July 26, 2023

TO: Charter School Administrators
Directors of Charter Schools
Business and Personnel Administrators
Select Los Angeles County School Districts and Charter Schools

FROM: Philip N. Thi, Enterprise Financial Systems Consultant
Business Charter Schools Unit (BCSU)
Division of School Financial Services

SUBJECT: Charter Schools 2023-24 Expense Reimbursement to the Los Angeles County Office of Education (LACOE)

The expense reimbursement schedule for the 2023-24 fiscal year has been established. The fee structure, Exhibit 1, is provided as an attachment to this bulletin.

LACOE will issue the 2023-24 contracts and schedules via email to charter schools in Los Angeles County operating during fiscal year 2023-24. New charter schools starting on or after September 1, 2023, will be sent a contract and schedule at a later date. Fees for new charters are effective with the first day of operation of the charter. LACOE reserves the right to assess additional fees to any charter as outlined in the Charter Schools Contract.

Charter Schools have the option to receive their disbursements via EFT, at no charge to the school.

All payments will be made to LACOE through quarterly journal vouchers (JVRA), i.e., an electronic withdrawal from each charter's revenue account. For fiscal year 2023-24, the JVRA schedule is as follows:

First Quarter	*Second Quarter*	*Third Quarter*	*Fourth Quarter*
October 2023	January 2024	April 2024	June 2024

If you are considering changing your current service type or have any questions regarding this bulletin or the attachment, please feel free to contact Philip Thi at (562) 923-8693 or Thi_Philip@lacoe.edu.

Approved:
Nkeiruka Benson, Director
Division of School Financial Services

PT:lt
Attachment

SFS-A2-2023-2024

Exhibit 1

Los Angeles County Office of Education
Leading Educators • Supporting Students
Serving Communities

Division of School Financial Services

2023-24 Charter Schools Expense Reimbursement Model

Type I Apportionment Processing	$3,000 annually
Type I-SYS BEST-FIN System only	$4,000 annually
Type II Retirement Reporting only	$5,000 annual base charge + retirement reporting line fees as follows: 1-149 lines - $6.50/line 150-299 lines - $5.50/line 300+ lines - $4.50/line
Type III Retirement Reporting and BEST-FIN	$5,000 annual base charge + retirement reporting line fees as follows: 1-149 lines - $4.00/line 150-299 lines - $3.00/line 300+ lines - $2.00/line
Type IV Full Service (HRS/HCM & BEST-FIN)	$5,000 annual base charge + retirement reporting line fees as follows: 1-149 lines - $2.00/line 150-299 lines - $1.50/line 300+ lines - $1.00/line

Type I and Type I-SYS schools will be assessed an annual flat fee. Types II, III, and IV (retirement reporting charters) will be assessed an annual base charge plus a retirement reporting line fee, based on the number of lines reported to CalSTRS/CalPERS in a given quarter.

The 2023-24 Expense Reimbursement Model covers the actual costs of charter school processing in LACOE's Division of School Financial Services. Fees for new charters are effective with the first day of operation of the charter. LACOE reserves the right to assess additional fees to any charter as outlined in the Charter Schools Contract.

Type III and IV charters will be required to pay HRS/HCM per warrant and BEST Advantage-Financial contract charges, in addition to fees listed in the Charter Schools Expense Reimbursement Model, and may be subject to above-baseline charges as delineated in the Informational Bulletin for 2023-24 HRS/HCM Above-Baseline Charges, which can be found on LACOE's website: https://www.lacoe.edu/bulletins.

A detailed description of the types of services may be found in Informational Bulletin No. 6735, Charter School Services and Support.

Attachment to:
Info. Bul. No. 6732
SFS-A2-2023-2024