



## Financial Data Collection for the ESSA Financial Transparency Report and School Level Finance Survey

### 2023-24 School Year Expenditures

#### Guidance for Charter Schools

In December 2015, the Every Student Succeeds Act (ESSA) was signed into law as the successor to the No Child Left Behind Act, as amended by the Elementary and Secondary Education Act. Among a multitude of changes to the education landscape resulting from this federal legislation was the creation of a new financial transparency reporting requirement, whereby all local education agencies (LEAs) would annually provide information about “[t]he per-pupil expenditures of Federal, State, and local funds, including actual personnel expenditures and actual nonpersonnel expenditures of Federal, State, and local funds, disaggregated by source of funds, for each local education agency and each school in the State for the preceding fiscal year.” (Public Law 114-95, 129 STAT. 1802)

Building-level financial transparency under ESSA helps those interested in education learn more about the equity and effectiveness of our federal, state, and local educational resources. It is critical that LEAs, including charter schools, maximize every dollar to provide the best opportunities and improve outcomes for our students. Fiscal transparency reports outline how much each school is spending per student and the source of the funds. These fiscal transparency reports inform conversations within communities about whether equitable resources are being provided at the school level. At the state level, [ESSA Financial Transparency data](#) will help inform future Board of Regents policymaking decisions.

To strengthen the data that has been collected via the ESSA requirements, the National Center for Education Statistics within the U.S. Department of Education, along with the Office for Civil Rights, have implemented a new requirement, the School Level Finance Survey (SLFS). The SLFS will allow for more detail and continuity in reporting data at the school level so that expenditures can be compared on a local, state, and national level.

Beginning in fall 2024, data collection of SY 2023-2024 expenditures for the ESSA Financial Transparency requirement (ESSA) will combine with data collection for the SSLFS. The data collected on the combined ESSA/SLFS report will be used to satisfy both federally-mandated financial reporting requirements.

#### What is the SLFS?

The School Level Finance Survey (SLFS) is an annual collection of school level expenditure data. The SLFS is a financial component of the Common Core of Data (CCD). CCD is the U.S. Department of Education's primary database on public elementary and secondary education in the United States. In addition to the SLFS, the CCD is comprised of the state-level National Public Education Financial Survey (NPEFS) and the district-level School District Finance Survey (F-33).

## Are charter schools required to complete the ESSA/SLFS?

In New York State, charter schools are LEAs for all federal funding programs under the Elementary and Secondary Education Act of 1965. ESSA/SLFS requires that all LEAs report actual expenditures to help charter leaders, parents, and community members better understand how charter schools are allocating funds and to help make future decisions on how federal, state, and local funds should be allocated.

Each charter school, regardless of the status of the charter's shared governance or affiliation with a network, will submit one individual form. Expenditures that are incurred over multiple charter schools, such as charter management organization functions, must be accounted for in a manner that closely matches the actual expenditures among each school.

For charter education corporations (CECs), the segregation of expenditures by fund source (i.e., federal and state/local) must be allocated according to the actual use among schools.

## What data is collected in the ESSA/SLFS?

Part I of the ESSA/SLFS collects school level expenditures and consists of four sections:

- Section A concerns salaries, benefits and other expenses for instruction and instructional support and is broken into eight categories. The expenses must be reported according to fund source - from local/State funds and from local/State/federal funds.
- Section B concerns salaries, benefits and other expenses for food services; enterprise operations, such as a school bookstore; and other. The expenses must be reported according to fund source - from local/State funds and from local/State/federal funds.
- Section C is not applicable to charter schools.
- Section D asks for total expenditures not including exclusions. (Exclusions are addressed below.)

The sections in Part I are discussed in detail below.

Part II of the ESSA/SLFS collects school level expenditures for specific activities as well as excluded expenditures and sources of revenue. Reporting on the specific activities may require double-reporting a portion or all of the expenditures reported in Section I. The sections in Part II are discussed in detail below.

A "mockup" of the IDEX form in which the data is collected is provided at the end of this document.

### Part I Detail:

- **Section A** of the ESSA/SLFS collects salaries, employee benefits, and all other expenditures for eight categories within elementary-secondary education instructional programs. "All other expenditures" reflect expenditures within the category that are not salaries or benefits. The eight functions within Section A of Part I are as follows:
  1. **Instruction.** Expenditures for activities in classroom, home, hospital, or co-curricular activities for teachers, instructional aides, and assistants engaged in regular instruction, special education, and vocational/technical education. Non-enterprise student activities should be included.
  2. **Support services, pupils.** Administrative, guidance, health, and logistical support that enhances instruction, including attendance, social work, student accounting, counseling, health, student appraisal, information, record maintenance, and placement services. Health includes medical, dental, nursing, psychological, and speech services.

3. **Support services, instructional staff.** Supervision of instruction service improvements; curriculum development; professional development; training of instructional staff; academic assessment; and media, library, and instruction related technology services.
  4. **Support services, general administration.** Expenditures for executive administrative services and activities.
  5. **Support services, school administration.** Principal/school leader and central school level services.
  6. **Support services, operation, and maintenance of plant.** Building services such as heating; electricity; air conditioning; property insurance; care and upkeep of grounds and equipment; nonstudent transportation vehicle operation and maintenance; and security services.
  7. **Support services, student transportation.** Vehicle operation, monitoring riders, servicing, and maintenance.
  8. **Business, central/other support services.** Management services, fiscal services, purchasing, warehousing, supply distribution, warehousing, and duplication. Plus, central support expenditures for planning, research and development, evaluation, information, and expenditures for other support services not included on the previous lines.
- **Section B** of the ESSA/SLFS collects salaries, employee benefits, and all other expenditures for three categories within elementary-secondary education noninstructional programs. “All other expenditures” reflect expenditures within the category that are not salaries or benefits. The three functions within Section B of Part I are as follows:
    9. **Food Services.** Gross expenditure for cafeteria operations, not including the value of donated commodities and purchase of food service equipment.
    10. **Enterprise Operations.** Business-like activities, such as a bookstore, where costs are largely recouped with user charges.
    11. **Other.** Other non-instructional activities not related to lines 9 or 10.
  - **Section C** is not applicable to charter schools.
  - **Section D** will be the total of items 1-11 (a validation error will appear if the total does not match). The amount reported in this section should be equal to the total of the year’s Statement of Functional Expenses, which is part of the annual audited financial statements, less any amounts reporting in Part II Total Exclusions.

### Part II Detail:

The ESSA/SLFS collects amounts for eight categories of “Exhibit and Special Items”. The expenses must be reported as “non-federal”, i.e., supported by local/State funding, as well as “all expenditures”, i.e., supported by federal/local/State funding. Charter schools should review their actual financial data to allocate expenditures in the appropriate category or categories.

1. **Teacher Salaries.** Total salaries and wages paid to certified and noncertified, permanent, temporary, and substitute teachers. Gross salary and wages; overtime; incentive and supplemental pay; bonuses; and summer school pay. Do not include employee benefits.

2. **Instructional aide salaries.** Gross salary and wages; overtime; incentive and supplemental pay; bonuses; and summer school pay for all instructional aides and assistants. Do not include employee benefits.
3. **Improvement of instruction.** Non-personnel expenditures for instruction, curriculum development, professional development, and training of instructional staff. Do not include salaries or employee benefits.
4. **Library and media services.** Non-personnel expenditures for libraries, audio-visual, and educational television. Library materials include expenditures for operating facilities and developing and acquiring materials. Do not include salaries or employee benefits.
5. **Books and periodicals.** Expenditures for books, textbooks, and periodicals used in classroom instruction or library services. Do not include expenditures for electronic books or periodicals. Books and periodicals that are classified as equipment should not be reported here.
6. **Technology-related supplies and purchased services.** Technology-related supplies and purchased services. Includes supplies used with hardware or software below the capitalization threshold, such as a laptop or tablet. Data processing; coding; other services; repair and service not provided by district personnel; and rentals or leases should be included. All costs associated with voice, data, and video communication including internet connectivity. Expenditures for technology-related equipment should not be reported here, but instead be reported in the “Technology-related hardware” or “Technology-related software” category as appropriate.
7. **Technology-related hardware.** Technology related hardware, including network equipment, servers, computers, printers, scanners, peripherals, and other electronic devices. Should not include machinery, vehicles, or furniture. Expenditures for technology-related supplies should not be reported here, but instead be reported in the “Technology-related supplies and purchased services” category.
8. **Technology software.** Software purchases, including commercial off-the-shelf software and licensing fees. Expenditures for software that meet the standards for classification as a supply should not be reported here, but instead be reported in the “Technology-related supplies and purchased services” category.

Part II also collects:

- Expenditures from all combined fund sources for special education services.
- Certain expenditures to be excluded from reporting in the previous sections – Debt Service, and Other (Depreciation and Amortization, Building/Occupancy)
- “Expenditures (Total Expenditures and Total Exclusions)”. This will be the total of the year’s statement of functional expenses, which is part of the annual audited financial statements (a validation error will appear if the total does not match Part I Section D + The total exclusions).
- Revenue, reported in seven categories. This will equal the total revenue and support line of the statement of activities in the year’s annual audited financial statements.

### What should charter use as data sources?

Charter schools should calculate ESSA/SLFS data using their audited financial statements (the statement of functional expenses and the statement of activities in particular), and, as needed, their unaudited actual financial data available within their local accounting systems.

## What data is not included in the ESSA/SLFS?

Charter schools should exclude depreciation/amortization, capital outlay expenditures, payments to school districts, any nonelementary-secondary instructional expenditures, and debt service payments.

## Employee Benefits

To report employee benefits expenditures in Sections A and B, calculate an employee benefits (or fringe benefits) rate by using the sum of fringe benefits/payroll taxes and retirement expenses listed in the audited functional statement of expenses divided by the total personnel services costs also listed in the audited functional statement of expenses. Multiply the resulting rate by the amount of salaries listed in each category in Sections A and B to arrive at the amount of employee benefits to be entered in each category.

## Completing the Report

To access the forms through the IDEX, go to the Application Business Portal at <https://portal.nysed.gov>. Log on using your business portal credentials.

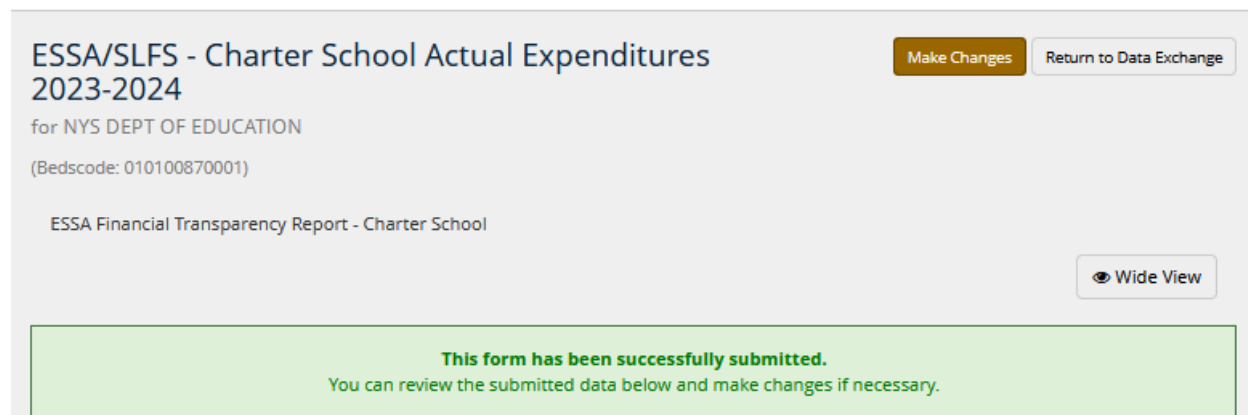
(All charter school CEOs have access to submit and certify data within IDEX and can delegate the same ability to other users within their jurisdiction. To delegate other users to the form, CEOs must log in to the SEDDAS application and entitle the user with the ESSA Financial Transparency (EFT) application. The EFT entitlement has three possible roles available for delegation: Submit/Certify, Save, and Read Only. If you have questions about SEDDAS access, please contact the SEDDAS help desk at [seddas@nysed.gov](mailto:seddas@nysed.gov).)

Once you have logged into the IRS Business Portal, select the IRS Data Exchange:



Your ESSA/SLFS Charter School Actual Expenditures Form should appear by default. If not, you may need access. Please contact the Charter School Office at [charterschools@nysed.gov](mailto:charterschools@nysed.gov) with ESSA/SLFS in the subject line.

After completing all applicable areas of the report, click on Save at the bottom of the report form. Should any validation issues be identified, resolve those issues and click on Save again, then on Submit. After submitting, you should see the following image at the top of the screen:



Click on "Return to Data Exchange". The status for this school should read as "Submitted".

ESSA Financial Transparency Report and School Level Finance  
 School Level Actual Expenditures 2023-24

Charter School Actual Expenditures 2023-24

<b>Part I - Current Operation Expenditures</b>		
<b>Section A - Elementary- Secondary Education Instructional Programs - Prekindergarten Through Grade 12</b>	<b>State/Local</b>	<b>State/Local/Federal</b>
<b>1. Instruction</b>		
1.1 Salaries		
1.2 Employee Benefits		
1.3 All Other		
<b>2. Support Services, Pupils</b>		
2.1 Salaries		
2.2 Employee Benefits		
2.3 All Other		
<b>3. Support Services, Instructional Staff</b>		
3.1 Salaries		
3.2 Employee Benefits		
3.3 All Other		
<b>4. Support Services, General Admin</b>		
4.1 Salaries		
4.2 Employee Benefits		
4.3 All Other		
<b>5. Support Services, School Admin</b>		
5.1 Salaries		
5.2 Employee Benefits		
5.3 All Other		
<b>6. Support Services, Operation and Maintenance of Plant</b>		
6.1 Salaries		
6.2 Employee Benefits		
6.3 All Other		
<b>7. Support Services, Student Transportation</b>		
7.1. Salaries		
7.2 Employee Benefits		
7.3 All Other		
<b>8. Business/Central/Other Support Services</b>		
8.1 Salaries		
8.2 Employee Benefits		
8.3 All Other		

<b>Section B - Elementary-Secondary Noninstructional Programs</b>		
<b>9. Food services</b>		
9.1 Salaries		
9.2 Employee Benefits		
9.3 All Other		
<b>10. Enterprise Operations</b>		
10.1 Salaries		
10.2 Employee Benefits		
10.3 All Other		
<b>11. Other</b>		
11.1 Salaries		
11.2 Employee Benefits		
11.3 All Other		
<b>Section C - Districtwide Current Expenditures</b>		
<b>12. Districtwide Current Expenditures</b>		
12.1 Salaries	N/A	N/A
12.2 Employee Benefits	N/A	N/A
12.3 All Other	N/A	N/A

<b>Section D - Total State/Local/Federal</b>	
13. Total Expenditures (Excluding Exclusions Below)	

<b>Part II - Exhibit and Special Items</b>	<b>State/Local</b>	<b>State/Local/Federal</b>
1. Teacher Salaries		
2. Instructional Aide Salaries		
3. Improvement of Instruction		
4. Library and Media Services		
5. Books and Periodicals		
6. Technology-Related Supplies and Purchased Services		
7. Technology-Related Hardware		
8. Technology Software		

<b>Program Detail Area</b>	
1. Special Education	

<b>Total Exclusions</b>	
1. Charter School Tuition	N/A
2. Depreciation/Amortization	
3. Debt Service	
4. Other	

<b>Expenditures (Total Expenditures and Total Exclusions)</b>	
Total Expenditures	

<b>Charter Revenue Detail</b>	
1. School Districts	
2. Private and Foundation Grants	
3. State and Local Grants	
4. Federal Grants	
5. Contributions	
6. Other Income	
7. Net Assets Released from Restriction	