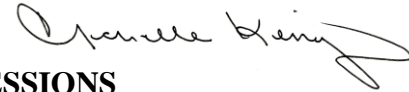


INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Office of the Superintendent

TO: K-12 Principals

DATE: March 12, 2015

FROM: Michelle King, Senior Deputy Superintendent



SUBJECT: CHECKLIST FOR 2015-2016 BUDGET SESSIONS

In preparation for your Budget Development session with your Instructional Director, Compliance Coordinator, and Fiscal Staff, the below checklist may assist you. Due to the short timeline it is expected that final documents will be presented to these individuals during your budget session. The Budget System, Schools Front End will open Tuesday, April 7, and close on Monday, May 4, 2015 close of business day.

If applicable, please bring the following items:

- Signed School Budget Signature Forms for each program
- Assurances and Justifications, Single Plan Pages and/or Updates to the Single Plan for Student Achievement if necessary
- Signed Employee Roster Letter
- Manual Budget Adjustments funding positions with Carryover funds including Grants and Restricted items.
- Submit Teacher Assistant Reduction in Force PC Form 5009 for Teacher Assistant employees whose position will not be funded next fiscal year.
- Prior approval from Personnel Commission is required before closing of the Senior or Financial Manager Position and School Administrative Assistant.
- Completed Itinerant Letters to fund Support Services (Nurse, Psychologist, PSA, PSW, Elementary Counselor, Art Teacher, and Librarian)
- Request for Personnel Action (RPA) for new, temporary, and modified positions
- Toshiba Copier contract funding should be in commitment item is 580002

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

c: Megan Reilly
Thelma Melendez
Michael Romero
Ruth Perez
Rowena Lagrosa
Earl Perkins
Janalyn Glymph
Vivian Ekchian
Justo Avila
Instructional Area Superintendent
Administrator of Operations
Tony Atienza
Cheryl Simpson