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

July 16, 2024

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 2024-25 Expense Reimbursement to the
Los Angeles County Office of Education (LACOE)

The expense reimbursement schedule for the 2024-25 fiscal year has been established. The fee structure, Exhibit 1, is provided as an attachment to this bulletin.

LACOE will issue the 2024-25 contracts and schedules via email to charter schools in Los Angeles County operating during fiscal year 2024-25. New charter schools starting on or after September 1, 2024, will be sent a contract and schedule at a later date. Fees for new charters are effective from 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.

Charter Schools can receive their disbursements either via EFT or mail delivery, at no charge to the school. EFT is the preferred method of delivery.

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 2024-25, the JVRA schedule is as follows:

First Quarter	Second Quarter	Third Quarter	Fourth Quarter
October 2024	January 2025	April 2025	June 2025

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@lacoed.edu.

Approved:
Nkeiruka Benson, Director
Division of School Financial Services

PT:ei
Attachment

SFS-A3-2024-2025



2024-25 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	\$6,000 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/line 150-299 lines - \$3/line 300+ lines - \$2/line
Type IV Full Service (HRS/HCM & 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-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 2024-25 Expense Reimbursement Model covers LACOE’s actual costs of processing charter school transactions. . Fees for new charters are effective the first day of operation.. LACOE reserves the right to assess additional fees to any charter as outlined in the Charter School’s 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 2024-25 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 available are listed in Informational Bulletin No. 6735, Charter School Services and Support.