

BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

HYPERLINKED CONTROL SHEETS JOB AID

The purpose of the Hyperlinked Control Sheets is to provide schools and offices a Budget Control Sheet that will provide an effective way to monitor program balances and track program expenses.

Table of Contents

- Summarizes balances in dollars and/or hours/days available

A	B	C	D	E	F	G	H	I
1	Fiscal Year:	2019-2020						
2	Cost Center:	1234501			Enter Data			
3	Cost Center Name:	ABC SCHOOL			Select from Dropdown List			
4	Balances as of:	August 13, 2019		*	When entering Program 7E046, type '7E046 to avoid format error			
5								
6	Commitment Item	Budget Item Description	* Program	Program Name	Budgeted Amount	Amount Available	Available Hours / Days	Control Sheet - Tab
7								
30	110002	Tchr Release Day to Day Sub	75046	CE-NCLB T1 Schools	\$ 1,435.00	\$ 1,435.00	4.00	Tchr/Tchr Librarian DTD Sub , Tchr Release DTD Sub
31	110002	Day to Day Subs	13027	General Fund School Program	\$ 35,865.00	\$ 35,865.00	100.00	Tchr/Tchr Librarian DTD Sub , Tchr Release DTD Sub2
41								
42				Day-to-Day Substitute Days Available @ \$358.650/day			104.00	Days
43								
105	220003	Custodial OT	10552	TSP-Student Equity Needs Index	\$ 500.00	\$ 500.00	7.53	Custodial OT
112								
113				Custodial OT Available at \$66.4/hour			7.53	Hours
114								
125	240003	Clerical OT	13027	General Fund School Program	\$ 1,000.00	\$ 1,000.00	18.02	Clerical OT
126	240003	Clerical OT	10552	TSP-Student Equity Needs Index	\$ 1,000.00	\$ 1,000.00	18.02	Clerical OT2
132								
133				Clerical OT Available at \$55.5/hour			36.04	Hours
134								
173	430001	Gen. Supplies Technology	75046	CE-NCLB T1 Schools	\$ 5,000.00	\$ 5,000		General Supplies
174	430001	Gen. Supplies	13027	General Fund School Program	\$ 3,000.00	\$ 3,000		General Supplies2
183								
184				General Supplies \$ Available		\$ 8,000		
185								
196	430003	Custodial Supplies	13027	General Fund School Program	\$ 1,500.00	\$ 1,500		Custodial Supplies
103								
104				Custodial Supplies \$ Available		\$ 1,500		
105								

Salaries Control Record - Supplemental Salaries

- Balances are calculated based on the District average rate
- Budget adjustments are deducted or added to the balance

BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

Los Angeles Unified School District <i>Salaries Control Record</i> Fiscal Year 2019-2020																						
SCHOOL:		ABC SCHOOL												Table of Contents								
PROGRAM TITLE:		TSP-Student Equity Needs Index										FUND:		010-0000								
POSITION TITLE:		Clerical OT @\$55.5/hr										FUNCTIONAL AREA:		1110-2700-10552								
												COMMITMENT CODE:		240003								
												Hours (or) Amount:		18					Days:			
														Budget Amount					\$ 1,000		55.50	
Employee Name	Employee No.	Rate/Hour	Adj. +/- (dollars)	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Expended in Hours	Balance in Hours	Balance in Dollars				
BEGINNING BALANCE IN AMOUNT OR HOURS																	18.0	\$ 1,000.00				
Jane Doe	1234567			2												(2.0)	16.0	\$ 889.00				
John Doe	890123			3												(3.0)	13.0	\$ 722.50				
Budget Adjustment			\$ 1,000.00													18.0	31.0	\$ 1,722.50				
Budget Adjustment			\$ (500.00)													(9.0)	22.0	\$ 1,222.50				

Non-salaries Control Records - Operational Expenses

- Expenditures are deducted from balance
- Budget adjustments are deducted or added to balance

Los Angeles Unified School District <i>Non-salaries Control Record</i> Fiscal Year 2019-2020							
							Table of Contents
SCHOOL:		ABC SCHOOL			FUND:		010-3010
PROGRAM TITLE:		CE-NCLB T1 Schools			FUNCTIONAL AREA:		1110-2700-7S046
COMMITMENT TITLE:		Gen. Supplies Technology			COMMITMENT ITEM:		430001
DATE	Requested By	Vendor Name	Requisition or Imprest Check Number	Activity Description	Expenditure in Dollars	Adjustment in Dollars	Balance in Dollars
BEGINNING BALANCE							\$ 5,000
07/21/19	John Doe	Grainger	4500000000	Power drill	\$ 275.00		\$ 4,725.00
07/26/19	John Doe	LAUSD Warehouse	4600000000		\$ 250.00		\$ 4,475.00
07/26/19	Jane Doe		Budget Adjustment			\$ 500.00	\$ 4,975.00

BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

Where to find the beginning balances

- School Discretionary Program Report – displays a summary by program grouping (Categorical or Regular programs) and includes budget item description, total cost, and full time equivalent (FTE) of positions for Schools Front End (SFE) programs.

BUDGET SERVICES and FINANCIAL PLANNING DIVISION

Categorical Programs I Budget Report	
Version / Year	CM0 / 2020
Fund Center	1234501 ABC ELEMENTARY
Division	3B LOCAL DISTRICT NORTHWEST

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08/13/2019 09:09:33

(I) = Indirect

Budget Item Description	Commitment Item	CE-NCLB T1 Schools (7S046)		CE-NCLB-T1 Targeted (7S046)		CE-NCLB T1 Sch-Parent (7E046)		CE-TI-College and Ca (7T124)		T3A-LEP-Local Distri (7T197)		T3A-Loc Dist Support (7T490)		ESSA-Comprehensive Su (7T691)	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Total		
		FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT						FTE	AMT	
10376 TUTOR TCHR X TIME	110004	0.00																		0.00	1,955
110151 COUNS SEC C1T 26/10	120021	0.50	58,818																	0.50	58,818
12103 ITIN COUNS PSA C	120021	0.00	12,756																	0.00	12,756
13114 ITIN PSYCH SOC WKR C	120021	0.00	25,511																	0.00	25,511
27785 COMMUNITY REP C	290001	0.32	9,458			0.06	1,671													0.38	11,129
27787 COMMUNITY REP X TIME	290004					0.00		9												0.00	9
40239 POTENTIAL FNDING VAR	430098	0.00	2,740			0.00	120													0.00	2,860
40269 SUPPLMTL INSTRL MAT	430010	0.00	152																	0.00	152
50174 CURRICULAR TRIPS	580012	0.00	410																	0.00	410
Total	FTE AMT	0.82	111,800	0.00	0	0.06	1,800	0.00	0	0.00	0	0.00	0	0.00	0	0	0	0	0	0.88	113,600

- School Budget Signature Forms – displays the school’s budget in a pre-defined format

School Budget Signature Form

Fund Center	1234501 ABC ELEMENTARY
Fund	010-3010 GF-TIA Low-Inc&Neg
LAUSD Program	7S046 CE-NCLB T1 Schools
Version / Year	CM0 / 2020
Grant / Funded	110001 / OPR00000
Division	3B LOCAL DISTRICT NORTHWEST

BUDGET MAINTENANCE WORKSHEET			
Total Allocation		111,800.00	
Direct Budgeted		111,800.00	
Indirect Limit		0.00	0.000 %
Budgeted		0.00	0.000 %
COFE/FM/GM Docs		/ /	
Comment			
Status		B	

Budget Item Description	Line Type	Functional Area Commit Item	Job / Description	Person. Subarea	Position	P Stat	Start / End Date	Hrs/Day Days/Wk	Fund % FTE	Total Cost	Change
110151 COUNS SEC C1T 26/10	1POSITN	1110-3110-7S046 120021	12200533 Couns, Secondary School	CSXX	30300055 Name: Jane Doe	A	07/01/2019 06/30/2020	6.000 5.000	50.00 1.00	58,818.00	
27785 COMMUNITY REP C	1POSITN	1110-2100-7S046 290001	29105338 Community Representative	CSXX	30000001 Name: John Doe	A	07/01/2019 06/30/2020	3.000 5.000	85.00 0.38	9,458.00	
10376 TUTOR TCHR X TIME	20THS-L	1110-1000-7S046 110004	Tchr Sal-Supple/Oth				07/01/2019 06/30/2020			1,955.00	
12103 ITIN COUNS PSA C	20THS-L	1110-3110-7S046 120021	Guidance/Wel Sal-Reg				07/01/2019 06/30/2020			12,756.00	
13114 ITIN PSYCH SOC WKR C	20THS-L	1110-3110-7S046 120021	Guidance/Wel Sal-Reg				07/01/2019 06/30/2020			25,511.00	
40239 POTENTIAL FNDING VAR	30TH-L	1110-1000-7S046 430098	Instr Mat Pot Fndg				07/01/2019 06/30/2020			2,740.00	
40269 SUPPLMTL INSTRL MAT	30TH-L	1110-1000-7S046 430010	Instr Mat-Gen Purp				07/01/2019 06/30/2020			152.00	
50174 CURRICULAR TRIPS	30TH-L	1110-1000-7S046 580012	Contract Bus Svcs				07/01/2019 06/30/2020			410.00	

BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

How to input the beginning balances

- User will be able to input data only on YELLOW cells
- Cells in BLUE have a dropdown selection and require the user to select a Budget Item Description
- Hyperlinked Control Sheet cells are protected to prevent users from deleting formulas

Commitment Item	Budget Item Description	* Program	Program Name	Budgeted Amount	Amount Available	Available Hours / Days	Control Sheet - Tab
110002	Tchr Release Day to Day Sub	75046	CE-NCLB T1 Schools	\$ 1,435.00	\$ 1,435.00	4.00	TchrTchr Librarian DTD Sub, Tchr Release DTD Sub
110002	Day to Day Subs	13027	General Fund School Program	\$ 35,865.00	\$ 35,865.00	100.00	TchrTchr Librarian DTD Sub, Tchr Release DTD Sub2
Day-to-Day Substitute Days Available @ \$358.650/day						104.00	Days
220003	Custodial OT	10552	TSP-Student Equity Needs Index	\$ 500.00	\$ 500.00	7.53	Custodial OT
Custodial OT Available at \$66.4/hour						7.53	Hours
240003	Clerical OT	13027	General Fund School Program	\$ 1,000.00	\$ 1,000.00	18.02	Clerical OT
240003	Clerical OT	10552	TSP-Student Equity Needs Index	\$ 1,000.00	\$ 1,222.50	22.03	Clerical OT2
Clerical OT Available at \$55.5/hour						40.05	Hours
430001	Gen. Supplies Technology	75046	CE-NCLB T1 Schools	\$ 5,000.00	\$ 4,975		General Supplies
430001	Gen. Supplies	13027	General Fund School Program	\$ 3,000.00	\$ 3,000		General Supplies2
General Supplies \$ Available				\$	7,975		
430003	Custodial Supplies	13027	General Fund School Program	\$ 1,500.00	\$ 1,500		Custodial Supplies
Custodial Supplies \$ Available				\$	1,500		

How to filter the report

- After the data has been entered, click on the REPORTS filter icon to display only active control sheets
- To add additional data once the report is filtered, click on the Reports filter and check the "Blanks" box

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General Supplies \$ Available				\$	7,975		
430003	Custodial Supplies	13027	General Fund School Program	\$ 1,500.00	\$ 1,500		Custodial Supplies
Custodial Supplies \$ Available				\$	1,500		

Sort A to Z

Sort Z to A

Sort by Color

Clear Filter From "(Column 1)"

Filter by Color

Text Filters

Search

(Select All)

Report

(Blanks)

OK Cancel

BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

How to use the hyperlink

- Click on the adjacent hyperlink to view/input control record transactions

Commitment Item	Budget Item Description	* Program	Program Name	Budgeted Amount	Amount Available	Available Hours / Days	Control Sheet - Tab
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General Supplies \$ Available				\$ 7,975			
430003	Custodial Supplies	13027	General Fund School Program	\$ 1,500.00	\$ 1,500		Custodial Supplies
Custodial Supplies \$ Available				\$ 1,500			

Control Sheet Details

- Data entered by the user in the Table of Contents will auto-fill information fields in the Control Record worksheets
- Supplemental salary amounts are converted into Balance in Hours and Balance in Dollars
- Non-salaries (Operational expenses) are displayed as Balance in Dollars
- Each control sheet has a hyperlink that will take you back to the Table of Contents

Types of transactions to be posted in the Hyperlinked Control Sheets

- P-Card transactions
- Imprest Checks and Deposits
- Approved Budget Adjustments
- Supplemental Salaries
 - Classified
 - Clerical/Custodial OT
 - Clerical/Custodial Relief
 - Teacher Assistant
 - Clerical Substitute
 - Clerical Z Time

BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

- Campus Aide X Time
- Community Representatives
- Supervision Aides
- Certificated
 - Teacher Replacement
 - Teacher Auxiliary
 - Teacher PD Regular
 - Teacher Release Day
 - Teacher X Time
 - Nurse X Time
 - Administrator Z Time
 - Day to Day Substitute
 - Differentials
 - Training Rate
- Shopping Cart transactions
- Other corrections and changes in funding allocations (positive/negative)