



LAUSD SCHOOL FISCAL SERVICES BRANCH BUDGET UPDATES FOR SCHOOL STAFF

MARCH 2025

PROCUREMENT YEAR-END TIMELINES

MEM-6016.12, 2024-2025 Procurement Year-End Closing

Timelines, dated March 10, 2025 is now available. It provides year-end deadlines for schools and offices for procurement transactions. Transactions must be fully approved by the dates indicated.

Here are some of the key cutoff dates:

School submission of Title I Categorical Budget Adjustments for Review and Approval—5/30/2025

Schools—Submission of all non-Title I Budget Adjustments for Review and Approval—6/6/2025

All Online Goods Receipts (Receivers) - 6/30/2025

NON-CARRYOVER PROGRAMS ENDING JUNE 30, 2025

The funds allocated in the programs listed below will not carryover into the 2025-26 fiscal year. Schools should identify any available funds, vacancies that can be suspended, and negatives in these programs and work with their fiscal specialist accordingly.

ELOP Programs	13550 – ELOP-ELA Enrichment Schools 13552 – ELOP-Math Enrichment Schools 13553 – ELOP-ELA Family Literacy 13354 – ELA Enrichment Intervention
Cultural Arts Passport Program	Program 17703 – ELOP-Cultural Arts Passport
Title I programs	7S046 – CE-NCLB T1 Schools 7T691 – ESSA-Comrehensive Sup & Improv 7E046 – CE-NCLB T1 Sch-Parent Invlmnt
BSAP programs	13361 – BSAP Community Partnerships 14873- BSAP-Sch Clim Wellness Pers Support 14874 – BSAP-Cul Res Unt Dvt, Ind St Ned Asmt 14876 – BSAP School Discretionary
Other Allocated Resources	11141 – Off-Norm School 13986 – Sch. Determined Needs-Gen.Prog. Other School Specific Grants

YEAR END BEST PRACTICES

- Run the Position with Incumbent Report (PWI) in Schools Front End (SFE) for the 2026 FY and submit any Requests for Personnel Action (RPAs) required
- Note the carryover types for the discretionary programs in your budget and maximize usage of non-carryover funds
- Capture and repurpose salary savings for current year vacancies, particularly those in non-carryover programs
- Review Budget Availability Report periodically for programs with negative ending balances and work with your fiscal specialist to resolve
- Run the P-Card Reconciliation and Purchase Order History Reports regularly to identify unreconciled transactions and outstanding purchase orders
- Abide by Procurement year-end deadlines

QUICK LINKS

[School Fiscal Services](#)

[SFS Training Site](#)

[SFS Job Aids](#)

[Procurement Services Division](#)

CONTACT US

For questions on school budgets, please contact your Fiscal Specialist. List available on <https://www.lausd.org/Page/18257>.

Other School Fiscal representatives may also be contacted. Details are available on <https://www.lausd.org/Page/18257>.

For more information about carryover, please see [MEM-2464.21 Carryover Practices for School Account Balances as of June 30, 2025](#).



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GRADUATION CAPS, TASSELS, AND GOWNS

School sites are generally responsible for the following:

- Determine the number of caps, tassels, and gowns for purchase as keepsakes versus District-issued rentals.
- Create a purchase requisition (PR) via Ariba with the appropriate attachments.
- Enter and approve the purchase requisition by Friday, March 28, 2025, to avoid expedited handling fees.

Funding Information

Enter the Cap and Gown funding line as follows:

Fund: 010-0000

Functional Area: 0000-2700-10499

G/L Account: 430001

Cost Center: Use your school's cost center

Please see [REF 6484.11, 2025 Graduation Caps, Tassels, and Gowns, dated February 24, 2025](#).

PROPOSITION 28 (PROGRAM 11421)

The guidelines for Proposition 28, The Arts and Music in Schools Funding Guarantee and Accountability Act, require that at least 80% of the funding allocated must be directed toward employing certificated arts teachers or classified staff.

Schools that are not in compliance with the 80% requirement will be contacted by their fiscal specialist to make adjustments to their budgets. Please see the [Proposition 28 IOC](#) dated August 16, 2024, for more information.

ATTENDANCE INCENTIVES

As part of the "When Students Attend, We All Win" Attendance Incentive Program, **schools can earn funding based on student attendance**. The funds are distributed twice yearly in Program 15891, the Student Attendance Incentive Program. **The first distribution for FY2025 was allocated to all schools (except for Options schools) on February 21, 2025.** School principals were also emailed a notification that included the calculation details. For additional information, including funding distribution criteria, please refer to the [Attendance Incentive Program Update dated August 20, 2024](#).

UPCOMING TRAININGS

[Dealing with Vacancies](#)

[SFS Open Houses](#)

[Year-End Best Practices](#)

[Budget Availability Report Training](#)

[Year-End Imprest Training](#)

[Purchase Order History Report](#)

BULLETINS AND MEMOS

[MEM-6016.12, 2024-2025](#)

[Procurement Year-End Closing](#)

[Timelines](#)

[MEM-2464.21 Carryover Practices for School Account Balances as of June 30, 2025](#)

[REF 6484.11, 2025 Graduation Caps, Tassels, and Gowns](#)

[Proposition 28 IOC](#)

[Attendance Incentive Program Update](#)

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