



May 15, 2025

TO: Business Administrators
LACOE-Authorized Charter Schools

FROM: April Mitchell, Assistant Director
Business Advisory Services

SUBJECT: Fiscal Year (FY) 2025-26 Charter School Financial Reporting Schedule

Pursuant to Education Code (EC) 47604.33, this bulletin lists the required FY 2025-26 financial reports, corresponding due dates, and instructions for the transmittal of documents to the Los Angeles County Office of Education (LACOE).

Included in this bulletin are the following:

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| Attachment I | Reporting Due Dates & Requirements |
| Attachment II | Standardized Account Code Structure (SACS) Web Financial Reporting System |
| Attachment III | Monthly Financial Reports & Statements |
| Attachment IV | Charter School Fiscal Liaison Assignments |

Some reporting dates are earlier than required by statute to facilitate the timely review and submission of financial reports. **The charter's governing board must approve all statutory reports no later than the statutory due dates.** LACOE may use any financial information it obtains from the charter school or other reporting agencies to assess the charter school's fiscal condition. Additional documents may be required, such as multiyear projections, fiscal stabilization plans, monthly cash flow projections, loan documents, lease agreements, grant letters, and other financial information. Compliance with reporting requirements and requested information are some factors considered when evaluating good standing requests and charter renewals. The submission of financial reports is not deemed complete until all required supporting documents have been received.

Other Reporting Requirements

Pursuant to the LACOE Monitoring and Oversight Memorandum of Understanding (MOU), other documents are required to be submitted periodically via the Charter School Office (CSO) Epicenter. Fiscal policies and procedures must be submitted to LACOE by **September 15, 2025**, or immediately upon approval by the charter school's governing board.

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Contracts or agreements above \$5,000 must be submitted for review, and any contracts, amendments, or agreements executed throughout the fiscal year exceeding \$5,000 must also be submitted via Epicenter.

This bulletin is available on the LACOE website at:

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

Use the “search” function to locate a specific bulletin by number.

If you have questions, please contact your fiscal liaison on the attached Charter School Fiscal Liaisons List (Attachment IV). You may also contact Vo Chan, Financial Advisory Services Officer, at (562) 922-6226 or via e-mail at Chan_Vo@lacoe.edu.

Approved:
Octavio Castelo, Director
Business Advisory Services

OC/VC:vb

Attachments

LOS ANGELES COUNTY OFFICE OF EDUCATION

Business Advisory Services

Reporting Due Dates & Requirements

LACOE-authorized charter schools are required to prepare and submit the following reports to the county superintendent of schools:

Report Name	Due Date	Requirements
2025-26 Local Control Accountability Plan (LCAP)	July 1, 2025	<ul style="list-style-type: none"> Information on uploading an electronic copy of your Board-approved LCAP to LACOE can be found at the following link: https://elcap.lacoe.edu/
2025-26 Adopted Budget	July 1, 2025	<ul style="list-style-type: none"> PDF Form CA with signatures Assumptions and Narrative Position Control Budget, including FTEs with job title, salary and Related Benefits in Excel LCFF Calculator (i.e., FCMAT) Excel File Cash Flow Projection Excel File
Monthly Financial Reports and Statements	The 15 th of the following month	<ul style="list-style-type: none"> See Attachment III - Monthly Financial Reports & Statements
2024-25 Unaudited Actuals (UA) Report	August 29, 2025	<ul style="list-style-type: none"> Mail Original Certification Form CA with wet signature to address below: Business Advisory Services Attention: (Name of Fiscal Liaison) 9300 Imperial Highway, Downey, CA 90242
2025-26 First Interim Report This report reflects changes through October 31	December 5, 2025	<ul style="list-style-type: none"> PDF Form CI signatures Assumptions and Narrative Variance Analysis Position Control Budget, including FTEs with job title, salary and Related Benefits in Excel LCFF Calculator (i.e., FCMAT) Excel File Cash Flow Projection Excel File
2024-25 Annual Audit Report	December 15, 2025	<ul style="list-style-type: none"> Submit PDF copy of audit report to your fiscal liaison
2025-26 Second Interim Report This report reflects changes through January 31	March 6, 2026	<ul style="list-style-type: none"> PDF Form CI with signatures page Assumptions and Narrative Variance Analysis Position Control Budget, including FTEs with job title, salary and Related Benefits in Excel LCFF Calculator (i.e., FCMAT) Excel File Cash Flow Projection Excel File
Annual Audit Contract	TBD	<ul style="list-style-type: none"> Refer to LACOE School Financial Services annual Informational Bulletin outlining the submission criteria and due date

Reports Submission

Complete the SACS Web Financial Reporting and notify your charter school fiscal liaison via email once the SACS submission has been completed. **In your email notification, attach all required supporting documentation, referenced above.**

Attachment No. I to:

Informational Bulletin No. 6994

LOS ANGELES COUNTY OFFICE OF EDUCATION
Business Advisory Services
(SACS) Web Financial Reporting System

The SACS Web financial reporting system facilitates the preparation of the budget, interim reports, and unaudited actuals reporting that are submitted to oversight agencies and the California Department of Education (CDE). Information regarding the SACS Web System and the SACS Web System Application can be accessed from the CDE link below.

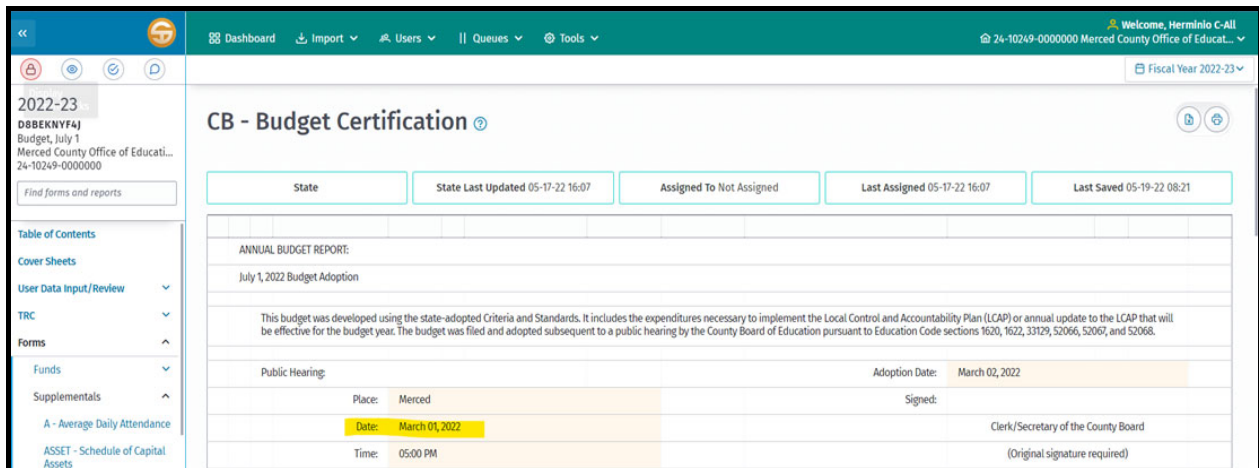
<https://www.cde.ca.gov/fg/sf/fr/>

Starting with the 2022-23 budget and interim reports, SACS financial reporting is required to be prepared and submitted via the SACS Web System Application. To access the SACS Web System Application, all charter schools must complete and submit the SACS User Management Designation Form. Please email LACOE_SACS@laoe.edu to request the user form and for assistance with SACS access and reporting. After a user account and password have been established for the designated User Manager, the designee can add additional users for their LEA and assign various roles for each user account to access multiple workflow features.

The following statutory reports must be approved by the charter’s governing board, and the report submission, including the signed certification page, must be received by the following dates:

2025-26 Adopted Budget – Board Approved	July 1, 2025
2024-25 Unaudited Actuals Report – Board Approved	August 29, 2025
2025-26 First Interim Report – Board Approved	December 5, 2025
2025-26 Second Interim Report – Board Approved	March 6, 2026

Please ensure all required fields, including the board adoption date, are completed in the SACS Budget or Interim Certification section before submitting the budget to LACOE. Below is a sample screenshot of the CB – Budget Certification.



Should you have questions or need assistance regarding SACS financial reporting, please contact LACOE_SACS@laoe.edu.

Attachment No. II to:
 Informational Bulletin No. 6994

LOS ANGELES COUNTY OFFICE OF EDUCATION
Business Advisory Services
Monthly Financial Reports & Statements

The financial statements and reports listed below are due in the specified format by the 15th of the following month.

Required Financial Report & Statement	Format
Bank statements	PDF
Bank reconciliations	Excel
Statement of Revenues and Expenses (month-to-date/ year-to-date for actuals and budget and comparisons)	Excel
Statement of Financial Positions	Excel
Statement of Net Position	Excel
Cash Flow Projection through the end of the fiscal year	Excel
Notes to financial statements	Excel, Word, or PDF
General Ledger	Excel
Schedule of Debts/Liabilities with dates of the origin of the debt, cost of borrowing, and repayment plan with timelines	Excel
Copies of quarterly payroll tax reports	PDF
Copy of Return of Organization Exempt From Income Tax (Form 990) due within 7 days upon filing	PDF
For multiple related charter schools or CMOs, a quarterly Consolidated Financial Report and Cash Flow Projection must be submitted by the 15 th day after the end of each quarter.	Excel

If the due date occurs on a Saturday, Sunday, or holiday, the reporting due date shall be on the following business day.

Notify your charter school fiscal liaison via email and include all documents in the formats noted above. Additionally, LACOE may request other reports and financial information to assess the fiscal condition of the charter school.

LOS ANGELES COUNTY OFFICE OF EDUCATION
Business Advisory Services
Charter School Fiscal Liaisons
Effective July 1, 2025

<p>Rick Chau – Business Services Consultant (562) 922-6505 Chau_Rick@lacoed.edu Location: ECW #329</p>	<ul style="list-style-type: none"> • Alma Fuerte Public School • Animo City of Champions • Bridges Preparatory Academy • Intellectual Virtues Academy • KIPP Sol Academy • Los Angeles Leadership Academy • Soleil Academy Charter School • Westbrook Academy
<p>Lily Lu – Administrative Analyst (562) 922-8840 Lu_Lily@lacoed.edu Location: ECW #2023</p>	<ul style="list-style-type: none"> • Aspire Antonio Maria Lugo • Aspire Ollin Preparatory Academy • Environmental Charter MS – Gardena • Environmental Charter MS – Inglewood • Environmental Charter HS – Gardena • Lashon Academy • Lashon Academy – City
<p>Merle Ordoñez – Business Services Consultant (562) 940-1704 Ordonez_Merle@lacoed.edu Location: ECW #312</p>	<ul style="list-style-type: none"> • Da Vinci RISE High School • Magnolia Science Academy #1 • Magnolia Science Academy #2 • Magnolia Science Academy #3 • Magnolia Science Academy #5 • SEED County of Los Angeles
<p>Herhelina (Elli) Espino – Administrative Analyst (562) 922-8842 Espino_Herhelina@lacoed.edu Location: ECW #2024</p>	<ul style="list-style-type: none"> • Jardin de la Infancia • Odyssey Charter School