



**Los Angeles County
Office of Education**

**INFORMATIONAL
BULLETIN # 5385**

9300 Imperial Highway, Downey, California 90242-2890 • (562) 922-6111

Debra Duardo, M.S.W., Ed.D., *Superintendent*

May 20, 2021

TO: Business Administrators
LACOE Authorized Charter Schools

FROM: April Mitchell, Interim Assistant Director
Business Advisory Services

SUBJECT: Fiscal Year (FY) 2021-22 Charter School Financial Reporting Schedule

This notice lists the required financial reports, instructions, and corresponding due dates for all charter schools authorized by the Los Angeles County Office of Education (LACOE) for FY 2021-2022. Included in this notice are the requirements for submitting financial reports to Business Advisory Services (BAS).

Report Name	Due Date	Notes
Adopted Budget	June 24, 2021	Both DAT file and original signature pages must be received
Monthly Financial Reports and Statements	The 15 th of the following month	See the required list below
Final Unaudited Financial Report for the entire prior year FY 20-21	August 30, 2021	Both DAT file and Form CA with original signatures must be received
First Interim Financial Report	December 9, 2021	Both DAT file and original signature pages must be received
Annual Audit Report for FY 20-21 Local Control Accountability Plan (LCAP) FY 2021-2022	December 30, 2021 (date may be extended by CDE)	Annual submission
Second Interim Financial Report	March 9, 2022	Both DAT file and original signature pages must be received
Annual Audit Contract	March 15, 2022	Cover letter and Board minutes of approving auditor, and a copy of the contract
Adopted Budget FY 2022-23 Local Control Accountability Plan (LCAP) FY 2022-2023	June 24, 2022	Annual submission
Final Unaudited Financial Report for the entire prior year FY 2021-22	August 30, 2022	Both DAT file and Form CA with original signatures must be received

FINANCIAL REPORTS

Budget and Interim Financial Reports

Per California Education Code (EC) 47604.33, each charter school shall annually prepare and submit the following reports to its chartering authority and the county superintendent of schools or only to the county superintendent of schools if the county board of education is the chartering authority:

- 1) On or before July 1, a preliminary budget. For a charter school in its first year of operation, the information submitted pursuant to EC subdivision (g) of Section 47605 satisfies this requirement.
- 2) On or before December 15, an annual update (LCAP) required pursuant to EC Section 47606.5.
- 3) On or before December 15, a first interim financial report. This report shall reflect changes through October 31.
- 4) On or before March 15, a second interim financial report. This report shall reflect changes through January 31.
- 5) On or before September 15, a final unaudited report for the entire prior year.
- 6) The chartering authority shall use any financial information it obtains from the charter school, including, but not limited to, the reports required by this section, to assess the fiscal condition of the charter school pursuant to EC subdivision (d) of Section 47604.32.
- 7) The cost of performing the duties required shall be funded with supervisorial oversight fees collected pursuant to EC Section 47613.

It is important to submit the DAT files to LACOE **three weeks in advance for unaudited actuals and at least one week in advance for all other reports**. This will allow time to review the files and data and provide feedback on any changes you may need to make to comply with the California Department of Education (CDE) requirements.

State Standardized Account Code Structure (SACS) Software

All of the above reports must be submitted using the SACS software. You can download the latest version of the software from the CDE website:

<https://www.cde.ca.gov/fg/sf/fr/>

In order for BAS to process the reports and submit them to the CDE, **BOTH the electronic DAT file and the original signed certification pages must be received by the following dates:**

Adopted Budget – Board Approved	June 24, 2021
First Interim Report – Board Approved	December 9, 2021
Second Interim Report – Board Approved	March 9, 2022

Unaudited Actuals Financial Reports

Pursuant to EC Section 42100, charter schools are required to submit their FY 2020-21 year-end financial data (unaudited actuals financial reports) to the CDE via their authorizing agency in the SACS format.

The unaudited actuals financial reports submitted as required by EC Section 42100 have been deemed to also satisfy the reporting requirement of EC Section 47604.33.

Charter schools must ensure their audited financial statements utilize the same accounting model and basis of accounting for their unaudited actuals financial reporting to the CDE. Charter schools using the modified accrual basis of accounting for their audited financial statements should use Fund 01 for unaudited actuals financial reporting; modified accrual is the financial reporting method used by school districts.

Charter schools using the accrual basis of accounting for their audited financial statements should use Fund 62 for unaudited actuals financial reporting; the accrual basis of accounting is commonly used by not-for-profit organizations. For more information about governmental fund accounting and the differences between the accrual and modified accrual models, reference Procedure 101 in the *California School Accounting Manual (CSAM)*.

The data submitted for each charter school must be in SACS and must include beginning balances, revenues, expenditures, and ending balances. The latest version of the *CSAM* is found on the CDE website:

<https://www.cde.ca.gov/fg/ac/sa/documents/csam2019complete.pdf>

Final Unaudited Actuals Financial Report for the full prior year FY 2020-21 – Board Approved	August 30, 2021
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Submitting Financial Reports

EMAIL your certified DAT format file and Excel files with details (i.e., budget assumptions, enrollment, and ADA rates, etc.) to your charter school liaison.

MAIL your Charter School Certification (FORM CA) with original signatures to:

Los Angeles County Office of Education
Business Advisory Services
Education Center West
Attention: Lily Lu or Janelle De Leon
9300 Imperial Highway
Downey, CA 90242-2890

Monthly Financial Reports and Statements

Per EC 47604(3), a charter school shall promptly respond to all reasonable inquires, including, but not limited to, inquiries regarding its financial records from its chartering authority.

LACOE requires the following financial statements and reports by the 15th of the following month: (If the due date occurs on a Saturday, Sunday, or holiday, the reporting due date shall be on the following business day.)

Required Documents	Format
1. Bank statements	PDF
2. Bank reconciliations	Excel or compatible spreadsheet
3. Statement of revenues and expenditures (month-to-date/year-to-date for actuals and budget and comparisons)	Excel or compatible spreadsheet
4. Statement of financial positions	Excel or compatible spreadsheet
5. Statement of fund balance	Excel or compatible spreadsheet
6. Notes to financial statements	Excel, Word, or PDF
7. General ledger	Excel or compatible spreadsheet
8. Schedule of debts/liabilities with dates of the origin of the debt, cost of borrowing, and repayment plan with timelines	Excel or compatible spreadsheet
9. Copies of quarterly payroll tax reports	PDF
10. Copies of annual tax returns	PDF
11. Monthly Cash Flow Projections - submit quarterly by the 15 th day after the end of each quarter	Excel or compatible spreadsheet
12. Quarterly Consolidated Financial Report - submit quarterly by the 15 th day after the end of each quarter	Excel or compatible spreadsheet

LACOE may request other reports and financial information to assess the fiscal condition of the LACOE-authorized charter schools. Email all documents in the formats noted above to your charter school liaison.

For assistance regarding financial reports, please contact your liaison, or April Mitchell, Interim Assistant Director at (562) 803-8351, or via email at Mitchell_April@laoe.edu.

Local Control Accountability Plan (LCAP)

Charter schools are required by EC Section 47606.5 to submit their LCAP on or before December 15, 2021, to the LCAP unit at LACOE.

LACOE Division of Accountability, Support, and Monitoring Unit will issue an Information Bulletin to all charter schools outlining the submission criteria.

In order to review the 2020-21 Timeline for Learning Continuity Plan and LCAP process. Please click the link below.

[2020-21 Timeline for Learning Continuity Plan and LCAP Process \(FOR CHARTER SCHOOLS\)](#)

Directions for rolling over the annual update of the 2019-20 LCAP in the “legacy” eLCAP system.
Please click the link below.

[Directions for Rolling Over the Annual Update of the 2019-20 LCAP in the "legacy" eLACP System](#)

Annual Audit

By **December 15** of each year, charter schools are required by EC Section 41020 to submit an annual independent financial audit to the State Controller’s Office (SCO), LACOE, and the CDE. An auditor from the list approved by the SCO and mutually agreeable to LACOE and the charter school shall conduct the audit. If any findings or exceptions are identified in the annual audit, the charter school shall implement corrective action plans in a timely manner. *Continuing or unresolved prior year findings or deficiencies shall have a negative impact on the charter school’s renewal request.*

Submitting the Annual Audit Report

LACOE School Financial Services Office will issue an Information Bulletin to all charter schools outlining the submission criteria.

Annual Document Submission

All agreements and contracts above \$5,000 must be submitted annually. As contracts and agreements are executed throughout the fiscal year, those contracts and agreements must also be forwarded to LACOE.

LACOE also requires annual submission of the charter school’s fiscal policies and procedures.

Please submit the abovementioned documents on or before **September 7, 2021**, or immediately when executed. Please login into Dropbox to upload the required documents:

WWW.DROPBOX.COM

CHARTER SCHOOL LIAISON	
Lily Lu – Administrative Analyst (562) 922-8840 <u>Lu_Lily@lacoed.edu</u> Los Angeles County Office of Education Business Advisory Services 9300 Imperial Highway Education Center West # 2023 Downey, CA 90242-2890	Janelle de Leon – Administrative Analyst (562) 940-1645 <u>DeLeon_Janelle@lacoed.edu</u> Los Angeles County Office of Education Business Advisory Services 9300 Imperial Highway Education Center West # 2017 Downey, CA 90242-2890
Environmental - Gardena	Alma Fuerte Public School
Environmental - Inglewood	Animo City of Champions
Environmental - High 2	Aspire Antonio Maria Lugo
Jardin de la Infancia	Aspire Ollin Preparatory Academy
Lashon Academy	Bridges Preparatory Academy
Future is Now	DaVinci Schools - Rise
Lashon Academy - City	Intellectual Virtues Academy
Magnolia Science Academy #1	KIPP Poder
Magnolia Science Academy #2	Los Angeles Promise Middle School
Magnolia Science Academy #3	Los Angeles Promise High School
Magnolia Science Academy #5	Odyssey Charter School
North Valley Military Institute	Soleil Academy Charter School
SEED County of Los Angeles	Time Community School
Valiente College Preparatory Charter School	We The People High School

This bulletin is available on the LACOE website at:

<https://www.lacoed.edu/Bulletins.aspx>

Use the “Search” function to locate a specific bulletin by number or keyword.

Please contact me at (562) 803-8351 or by e-mail at Mitchell_April@lacoed.edu.

Approved:
 Octavio Castelo, Director
 Business Advisory Services

AM: ah