



POLICY TITLE:	<u>ADMINISTRATIVE FEE</u> <u>Administrative Fee Policy</u>
ADOPTION/EFFECTIVE DATE:	<u>DC School Reform Act of 1995 (§ 38-1802.11 (b)(2))</u> <u>March 21, 2016</u>
MOST RECENTLY UPDATED:	<u>March 22, 2016</u> <u>November 20, 2021</u>

PURPOSE

The principal source of the DC Public Charter School Board's (DC PCSB) revenue is a 1.0% administrative oversight fee (Administrative Fee) charged to each public charter school. ~~The DC local education agency (LEA).~~ Pursuant to the School Reform Act of ~~1995~~ allows, DC Code § 38-1802.11(b)(2), DC PCSB ~~to may~~ may assess this feeAdministrative Fee based on each school'sLEA's annual budget. The annual budget and feeAdministrative Fee calculations are defined below in the ~~policy~~Administrative Fee Policy (Policy). The purpose of the feeAdministrative Fee is to cover the cost of ~~the~~ DC PCSB'sPCSB's ongoing administrative responsibilities related to the oversight of ~~each~~the public charter schoolLEAs. The purpose of this revision to the Policy is to exclude from the calculation of the Administrative Fee certain federal emergency relief funds granted to LEAs that are recognized as income in their Budgets.

POLICY

Each public charter schoolLEA shall pay one percent (1.0%%) of its annual budget (Budget) to DC PCSB as an Administrative Fee no later than November 15th of each schoolfiscal year, as described below.

~~PCSB defines budget as a school's revenues. PCSB calculates this fee as follows: (Total revenues less philanthropic and investment revenues)* 1.0%.~~

Effective and retroactive to fiscal year (FY) 2020, for the purpose of calculating the Administrative Fee, the Budget shall exclude revenues from only the following sources (Exclusions):

1. Philanthropy
2. Investments
3. Loan forgiveness from the Paycheck Protection Program¹
4. Elementary and Secondary School Emergency Relief (ESSER) funds, or equivalent allocations through Scholarships for Opportunity and Results from the Office of the State Superintendent of Education (OSSE) for LEAs not eligible for ESSER funding, as follows:
 - a. CARES-ESSER Fund enacted on December 27, 2019, under the CARES Act or equivalent allocations from OSSE

¹ Provided through COVID-19 federal emergency relief funds under the Coronavirus Aid, Relief, and Economic Security (CARES) Act of December 27, 2019.

- b. CRRSA-ESSER II Fund enacted on December 27, 2020, under the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSA) or equivalent allocations from OSSE
- c. ARP-ESSER III Fund enacted March 11, 2021, under the American Rescue Plan (ARP) Act or equivalent allocations from OSSE

Each fiscal year, DC PCSB issues two invoices of 0.5% to each public charter school to collect payment for this annual fee-LEA as follows:

1. The first invoice, issued by July 31st, immediately following the start of each fiscal year, in October and due and payable by law² to DC PCSB by November 15th, is based on forecasted school:
 - a. Forecasted local public revenues that are derived from projected enrollment, the Uniform Per Student Funding Formula (UPSFF) applied to the LEA's October pre-audited certified enrollment multiplied by one percent (1%), plus
 - b. All other LEA revenues, other than the Exclusions, from the LEA's latest Budget multiplied by one percent (1%)
2. The second invoice, issued by October 31st during the current fiscal year, is based on revised revenue derived from pre-audited certified enrollment. Schools are required by law to in the following summer and due and payable to DC PCSB within thirty (30) days of its issuance, is a true-up adjustment of the first invoice to reflect the final revenue amounts included in the LEA's IRS Form 990 multiplied by one percent (1%)
3. At the sole discretion of DC PCSB, a discount on the Administrative Fee (Discount) may be provided to the LEAs and reflected in the invoices
 - a. In advance of each fiscal year, the DC PCSB Finance Committee or the DC PCSB Board shall determine the Discount, if any, that shall be offered to each LEA for the next fiscal year
 - b. If DC PCSB decides to offer a Discount for the next fiscal year, it shall endeavor, but is not required, to notify the LEAs by December 31st prior to the start of the next fiscal year; otherwise, the LEAs should include in their next fiscal year Budgets no Discount
 - c. The Discount, if any, shall be eliminated for any LEA that does not pay both any of its DC PCSB invoices by no later than November 15th of each fiscal year (DC School Reform Act their due date
 - a.d. DC PCSB reserves the right to eliminate all or a portion of 1995 §the Discount at any time and for any reason and to assess the full Administrative Fee authorized under DC Code § 38-1802.11-(b)-(1)(2)-;

DC PCSB reconciles the revenues of a school's prior fiscal year using the school's IRS Form 990 and uses the adjusted revenue amount to modify the prior school year's

² DC Code § 38-1802.11(b)(2).



~~administrative oversight fee. Any adjustments to the prior year's fee are incorporated into the October invoice of the current school year.~~

Board Approval Acknowledged By:

~~Darren Woodruff~~

~~Rick Cruz~~

~~DC PCSB Board Chair~~
