*****Massachusetts Department of***

***Elementary and Secondary Education***

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| Jeffrey C. Riley  *Commissioner* |  |

# MEMORANDUM

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| **To:** | Charter School Leaders, Board Chairs, and Business Managers |
| **From:** | James DiMaio, Data and Finance Specialist |
| **Date:** | September 8, 2023 |
| **Subject:** | Instructions for the FY23 Charter School End of Year Financial Report |

In accordance with M.G.L. c. 71, § 89 and 603 CMR 1.00, every Massachusetts Charter School is required to file an annual end of year financial report following guidelines established by the Department of Elementary and Secondary Education (Department). This year, all schools will be required to electronically file the FY2023 Charter School End of Year Financial Report (FY23CSEOYFR) on or before **Friday,** **December 1, 2023**.

The FY23CSEOYFR file for each charter school is available for download in the Charter School File Exchange Drop Box Outbox in the Department’s [Security Portal](https://gateway.edu.state.ma.us/).

**In this Memo****randum:**

* **Updates to FY23 Submissions**
* **Naming Conventions**
* **Submission Instructions**

**Updates to FY23 Submissions**

The FY23CSEOYFR includes several minor changes:

* **Schedule B**, which is used to collect data on the buildings, land, and spaces that each school owns or leases, will now be collected via a "Smartsheet" update request. Your school’s business manager will receive an email requesting a review and update of your school’s FY22 Schedule B survey submission from last year. Each of your school's buildings will have a prepopulated form containing the information that your school submitted last year.
* Grant column headings in the **Schedule of Functional Expenses** have been updated to reflect current fund codes for each grant.

**[Naming Conventions](#_Naming_Conventions)**

**Please be sure to use the following naming conventions when you submit the following documents, as applicable.**

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| **Submission** | **File Format** | **Naming Convention** | **Instructions** |
| FY23 Charter School End of Year Financial Report | Microsoft Excel | **FY23CSEOYFR\_School Name\_####** | When naming the file, #### represents the school’s four digit LEA code.  If a scanner is not available, an electronic signature or an e-mail from the school leader stating certification of the CSEOYFR will be accepted. |
| Signed FY23CSEOYFR Certification Statement | PDF | **23CSEOYFRcert\_School Name\_####** |

**[Submission Instructions](#_Submission_Instructions)**

**All** documents must be submitted to the Department in electronic format (original Excel for FY23CSEOYFR and PDF for 23CSEOFYR certification) via the Charter School File Exchange Drop Box in the Department’s [Security Portal](https://gateway.edu.state.ma.us/).

**Do not mail hard copies**

The **Department will not collect any hard copies** of the CSEOYFR, including the Certification Statement. Please ensure the school staff **does not mail** **hard copies to the Department** as it creates an additional burden on all parties.

The Department may not grant deadline extensions for CSEOYFRs; all documents must be submitted by the due dates outlined in this memorandum. If you anticipate or experience problems with the timely, accurate completion of your FY23CSEOYFR file, please contact Joanna Laghetto at 781-873-9521 or [Joanna.C.Laghetto@mass.gov](mailto:Joanna.C.Laghetto@mass.gov) or James DiMaio at 781-338-3228 or [James.Dimaio2@mass.gov](mailto:James.Dimaio2@mass.gov).

Thank you for your cooperation and assistance in providing this important financial data.