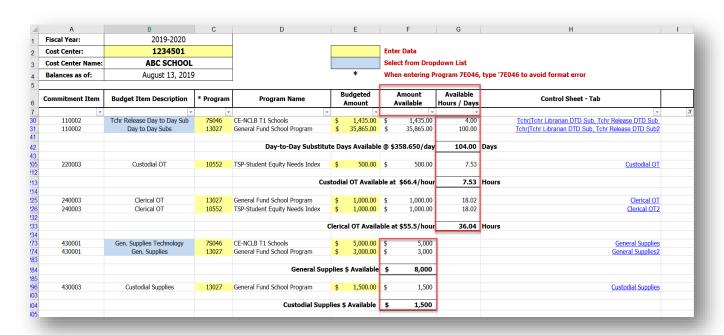
HYPERLINKED CONTROL SHEETS JOB AID

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

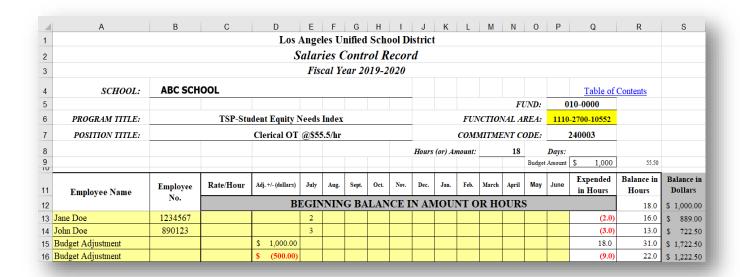
Summarizes balances in dollars and/or hours/days available



Salaries Control Record - Supplemental Salaries

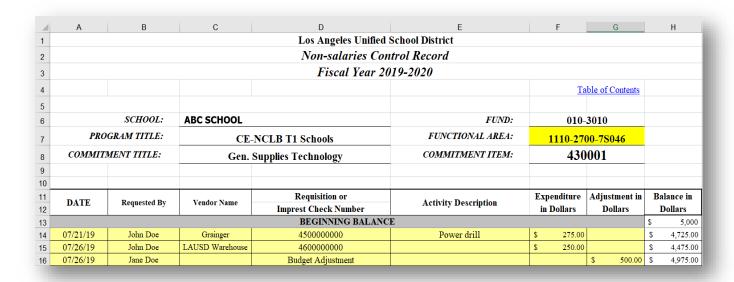
- Balances are calculated based on the District average rate
- o Budget adjustments are deducted or added to the balance

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Non-salaries Control Records - Operational Expenses

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



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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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(I) = Indirect

Budget Item	Commitment	CE-NCLB T1 Schools		CE-NCLB T1 Sch-Paren	CE-TI-College and Ca	T3A-LEP-Local Distri	T3A-Loc Dist Support	ESSA- Comrehensive	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Total	ıl
Description	item	(7 S046) FTE AMT	(70\$46) FTE AMT	(7E046) FTE AMT	(7 T124) FTE AMT	(7T197) FTE AMT	(7T490) FTE AMT	Su (7T691) FTE AMT					FTE	AMT
10376 TUTOR TCHR X TIME	110004	0.00 1,955											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	<u> </u>			<u> </u>	·						0.00	410
Total	FTE AMT	0.82 111,800	0.00	0.06 1,800	0.00	0.00	0.00	0.00					0.88	113,600

o 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						

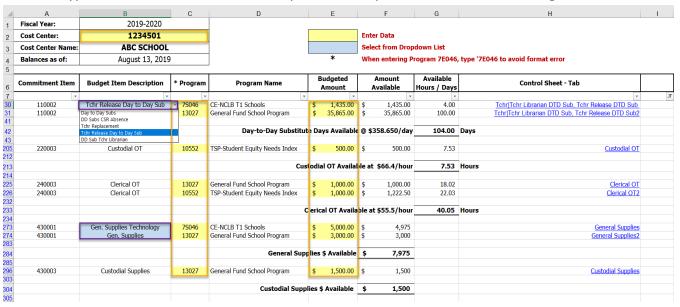
BUDGET MAINTENANCE WORKSHEET								
Total Allo	cation	111,800.00						
Direct	Budgeted	111,800.00						
Indirect	Limit	0.00	0.000 %					
	Budgeted	0.00	0.000 %					
COFE/FM/GM Docs		11						
Comment								
Status		В						

Budget Item Description	Line Type	Functional Area Commit Item	Job / Description	Person. Subarea	Position	P Stat	Start / End Date	Hrs/Day Days/Wk	l	Total Cost	Change
110151 COUNS SEC C1T 26/10	1POSITN -	1110-3110-7S046 120021	12200533 Couns, Secondary School	CSXX	30300055 Name: Jane Doe	А	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	А	07/01/2019 06/30/2020	3.000 5.000	85.00 0.38	9,458.00	
10376 TUTOR TCHR X TIME	2OTHS-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	2OTHS-L	1110-3110-7S046 120021	Guidance/Wel Sal-Reg				07/01/2019 06/30/2020			25,511.00	
40239 POTENTIAL FNDING VAR	3OTH-L	1110-1000-7S046 430098	Instr Mat Pot Fndg				07/01/2019 06/30/2020			2,740.00	
40269 SUPPLMTL INSTRL MAT	3OTH-L	1110-1000-7S046 430010	Instr Mat-Gen Purp				07/01/2019 06/30/2020			152.00	
50174 CURRICULAR TRIPS	3OTH-L	1110-1000-7S046 580012	Contract Bus Svcs				07/01/2019 06/30/2020			410.00	

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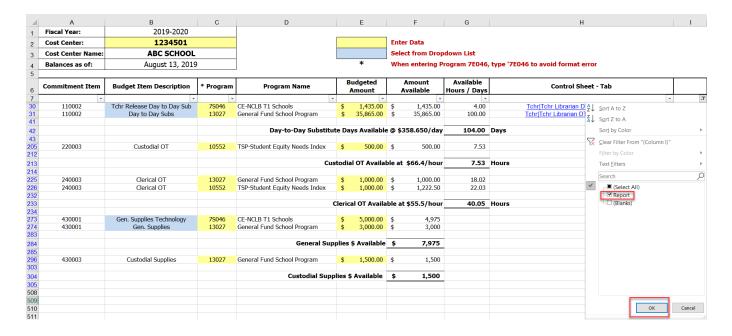
How to input the beginning balances

- o 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



How to filter the report

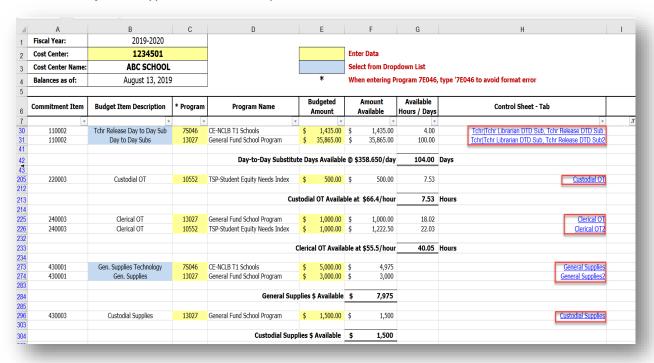
- o After the data has been entered, click on the REPORTS filter icon to display only active control sheets
- o To add additional data once the report is filtered, click on the Reports filter and check the "Blanks" box



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How to use the hyperlink

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



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

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- 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
- o Shopping Cart transactions
- Other corrections and changes in funding allocations (positive/negative)

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