



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** Preliminary Student Body Budgets for Fiscal Year  
2020-2021

**NUMBER:** REF-1656.15

**ISSUER:** Joy Mayor, Interim Controller  
Accounting and Disbursements Division

**DATE:** May 11, 2020

Due Date: June 19, 2020

### ROUTING

Secondary Schools  
LD Administrator  
of Operations  
Principals  
Financial Managers

**PURPOSE:** Each Spring, the student councils at secondary schools prepare a preliminary student body budget for the following school year. This preliminary budget will be ratified or amended by the new student council in the Fall. The purpose of this Reference Guide is to provide schools with updated forms for the 2020-2021 preliminary student body budgets and to provide related information on their completion.

**MAJOR CHANGES:** This revision replaces REF-1656.14 of the same title, issued on April 19, 2019.

**INSTRUCTIONS:** The attached student body budget forms for 2020-2021 should be completed and returned to your Coordinating Financial Manager at your Local District Office on or before June 19, 2020.

In preparing the preliminary budgets, the financial pattern of the past few years, anticipated revenues, growth, and specific planned activities should be considered. The budgets should be realistic and should attempt to reflect the conditions under which student body activities will be undertaken in the coming year.

Administrators are reminded of the following:

1. Publication 465, “Student Body Policies and Accounting Procedures – Secondary Schools”, requires that the budgets should be approved by, among others, the student body finance committee and/or the student body council.
2. The items that can be purchased with student body funds are discussed in Publication 465 and in BUL-4591.0, Secondary Student Body Organizations – Permitted & Prohibited Expenditures. Three signatures are required for all student body expenditures.
3. The budget for athletics should include the total revenue, total expense, and income or loss for each sport to allow flexibility within each department.



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Please be aware that School Police at athletic events are no longer paid for by the ASB. Budgeted expenditures should be decreased to reflect this change.

4. Cheer at the high school level is a California Interscholastic Federation (CIF) sport.
5. Drill Team expenses are to be considered as part of “Expenses-Student Activities” section and should NOT be included in athletics.

In the Fall, final 2020-2021 budget forms will be sent to schools to allow the newly elected finance committee and/or student body council to ratify or amend the preliminary budget.

**RELATED  
RESOURCES:**

Publication 465 – Student Body Policies and Accounting Procedures- Secondary Schools

BUL-4591.0, Secondary Student Body Organizations – Permitted & Prohibited Expenditures

**ASSISTANCE:**

If there are any questions on these budgets or attachments, please contact your Coordinating Financial Manager.