# MEMORANDUM

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| **To:** | Charter School Leaders, Board Chairs, and Business Managers |
| **From:** | James DiMaio, Data and Finance Specialist |
| **Date:** | September 6, 2024 |
| **Subject:** | Instructions for the FY24 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 FY2024 Charter School End of Year Financial Report (FY24CSEOYFR) on or before **Friday,** **November 29, 2024**.

The FY24CSEOYFR 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/).

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**Updates to FY24 Submissions**

The FY24CSEOYFR includes several changes:

* Grant column headings in the **Schedule of Functional Expenses** have been updated to reflect current fund codes for each grant.
* On the **Schedule 7C,** a line has been added: *Special Education Transportation Costs.* Last year (FY23), we collected this information via a survey.
* The **Surplus** schedule has clarified capital plan language and instructions.

*Please note: Each school is required to submit its capital plan as described in its FY24 annual report or include language that the school does not have a current capital plan.*

**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** |
| FY24 Charter School End of Year Financial Report | Microsoft Excel | **FY24CSEOYFR\_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 FY24CSEOYFR Certification Statement | PDF | **24CSEOYFRcert\_School Name\_####** |

**Submission Instructions**

**All** documents must be submitted to the Department in electronic format (original Excel file for FY24CSEOYFR and PDF for 24CSEOFYR 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 that school staff **do 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 FY24CSEOYFR file, please contact James DiMaio at 781-338-3228 or [James.Dimaio2@mass.gov](mailto:James.Dimaio2@mass.gov) or Joanna Laghetto at 781-338-3221or [Joanna.C.Laghetto@mass.gov](mailto:Joanna.C.Laghetto@mass.gov).

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