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

July 22, 2021

TO: Charter School Administrators
Charter School Directors
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 2021-22 Expense Reimbursement to the
Los Angeles County Office of Education (LACOE)

The expense reimbursement schedule for the 2021-22 fiscal year has been established. The fee structure, Exhibit 1, is provided as an attachment to this bulletin.

LACOE will issue the 2021-22 contracts and schedules via email to charter schools operating in Los Angeles County. New charter schools starting on or after September 1, 2021, will be sent a contract and schedule at a later date. Fees for new charters are effective on the first day of operation. 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 (JV), i.e., an electronic withdrawal from each charter’s revenue account. For fiscal year 2021-22, the JV schedule is as follows:

First Quarter	Second Quarter	Third Quarter	Fourth Quarter
October 2021	January 2022	April 2022	June 2022

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@lacoedu.edu.

Approved:
Nkeiruka Benson, Director
Division of School Financial Services

PT:lt
Attachment

SFS-A2-2021-2022



2021-22 Charter School Expense Reimbursement Model

Type I Apportionment Processing	\$2,500 annually
Type I-PS PeopleSoft/BEST-FIN System only	\$3,500 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 PeopleSoft/BEST- FIN	\$5,000 annual base charge + retirement reporting line fees as follows: 1-149 lines - \$4/line 150-299 lines - \$3/line 300+ lines - \$2/line
Type IV Full Service (HRS & PeopleSoft /BEST-FIN)	\$5,000 annual base charge + retirement reporting line fees as follows: 1-149 lines - \$2/line 150-299 lines - \$1.50/line 300+ lines - \$1.00/line

Type I and Type I-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.

The 2021-22 Expense Reimbursement Model covers the actual cost of charter school processing. 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 School’s Contract.

Types III and IV charters will be required to pay HRS per-warrant and PeopleSoft/BEST Advantage Financial contract charges, in addition to fees listed in the Charter Schools Expense Reimbursement Model. These charters may be subject to above-baseline charges as delineated in the Informational Bulletin for 2021-22 HRS & PeopleSoft Above-Baseline Charges, which can be found on LACOE’s website: <https://www.lacoe.edu/bulletins>.

A detailed description of the types of services can be obtained from Informational Bulletin No. [5239](#), Charter School Services and Support.