

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Office of the Superintendent

TO: Principals

DATE: March 1, 2016

FROM: Michelle King, Superintendent

SUBJECT: CHECKLIST FOR FISCAL YEAR 2016-2017 BUDGET SESSIONS

In preparation for the budget development session with your Local District (LD) Instructional Director, LD Administrator of Operations, LD Compliance Coordinator, and LD Fiscal Staff, please refer to the checklist below for assistance. Due to the short timeline, it is expected that final documents will be presented to appropriate staff during the budget session. The budget system, Schools Front End, will open Monday, March 14, 2016, and close on Monday, April 18, 2016, at 5:00 pm.

Major Change:

Itinerant Letters will no longer be required to be submitted to your Fiscal Specialist. The forms will now be required to be submitted directly to the department providing the itinerant support services. The itinerant letters will continue to be posted to School Fiscal Services website at:

<http://lausd.net/sfs>

Schools that purchase additional itinerant resources must include the additional cost in their budgets. The Estimated Rate Sheets will have the appropriate cost for itinerants. The total cost budgeted should reflect the corresponding total number of days or Full Time Equivalent (FTE) as shown in the Estimated Rate Sheets. As in previous years, you need to submit a budget adjustment if you are using carryover funds to purchase support services.

If applicable, please bring the following items:

- Signed School Budget Signature Forms for each program
- 2016-2017 Single Plan for Student Achievement (SPSA) that specifically describes the actions/tasks with the aligned expenditures and costs
- Signed Employee Roster Letter
- Manual budget adjustments indicating positions funded with Carryover funds including grants and restricted items.
- Submit Teacher Assistant Reduction in Force PC Form 5009 for Teacher Assistants whose positions will not be funded next fiscal year
- Prior approval from Personnel Commission is required before closing Senior Financial Manager or Financial Manager, and School Administrative Assistant positions
- Schools that currently have an Alternate Staffing Pattern (ASP) in place may submit an ASP request for the 2016-2017 fiscal year for approval
- Request for Personnel Action (RPA) for new, temporary, and modified positions
- Toshiba Copier contract funding should be in commitment item 580002

If you have any questions, please contact your Fiscal Specialist.

c: Megan Reilly

Frances Gipson

Administrator of Operations

John Walsh

Rowena Lagrosa

Cheryl Simpson

Alma Pena-Sánchez

Local District Superintendents

Thelma Meléndez De Santa Ana

Administrators of Instruction