

INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Office of the Superintendent

**TO:** Schools and Offices **DATE:** February 23, 2016  
**FROM:** Michelle King, Superintendent  
**SUBJECT:** **ESTIMATED BUDGET DEVELOPMENT TIMELINE FOR FISCAL YEAR 2016-2017**

The purpose of this memorandum is to inform schools and offices of the tentative budget development timeline. At this time, the Schools Front End budget system is scheduled to open on Monday, March 14, 2016 and close Monday, April 18, 2016, at 5:00 pm. Allocation notification letters are tentatively scheduled to be released on Monday, March 14, 2016. Estimated Rates Sheets (Shopping Lists) are scheduled to be released on Wednesday, February 24, 2016, and will be posted to the School Fiscal Services website at: <http://achieve.lausd.net/sfs>.

Due to this limited timeline, it is imperative that all school personnel and local district staff involved in the budget development process be available during this period. Personnel essential to the budget development process include:

- Principals
- Categorical Program Advisers
- Instructional Leaders
- Administrator of Operations
- Local District Categorical Program Coordinators
- Local District Fiscal Staff
- Local District Superintendents, or their Designee

Principals must schedule the applicable advisory committee(s) and School Site Council meetings to ensure input prior to the budget session appointment.

If you have any questions regarding this correspondence, please contact your Local District Fiscal Specialist.

c: Megan Reilly  
John Walsh  
Alma Peña-Sanchez  
Thelma Melendez  
Frances Gipson  
Rowena Lagrosa  
Local District Superintendent  
Administrator of Instruction  
Administrator of Operations  
Cheryl Simpson