2020-21 SCHOOL FINANCE OPEN HOUSE

ACCOUNTS PAYABLE (IMPREST FUND)

1. *How do I setup an Imprest Fund for a new principal?*
   Please refer to Imprest Fund REF-1706.3.

2. *How do I setup (apply) for direct deposit for Imprest Fund reimbursement?*
   ACH Application Form and Instructions available under Forms and Publications in Accounts Payable website (https://achieve.lausd.net/Page/1962)
   - Instructions: ACH Form Instructions (Imprest REF-1706.4/Attachment E)
   - Form: Electronic Fund Transfer (EFT) Payment Enrollment Form

   Submit completed and signed form to Accounts-Payable@lausd.net with Email Subject Line, "**ACH Application for Imprest Fund**".

3. *Will Accounts Payable accept electronic receipts for Imprest Fund reimbursement?*
   Yes, A/P will accept electronic receipts for Imprest Fund Reimbursements. Since schools and offices are submitting Imprest Fund claims via SAP, the submitted files (such as receipts) are attached with the claims as PDF, JPEG, TIFF files.

4. *For Imprest Fund adjustments such as cleared checks, incorrect claim amount, etc.*
   The adjustments can be completed (or included) on the next Imprest Fund claim for reimbursement.

   Imprest Fund claims for reimbursement via SAP: For credit amount (deduction), change Debit to Credit using the dropdown on the D/C column (Debit/Credit). Enter the actual credit amount (do not enter "− " within the amount field).
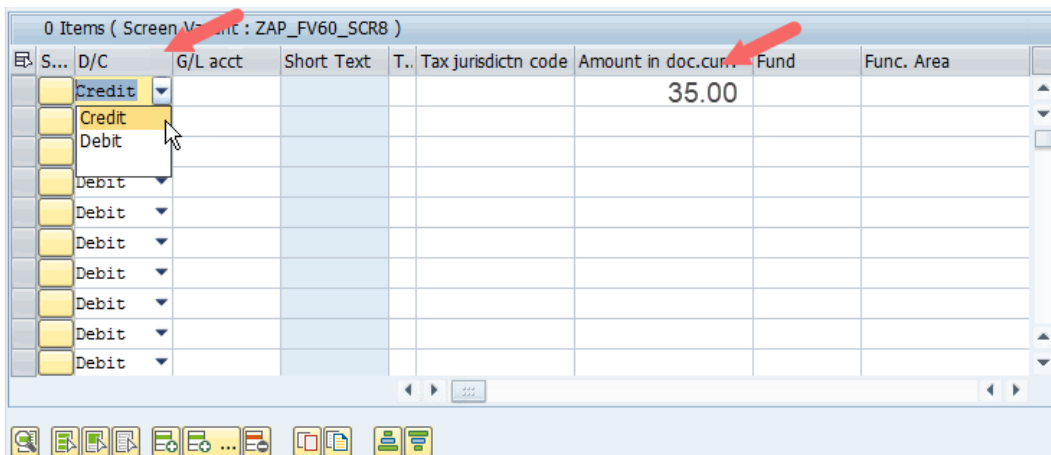
5. **What do you need to have for an online conference fee be reimbursed through Imprest Fund?**
   - Procurement Waived Form 10.12
   - Flyer with information on the online conference, e.g. date, time, name of workshop
   - Preferred payment method – pay via P-card

For Accounts Payable-related questions/inquiries, please email Accounts-Payable@lausd.net.

PAYROLL/TIME-REPORTING

1. **How do we sign-in and out on the new timecards? Why are there extra rows?**
   The sign-in/out cards were designed with all District employees in mind. Normal processes are being applied to a digital environment. Additional lines incorporated in the timecard are for use of those who need to sign-in and out for lunch and used as needed.

2. **Can I send the employees the timecards for the whole year?**
   It depends on the timecard the site uses. The posted payroll recommended sign-in and out have always been modifiable. The current recommended versions have all the months.

3. **Do all employees have to sign-in and out for lunch?**
   No. Normal processes are still expected to apply. In general, classified hourly employees who gets duty free lunch sign in and out for lunch.

4. **Who should enter actual time and who should enter initials on the timecards?**
   <u>Certificated</u>
   Article IX, Section 2 of the UTLA Collective Bargaining Unit Agreement states that: "All employees shall, upon each arrival to and departure from their assigned work location, enter their initials on a form provided by the District. Itinerant employees serving less than a full day at a work location and Early Education Center employees shall also enter the correct time as part of their sign-in and sign-out.

   The Association of Administrators of Los Angeles (AALA) and District represented employees historically sign-in and sign-out usually by initialing a timecard and should continue to do so

   <u>Classified</u>
   Historically, all classified employees, except those identified in Personnel Commission Rule 596 (overtime exempt), sign in by recording the actual time of arrival but not earlier than the assigned start time and sign out by recording the actual time of departure but not later than the scheduled stop time from their assigned work location(s) and should continue to do so. This procedure helps to manage the calculation of overtime.

   Classified employees whose principal duties and responsibilities are designated as executive/administrative in Personnel Commission Rule 596 (over-time exempt), indicate daily attendance by initialing a time sheet or a timecard.

Unclassified
All unclassified employees are required to sign-in and sign-out showing the actual time of arrival but not earlier than the assigned start time to and departure from their assigned work location(s)

5. ***Should I send the link to all the timecards to all employees or send each employee the link to their own timecard only?***
Employee should have access to their own timecard.

6. ***How do we file or keep the timecards?***
You may store your timecards in Google Drive, OneDrive, or SharePoint.

7. ***Can we use the timecards we created in Google Docs?***
Yes, as long as the timecards created follow the guideline and allows compliance with district policy on time documentation, reporting, and document retention***.***

8. ***Do I reflect both break(s) and lunch on the timecards if I combined my break(s) and lunch (50 minutes)?***
Timecards should reflect paid time only. Example: 8:00-11:30 and 12:00-4:30 = 8 hours.

9. ***How do we time-report cafeteria workers when there is no work for them?***
Refer to Payroll update issued 7/20 on MSND and FFCRA.

10. ***Should timecards for itinerants (e.g., nurses, PSA Counselors) be maintained at school sites?***
No, timecards for itinerants will be maintained in central offices.

11. ***Should schools keep a timecard for the APEIS?***
No, timecards for the APEIS will be maintained in central office.

12. ***What is DPA?***
DPA is Differential Payment Application, the system used for reporting the $5 per hour differential.

13. ***Who is entitled to the $5 differential?***
All hourly classified employees and Teacher Assistants who are authorized to physically report to a worksite are eligible for a $5.00/hour differential.

14. ***Can I use MSND for staff who is not working?***
Effective July 1, employees who are absent due to a COVID related reason must utilize benefits under the Family First Coronavirus Response Act (FFCRA) and/or use the appropriate benefit time to continue to be paid.

For those cases in which there is no meaningful work for employees who are able and willing to work, the code MSND may be used **upon determination by the division head**. It is expected that cases such as these are the exception as division heads will be expected to confer with other division heads to determine if there is work available to be performed.

15. **Why can't we time-report teacher assistants for more than 15 hours per month?**
The 15-hour per month Z-time limitation for teacher assistants is a rule that no longer applies. The time-reporting system has been updated to lift this restriction.

16. **Is there a summer school differential for teachers?**
Per UTLA contract, there is a summer school differential for teachers. Time must be reported as RGSD to generate the differential.

SCHOOL FISCAL SERVICES

1. **When do we receive the carryover in 13938, donation account?**
As of July, 60% of the *estimated* carryover amount is reflected in the account. The *actual* carryover will be reflected when the district's books close in September.

2. **Where do we send the donation check?**
   o Schools may email a copy of the check and the donation form to the fiscal specialist.
   o The fiscal specialist will email back the completed donation form to the school.
   o Checks and donation forms should be sent *by US mail* to the following address:

   LAUSD-Cash Receipts Unit
   333 S. Beaudry Ave., 26th Floor
   Los Angeles, CA 90017

3. **When do we receive the carryover in 14242, Filming/Non-filming account?**
The proposed budget for 2020-21 that was approved by the Board on June 30th included a provision that schools will be allocated 50% of the 2019-20 ending balances in certain program codes. Schools will keep 50% of the *actual* ending balance in Program 14242 after the district's books have closed sometime in September.

4. **Will there be additional allocations for Program 10552 (Student Equity Needs Index) and Program 7S046 (Title I)?**
There is no second allocation for Program 10552. For Program 7S046, historically, a second allocation is processed in October/November.

5. **Will Program 10397 (Per Pupil Schools) carry over?**
The proposed budget for 2020-21 that was approved by the Board on June 30th included a provision that schools will be allocated 50% of the 2019-20 ending balances in certain program codes. The carryover funds, including program code 10397, will be allocated after the district's books have closed sometime in September.

6. **Who do we contact to find out what programs will be affected as far as withholding the 50% carryover?**
You may contact the fiscal specialist assigned to your school site.

7. *What is IDM?*
   IDM means Instructional Device Manager.

8. *Can we use Program 11415 to time-report other employees who helped clean or distribute the devices?*
   Program 11415 is for the IDM only and it is for inventory purposes only.

9. *Is there a cap on the hours that can be time-reported in Program 11415?*
   There is no limit on the hours that can be reported in Program 11415 except schools in Local District Northwest has a limit of 40 hours.

10. *How do we time-report staff under Program 11415?*
    The IDM is assigned by the school administrator. Any school-designated employee can be assigned to work on the inventory.

    Program Code 11415 is **for inventory purposes only**, not for cleaning or distribution.

    Funding lines:

Fund	Functional Area	Classifications
010-3210	1110-1000-11415	Teachers, Instructional Aides, Special Ed Assistants, Teacher Assistants
010-3210	1110-2420-11415	Librarians
010-3210	1110-3110-11415	Counselors, AP Secondary Counseling Services
010-3210	1110-3140-11415	Nurses
010-3210	1110-2700-11415	Assistant Principals and Clerical Staff
010-3210	1110-2100-11415	Out-of-Classroom Teachers (e.g., CPA, Dean, TSP Advisor)
010-3210	1110-8100-11415	School Facilities Attendants, B&G Workers
010-3210	1110-2100-11415	Campus Aides, Community Representatives, School Supervision Aides

    If the IDM is off-track, time-report as Z-time.
    If the IDM is a classified employee and is on-track, time-report as OT *after* the 8-hour day or 40-hour week.
    If the IDM is a certificated overtime-exempt/salaried employee (administrator), time-report as extra-duty pay after approval by the Local District Superintendent.

11. *When does the Program 11415 funding end?*
    Time-reporting in Program 11415 is allowed for work done until the month of August.

12. *Is there funding for the cleaning or distribution of devices?*
    There is no funding for the cleaning or distribution of devices.

13. *Are the hyperlinked control sheets available?*
    The hyperlinked control sheets are available on the School Fiscal Services Branch website. To access it, click this link.

14. ***How can I get help on the hyperlinked control sheets?***
You may access the [job aid](#) on the hyperlinked control sheets from the School Fiscal Services Branch website or contact your fiscal specialist.

15. ***How long does it take to process a budget adjustment request (BAR)?***
A budget adjustment request could take up to a week to complete due to approvals that may need to be secured before it is processed in SAP. BARs for *new grants* may take a little longer since the new program code needs to be set up in SAP.

16. ***Do I split the hours when I time-report an employee who is multi-funded?***
No, if the employee is assigned to a position control number that is multi-funded. Report the employee for the hours worked. The cost will be distributed according to how the position is funded.

17. ***I have a teacher who did the 3-day remote training for Schoology. Teachers were informed they were to receive $500.00. The teacher stated her deposit to her account showed zero.***
Teachers who did not receive the $500 stipend should contact the Division of Instruction.

18. ***I notice a new funding line in my budget, Program 10869. What is this for and how does the school utilize these funds?***
Partner Matching Fund resources are intended to expand partnerships with community organizations that provide direct services to students and families. Targeted Student Population (TSP) resources are specifically set aside to provide services that support academic and social emotional needs for English learners, foster youth, and/or low-income students.

Eligible high and highest-need schools based on Student Equity Needs Index 2.0 that are interested in receiving Partner Matching Funds (PMF) should submit an application to their local district designees for review and approval. Only vendors and services approved by the Board can be selected to qualify for the PMF.

Matching Formula:
   o Schools with *500 or less students* will qualify for a 3:1 matching fund ratio based on 2020-21 E-Cast enrollment projection.
        o PMF contribution is capped at $62,500.
   o Schools with *over 500 students* will qualify for a 1:1 matching fund ratio based on 2020-21 E-Cast enrollment projection.
        o PMF contribution is capped at $45,000.

For more information, contact Nancy Ceballos at nancy.ceballos@lausd.net.

19. ***If we need to buy technology items and our carryover will not be released, can we transfer money from day-to-day subs?***
The 10 days of day-to-day sub-time is for schools to hire substitutes when teachers are not available. We don't advise you to move the day-to-day substitute dollars to other budget lines but you may do so.

STUDENT BODY

1. *Since the student store is closed, can a financial manager assist with equipment distribution?*
   A school administrator can assign additional duties to a financial manager. Financial managers will not receive additional pay for working in a different classification as they're doing the work during their regular hours.

2. *What type of schools use the elementary student body ledgers?*
   Elementary student body ledgers are used by elementary, continuation high schools, opportunity, and special education schools. The student body reports are to be completed by the office manager or school administrative assistant.

3. *I need more elementary student body receipt books. From whom and where can I order the receipt book?*
   The Student Body Finance Support discontinued providing receipt books to continuation, elementary, opportunity and special education schools. Schools can purchase prenumbered carbonless copy receipt books at any office supply store, e.g. Office Depot or Staples.

4. *When will the student body opening balance and elementary ledger for 2020-2021 be available?*
   Your coordinating financial manager will email the opening balance by end of August and the ledger will be posted to the Student Body Finance Support website.
   https://achieve.lausd.net/page/13973

5. *Does a student body check require 2 signatures?*
   Yes, two authorized signatures are required on all student body checks. For elementary schools, one of which must be a certificated school administrator (Pub 464, page 27).
   For secondary schools, the other should be the financial manager, unless the principal designates another school administrator (Pub 465, page 26).

6. *When are student body financial reports due?*
   REF-1967.14 2020-21 Calendar of Student Body Financial Reports for All Schools will be issued in September and will have the final due dates.

   Below are the tentative due dates for all the student body reports:

Quarter Ending	Due Date
09/30/2020	10/16/2020
12/31/2020	01/15/2021
03/31/2021	04/16/2021
06/30/2021	06/18/2021

7. *What documents can I give the new leadership advisor so he/she can be familiar with Student Body regulations?*

The leadership advisor should be familiar with the following bulletins and publication:
- Bul-6292.1 Guidelines for Sales and Services of Non-School Meal Program Food/Beverages on School Campus.
- Bul-1633.2 Policies Governing School Fund-raising Activities of PTA's, PTO's and Booster Clubs
- Bul-6264.0 School Athletics
- Bul-4591.0 Secondary Student Body Organizations-Permitted and Prohibited Expenditures
- Publication 465 https://achieve.lausd.net/page/13973
- Food Services website has the latest approved snack and beverages https://achieve.lausd.net/page/1072

8. *How do I write-off old student body inventory with old logo?*

Generally, only after exhausting all possible options to convert old inventory into cash by selling them at reduced price or at cost.

Journal entries in writing off inventory:

	Debit	Credit
Other Expense - Prior Year	xxxx	
Beginning Inventory -Store		xxxx

9. *Can student body funds pay for student ID?*

No, student body funds cannot pay for student IDs because provision of IDs is District's responsibility. Please use school's allocation in program 13027 to pay for student IDs.

10. *If authorization to spend for mural was approved by the Student Body Finance Support and the school did not have a chance to do it due to school closure, doe the school need to resubmit a new request for authorization?*

Yes, if a project was not fulfilled, school needs to submit a new request for authorization approved by student body council, principal, financial manager and the Student Body Finance Section.

11. *What type of fundraising can schools do during COVID-19?*
- Curbside and Grab N Go pickup activities with restaurants and businesses. (No pick-up at school sites)
- Allowable online fundraisers where items are mailed to participant homes.
- Online social events and fundraisers hosted on online platforms. Must follow District policy for flow of funds.

MEAL APPLICATIONS

1. ***How are meal applications handled this year?***
   Same as always. The online meal application is available now and paper applications were mailed to homes during the last week of July. Schools will be getting extra applications by August 20. Managers for pricing sites will be on site beginning August 17 to collect meal applications that were turned in to schools.

MISCELLANEOUS

1. ***How do we know who or which classifications are supposed to return to the school sites?***
   Please reach out to the Local District administration to know which classifications are supposed to return to school sites.

2. ***Is it true that Beaudry will be sold? I heard that Beaudry employees will be assigned to school sites.***
   Yes, it is true that Beaudry is being proposed to be sold. There is no final decision yet as to where the employees will physically report to.

3. ***Are Teacher Assistants and Special Education Aides required to work a certain amount of time with teachers during distance learning?***
   (will be updated)

COVID-19 QUESTIONS

1. ***When it comes to Covid absences, if an employee has Covid, is the administrator allowed to ask for a negative test before one can return to the site after following all public health department guidelines and being cleared?***
   Please consult the Risk Management IDM website for guidance - https://achieve.lausd.net/Page/586.

If you have questions regarding EPSL, EPFL, FMLA+, or FFCRA, please contract Risk Management for more details at absencemanagement@lausd.net.