

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

TO: School Principals
 Local District Teams

DATE: January 17, 2020

FROM: Tony Atienza, Director
 Budget Services and Financial Planning Division

SUBJECT: 2020-21 SCHOOL BUDGET PLANNING

Budget development for 2020-21 will start earlier than previous years to give school principals more time to plan and meet with stakeholders to ensure that budgets are aligned with instructional priorities and student equity needs. Below are the pertinent dates for the 2020-21 budget development period.

Date (2020)	Process
February 3	Budget development materials (Rate Sheets/Shopping list, Staffing Ratios, etc.) can be accessed on the School Fiscal Services website: http://achieve.lausd.net/sfs
February 11	Allocation letters will be sent to schools
February 24 - March 20	Schools Front End (SFE) will be available for budget data entry
March 20	SFE closes at 5:00 pm

School allocations for 2020-21 will include fifty percent of the projected 2019-20 ending balances for the following school accounts:

Program 10359 (TSP-Settlement)	Program 10553 (TSP-Transitional SENI)
Program 10397 (Per Pupil Schools)	Program 13027 (General Fund School Program)
Program 10543 (TSP-Innovation-Focus School)	Program 13723 (Charter School Categorical Block Grant)
Program 10552 (TSP-SENI)	Program 13724 (Charter Schools-In-lieu of EIA)

When the actual 2019-20 ending balances are determined in September, the projected carryover allocated during budget development will be deducted from the actual carryover amount. If the resulting amount is negative, the 2020-21 allocations will be adjusted accordingly.

School principals must meet with the applicable advisory committee(s) and school-site council prior to meeting with the fiscal specialist. To better facilitate the budgeting process, please complete and bring the following documents to the meeting:

1. Signed School Budget Signature Forms for each program code
2. 2020-21 School Planning for Student Achievement (SPSA) that describes the actions/tasks and costs
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 2020-21
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

If you have any questions, please contact your fiscal specialist.