May 26, 2016

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

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

SUBJECT: Charter Schools 2016-17 Expense Reimbursement to the  
         Los Angeles County Office of Education (LACOE)

The expense reimbursement schedule for the 2016-17 fiscal year has been established. There is no change in the fee structure from the 2015-16 fiscal year. The fee structure, Exhibit 1, is provided as an attachment to this bulletin.

Type I and Type I-PeopleSoft (PS) 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. Your average monthly reporting lines may be obtained from the LACOE Business Charters School Unit or your retirement data processor. Inquiries regarding your school’s estimated annual costs can be directed to Sylvia Carrillo at 562-401-5574 or via email at Carrillo_Sylvia@lacoe.edu.

LACOE will issue the 2016-17 contracts and schedules via email to charter schools in Los Angeles County that will be operational during fiscal year 2016-17. New schools starting on or after August 1, 2016, 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.

Electronic Funds Transfer (EFT)

Informational Bulletin No. 340 dated May 21, 2010, announced that Electronic Funds Transfer (EFT) is being offered as an optional payment method for apportionment disbursements to Type I and II charter schools. Schools that select this optional service are subject to the above-baseline charge of $10.00 per fiscal year.
All payments will be made to LACOE through quarterly journal vouchers (JV), i.e., an electronic withdrawal from each charter’s revenue account. For fiscal year 2016-17, the JV is estimated to be withdrawn from revenues as follows:

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Quarter</td>
<td>October 2016</td>
</tr>
<tr>
<td>Second Quarter</td>
<td>January 2017</td>
</tr>
<tr>
<td>Third Quarter</td>
<td>April 2017</td>
</tr>
<tr>
<td>Fourth Quarter</td>
<td>June 2017</td>
</tr>
</tbody>
</table>

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) 922-8693 or Thi_Philip@lacoe.edu.

Approved by:
Paticia Smith, Executive Director
Business and Finance

PT:scc
Attachments

SFS-A71-2016-17
## 2016-17 Charter Schools Expense Reimbursement Model

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type I</strong></td>
<td>Apportionment Processing</td>
<td>$2,000 annually</td>
</tr>
<tr>
<td><strong>Type I-PS</strong></td>
<td>PeopleSoft System only</td>
<td>$3,000 annually</td>
</tr>
</tbody>
</table>
| **Type II** | Retirement Reporting only                       | $5,000 annual base charge + retirement reporting line fees as follows:  
1-149 lines - $6/line  
150-299 lines - $5/line  
300+ lines - $4/line |
| **Type III** | Retirement Reporting and PeopleSoft            | $4,000 annual base charge + retirement reporting line fees as follows:  
1-149 lines - $3/line  
150-299 lines - $2/line  
300+ lines - $1/line |
| **Type IV** | Full Service (HRS & PeopleSoft)                 | $4,000 annual base charge + retirement reporting line fees as follows:  
1-149 lines - $1/line  
150-299 lines - $0.75/line  
300+ lines - $0.50/line |

Type I and Type I-PS schools will be assessed an annual flat fee. Type II, III, and IV (retirement reporting charters) will be assessed an annual base, plus a retirement reporting line fee, based on the number of lines reported to CalSTRS/CalPERS in a given quarter. Your average monthly reporting lines may be obtained from the LACOE Business Charters School Unit or your retirement data processor. Inquiries regarding your school’s estimated annual costs can be directed to Sylvia Carrillo at 562-401-5574 or via email at carrillo_sylvia@lacoe.edu.

The 2016-17 Expense Reimbursement Model is used to cover 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 per-warrant and PeopleSoft 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 2016-17 HRS & PeopleSoft Above-Baseline Charges, which can be found on LACOE’s website: [www.lacoe.edu/bulletins](http://www.lacoe.edu/bulletins).

A detailed description of the types of services may be obtained from Informational Bulletin No. 270, Charter School Services and Support.

**NOTE:** Electronic Funds Transfer (EFT) is being offered as an optional payment method for distribution of all apportionments to Type I and II charter schools. The above-baseline charge to participate in this optional service is $10.00 per fiscal year.