

The Super App is a comprehensive application that allows LEAs to plan for their needs, access their formula funds, and apply for competitive funds on one timeline.

Within the Super App, school systems will:

- identify key strategies by answering every application question;
- budget all formula funds toward those strategies; and
- request and receive competitive funds to support CIR/UIR-specific strategies\*.

<b>Original Application</b> Launches in October Deadline to submit: 1/23	Approval of CIR/UIR-A Strategy	The LDOE will review answers to designated questions within the Super App to approve the school system's CIR and UIR strategies and grant <b>competitive funds</b> . <i>Please note: Only school systems with CIR/UIR-A sites (with the exception of Strong School Systems) will be considered for competitive funds to meet the <a href="#">federal requirement for each school system's ESSA plan</a> (20 USC §6312).</i>
<b>Amendment 1</b> Opens late April Deadline to submit: 6/30	Approval of Super App	The LDOE will review school system budgets for <b>formula</b> and <b>competitive funds</b> to ensure that each expenditure is allowable under the specific grant.

Please contact [LDOE.grantshelpdesk@la.gov](mailto:LDOE.grantshelpdesk@la.gov) with questions.

\*competitive funds can only be requested for CIR/UIR-A labeled schools (with the exception of Strong School Systems).



# School System Planning Key Dates

Date	Item
October 17	2025-2026 School System Planning and Budgeting Workbook released
December 31	Final 2024-2025 ESSA formula funds loaded in Super App
January 23	2025-2026 Super App (competitive portion) due
Feb.-March	LDOE reviews competitive Super App submissions and provides feedback on plans and budgets
Feb.-May	School systems conduct nonpublic school consultations
April	Super App competitive allocations sent to BESE for approval
May 1	Allocations for 2025-2026 loaded in Super App
June 30	Deadline to submit 2025-2026 Super App Amendment 1
July 1	2025-2026 Super App grant period begins; Systems begin implementing 2025-2026 School System Plan





# MFP Formula Update



# MFP Related Data Collections

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

- 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](#).
    - All staffing data must be submitted by **January 10, 2025**.

Please contact [LDOEmphelpdesk@la.gov](mailto:LDOEmphelpdesk@la.gov)



# MFP Related Data Collections

## Staff Vacancy Data Collection

- All staffing data for vacancy positions was due by **November 15, 2024.**

Please contact [LDOEmphelpdesk@la.gov](mailto:LDOEmphelpdesk@la.gov)



# Reporting Requirements in 2024-25



# Approved General Fund Budgets

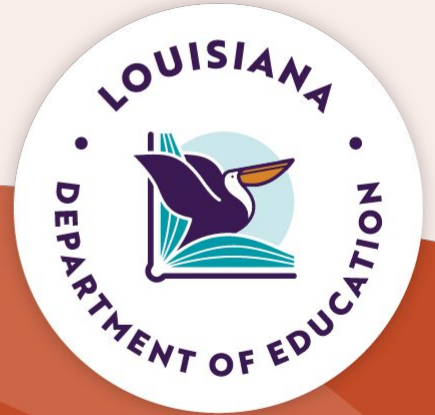


# Approved General Fund Budgets

The [Approved General Fund Budget Listing](#) is available for reference in the Business Manager Support Library under the General Fund Budget Section of the webpage.



# BESE Agreed Upon Procedures



# BESE Agreed Upon Procedures

Testing is required for two schedules:

- **Schedule 1** - General Fund Instructional and Support Expenditures and Certain Local Revenue Sources for FY 2023-2024.
- **Schedule 2** - Class Size Characteristics (note: Data is provided through EdLinks 360 dashboard).





# Fiscal Risk Assessment



# Fiscal Risk Assessment

- The Fiscal Risk Assessment provides an overview of various data elements to assess information that may define local school systems as being financially at risk.
- The Fiscal Risk Assessment results for each school system is available in the EdFin FTP portal.
- Systems who were categorized as being In Corrective Action are required to submit responses to SSFS by December 6, 2024.
- BESE will receive a report of the 2023-24 Fiscal Risk Assessment results (based on 2022-23 data) at its December meeting.



# 70% Instructional Expenditure Requirement



# 70% Instructional Expenditure Requirement

- The 70% Instructional Expenditure Requirement report provides an overview of each system's calculation of their general fund expenditures that are classified as instructional expenditures.
- The 70% Instructional Expenditure Requirement results for each school system is available in the EdFin FTP portal.
- Systems who did not meet the required 70% of instructional expenditures will be required to submit a Corrective Action Plan to SSFS by December 4, 2024.
- BESE will receive a report of the 2022-23 70% Instructional Requirement results at its January meeting.



# Act 370 Reporting Requirements



# Act 370 Reporting Requirements

For guidance of reporting requirements regarding Act 370, please contact

Rachel Kincaid  
Office of State Treasurer  
225-342-0021  
[rkincaid@treasury.la.gov](mailto:rkincaid@treasury.la.gov)



# Annual Financial Report (AFR)



# Annual Financial Report (AFR) Post Submission Process

- Once a system business manager has reviewed their PSAR report and identified corrections are needed, a revised AFR should be uploaded via LEADS
- Once all corrections have been made based on the PSAR, the next step is for system business manager to access the AFR Review Checklist and the Response to AFR Checklist from the AFR LEADS support page.
- Complete and signed forms should be submitted to [staudit@la.gov](mailto:staudit@la.gov)

For questions on fiscal data and auditor review process, contact [staudit@la.gov](mailto:staudit@la.gov). For questions on technical support, contact [systemsupport@la.gov](mailto:systemsupport@la.gov)

Please contact [schoolfinancehelpdesk@la.gov](mailto:schoolfinancehelpdesk@la.gov)





# Important Reminders



# Upcoming Webinars and Professional Development



# Upcoming Webinars

The Louisiana Department of Treasury will be hosting Act 370 Training Webinars on Monday, December 9, 2024 at the following times via the following links:

9:30 am - <https://louisianastatetreasury.zoom.us/j/98011945979?pwd=rY66IP8spJU5QiLbRC2bDaPwNS8Qlw.1>

11:00 am - <https://louisianastatetreasury.zoom.us/j/97300627835?pwd=aRmsYdYbibYrj1YeZdO0oAwm0MPaYD.1>

1:00 pm - <https://louisianastatetreasury.zoom.us/j/94804978991?pwd=sZHOQq3blZap2KOurJmxQpKecvxnJK.1>



# Upcoming Regional Collaborations

The Louisiana Department of Education will host in-person regional collaboration meetings for Business Managers according to the following schedule:

January 28, 2025 - Monroe - University of Louisiana at Monroe

January 30, 2025 - Lafayette - University of Louisiana at Lafayette

February 4, 2025 - New Orleans - Pontchartrain Convention & Civic Center

February 5, 2025 - Baton Rouge - Crowne Plaza

Availability is limited. Please register for one of the sessions via the [Registration Form](#) by December 15, 2024.



# Reminders



- There will no Business Managers Monthly Call in December of 2024. The next Business Managers Monthly Call will be held on January 22, 2025.
- Reminder with date and link will be posted in LDOE Weekly Newsletter
- The slide decks for the monthly call can be found in the [Business Manager Support Library](#) on the website.

Please contact [schoolfinancehelpdesk@la.gov](mailto:schoolfinancehelpdesk@la.gov)

