

INTEROFFICE CORRESPONDENCE  
LOS ANGELES UNIFIED SCHOOL DISTRICT  
Budget Services and Financial Planning Division

**TO:** School Principals **DATE:** February 12, 2019  
**FROM:** Cheryl Simpson,  Director  
Budget Services and Financial Planning Division  
**SUBJECT: 2019-2020 BUDGET DEVELOPMENT FOR SCHOOLS**

Below are the tentative timelines and the necessary documents for the school budget development process:

- February 25, 2019 - Estimated Rate Sheets (shopping list) will be posted to School Fiscal Services Branch's website at <https://achieve.lausd.net/Page/794>.
- March 5, 2019 - The carryover memo will be published.
- March 13, 2019 - Allocation letters will be sent to school principals and Schools Front End (SFE) budget system will be available for use.
- April 10, 2019 - SFE budget system will close on this day at 5:00 pm.

It is imperative that pertinent school staff and local district staff involved in the budget development process be available during this period. Staff essential to the budget development process may include:

- Principals
- Categorical Program Advisers
- Local District Superintendents or designee
- Local District Administrators of Instruction
- Local District Administrators of Operations
- Local District Directors
- Local District Categorical Program Coordinators
- Fiscal Staff

**School Principals must have already met with and sought the necessary approvals from the applicable advisory committee(s) and School-site Council prior to the budget session appointment.**

To better facilitate the budget session meeting, the documents below, if applicable, should be ready, complete, and brought to the budget session appointment.

1. Signed School Budget Signature Forms for each program code
2. 2019-2020 School Plan for Student Achievement (SPSA) that describes the actions/tasks and costs (if requested by the Local District)
3. SPSA Budget Summary Page
4. Signed Employee Roster Letter
5. Manual Budget Adjustment Requests indicating positions funded with carryover funds or grants

6. **Teacher Assistant Reduction-In-Force HR Form 5009 for Teacher Assistant positions that will not be funded in 2019-2020**
7. **Alternate Staffing Pattern (ASP) request for schools that currently have ASP in place**
8. **Request for Personnel Action (RPA) form(s) for new, temporary, and modified positions**

**Coming prepared to your budget session meeting is essential to the success of this budget development and will avoid delays in processing your budgets for school year 2019-2020.**

**We appreciate your attention to this matter. If you have any questions regarding this correspondence, please contact the Fiscal Specialist assigned to your school.**

**c: Vivian Ekchian  
Dr. Scott Price  
Dr. Frances Gipson  
Hilda Maldonado  
Pedro Salcido  
Local District Superintendents  
Local District Administrators of Instruction  
Local District Administrators of Operations  
Fiscal Services Managers (at the Local Districts)  
Fiscal Specialists**