

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

Visit us at <https://BudgetTraining.lausd.net> for fiscal training information!

## HYPERLINKED CONTROL SHEETS JOB AID

The Hyperlinked Control Sheets offer an effective method for schools to monitor program balances and track program expenses.

### **Table of Contents**

– summarizes balances in dollars and, when appropriate, available hours or days

Commitment Item	Budget Item Description	* Program	Program Name	Budgeted Amount	Amount Available	Available Hours / Days	Control Sheet - Tab	Reports
110002	Tchr Release Day to Day Sub	75046	CE-NCLB T1 Schools	\$ 1,435.00	\$ 1,435.00	3.21	<a href="#">Tchr Tchr Librarian DTD Sub, Tchr Release DTD Sub</a>	
110002	Day to Day Subs	13027	General Fund School Program	\$ 35,865.00	\$ 35,865.00	80.31	<a href="#">Tchr Tchr Librarian DTD Sub, Tchr Release DTD Sub2</a>	
6 Day-to-Day Substitute Days Available @ \$446.560/day						83.53	Days	

Table of Contents – Day-to-Day Substitutes

1) **Entering Data** Data cannot be entered in any of the uncolored or "no fill" cells. The information in these cells is either fixed or determined by input from other cells. Data may only be entered directly into the yellow cells (Cost Center, Program, Budgeted Amount). Additionally, selecting from the dropdown list is necessary to enter data into the blue cells in the Budget Item Description column.

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

Visit us at <https://BudgetTraining.lausd.net> for fiscal training information!

- 2) **Amount Available** Enter the Budgeted Amount, and the Amount Available will be displayed. It is the available balance in dollars from the Control Sheet – Tab related to each budget line.
- 3) **Available Hours/Days** The Amount Available (in supplemental salaries only) is divided by the average rate to calculate the Available Hours/Days.
- 4) **Reports** The Table of Contents can be filtered to show only the lines that contain entries.
- 5) **Control Sheet – Tab** To view and update the Control Sheet tab linked to a budget line, click the hyperlink in the same row.
- 6) **Commitment Item Totals** Totals are shown for certain items, including Day-to-Day Substitutes.

A	B	C	D	E	F	G	H	I
Fiscal Year:	2024-2025							
Cost Center:	1234501				Enter Data			
Cost Center Name:	ABC ES				Select from Dropdown List			
Balances as of:	February 5, 2025			*	When entering Program 7E046, type '7E046 to avoid format error			

Commitment Item	Budget Item Description	* Program	Program Name	Budgeted Amount	Amount Available	Available Hours / Days	Control Sheet - Tab	Reports
430001	Gen. Supplies Technology	75046	CE-NCLB T1 Schools	\$ 5,000.00	\$ 5,000			<a href="#">General Supplies</a>
430001	Gen. Supplies	13027	General Fund School Program	\$ 3,000.00	\$ 3,000			<a href="#">General Supplies2</a>
			<b>General Supplies \$ Available</b>		<b>\$ 8,000</b>			
430003	Custodial Supplies	13027	General Fund School Program	\$ 1,500.00	\$ 1,500			<a href="#">Custodial Supplies</a>
			<b>Custodial Supplies \$ Available</b>		<b>\$ 1,500</b>			

Table of Contents – General Supplies and Custodial Supplies

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

Visit us at <https://BudgetTraining.lausd.net> for fiscal training information!

## Control Sheet – Tabs

### Salaries Control Record – Supplemental Salaries

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

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
<b>BEGINNING BALANCE IN AMOUNT OR HOURS</b>																		
Jane Doe	1234567			2												(2.0)	11.0	\$ 845.56
John Doe	890123			3												(3.0)	8.0	\$ 613.90
Budget Adjustment			\$ 1,000.00													13.0	20.9	\$ 1,613.90
Budget Adjustment			\$ (500.00)													(6.5)	14.4	\$ 1,113.90

- Salaries Control Record** The Control Sheet Tabs for supplemental salaries are labeled Salaries Control Records. Salaries Control Record tabs include the following columns: employee name, employee no., rate/hour, adj. +/- (dollars), months, expended in hours, balance in hours, and

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

Visit us at <https://BudgetTraining.lausd.net> for fiscal training information!

- balance in dollars. Examples of supplemental salaries include PD Teacher Regular, Teacher Release Days, Day-to-Day substitutes, x-time, z-time, staff training rate, overtime, and relief time.
- 2) **Table of Contents Hyperlink** This hyperlink can be used to return to the Table of Contents.
  - 3) **Functional Area** Enter the functional area.
  - 4) **Average Hourly Rate** The District's average hourly rate for the item being tracked, e.g., clerical OT.
  - 5) **Rate/Hour** If the rate/hour for the employee whose hours are being reported differs from the Average Hourly Rate, schools can choose to enter the actual hourly rate for that employee in this column. Enter the hourly rate before any fringe benefits are added.
  - 6) **Adj. +/- (dollars)** If a budget adjustment is submitted to add or reduce this budget, enter the amount of the adjustment here. Enter a negative amount if funds are transferred from this budget.
  - 7) **Months** Enter the number of hours worked in the appropriate month.
  - 8) **Expended in Hours** Total hours entered from July through June.
  - 9) **Balance in Hours** The number of hours remaining after deducting the hours from July through June. This amount will also be reflected in the Table of Contents.
  - 10) **Balances in Dollars** The balance remaining in this budget after adjustments or hours have been considered. This amount will also be reflected in the Table of Contents.

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

Visit us at <https://BudgetTraining.lausd.net> for fiscal training information!

## Non-Salaries Control Record – Operating Expenses

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

DATE	Requested By	Vendor Name	Requisition or Imprest Check Number	Activity Description	Expenditure in Dollars	Adjustment in Dollars	Balance in Dollars
<b>BEGINNING BALANCE</b>							
07/21/24	John Doe	Grainger	8000003075	Power drill	\$ 275.00		\$ 4,725.00
07/26/24	John Doe	LAUSD Warehouse	5500258329	Various	\$ 250.00		\$ 4,475.00
07/26/24	John Doe		Budget Adjustment			\$ 500.00	\$ 4,975.00

1) **Non-salaries Control Record** The control sheet tabs for operating expenses are labeled Non-salaries Control Records. Non-salaries Control Record tabs include the following columns: date

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

Visit us at <https://BudgetTraining.lausd.net> for fiscal training information!

requested by, vendor name, requisition or Imprest Check Number, activity description, expenditure in dollars, adjustment in dollars, and balance in dollars. Examples of non-salaries are other books, general supplies, advisory committee expenses, custodial supplies, reprographics, instructional materials, non-cap equipment

- 2) **Expenditures in Dollars** Enter the amount of the expenditure (purchase order, imprest check, etc.) in this column.
- 3) **Adjustment in Dollars** Use this column to enter the budget adjustment amounts. Enter a negative amount if dollars are transferred into another budget line.
- 4) **Balance in Dollars** The amount remaining after the expenditure or budget transfer is considered. This amount will also be reflected in the Table of Contents.

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

Visit us at <https://BudgetTraining.lausd.net> for fiscal training information!

## Finding your beginning balances

– School Discretionary Programs 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 / 2025
Fund Center	1234501 ABC ES
Division	RN REGION NORTH

Page 1 of 2  
02/06/2025 14:30:53

(I) = Indirect

Budget Item Description	Commitment Item	CE-NCLB T1 Schools (7S046)		CE-NCLB-T1-Targeted (70S46)		CE-NCLB T1 Sch-Paren (7E046)		CE-TI-College and Ca (7T124)		T3A-LEP-Local Distri (7T197)		T3A-Loc Dist Support (7T490)		ESSA-Comprehensive Su (7T691)		ESSA-CSI-Carryover C (7T151)		Not Applicable		Not Applicable		Not Applicable		Total	
		FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT
10376 TUTOR TCHR X-TIME	110004	0.00	14,480																				0.00	14,480	
14690 COUNS X (NON-TUTOR)	120024	0.00	1,317																				0.00	1,317	
21468 CLERICAL X-TIME	240004					0.00	208																0.00	208	
40183 MAIN/OPER SUPPLIES	430003	0.00	651																				0.00	651	
<b>Total</b>	<b>FTE AMT</b>	0.00	16,448	0.00	0	0.00	208	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0					0.00	16,656		

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

Visit us at <https://BudgetTraining.lausd.net> for fiscal training information!

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

## School Budget Signature Form

Fund Center	1234501	ABC ES
Fund	010-3010	GF-TIA Low-Inc&Neg
LAUSD Program	7S046	CE-NCLB T1 Schools
Version / Year	CM0 / 2025	
Grant / Funded	110001 / OPR00000	
Division	RN	REGION NORTH

BUDGET MAINTENANCE WORKSHEET			
Total Allocation		16,448.00	
Direct	Budgeted	16,448.00	
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
10376 TUTOR TCHR X TIME	20THS-L	1110-1000-7S046 110004	Tchr Sal-Supple/Oth				07/01/2024 06/30/2025			14,480.00	
14690 COUNS X (NON-TUTOR)	20THS-L	1110-3110-7S046 120024	Guidance/Wel Sal-Sup				07/01/2024 06/30/2025			1,317.00	
40183 MAIN/OPER SUPPLIES	30TH-L	1110-2700-7S046 430003	M&O - Supplies				07/01/2024 06/30/2025			651.00	
40239 POTENTIAL FNDING VAR	30TH-L	1110-1000-7S046 430098	Instr Mat Pot Fndg				07/01/2024 06/30/2025			0.00	
40261 PENDING DISTRIBUTION	30TH-L	1110-1000-7S046 430009	Instl Mat&Supls-Bud				07/01/2024 06/30/2025			0.00	

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

Visit us at <https://BudgetTraining.lausd.net> for fiscal training information!

## Inputting your Beginning Balances

### Entering Data

- Data cannot be entered in any of the uncolored or "no fill" cells. The information in these cells is either fixed or determined by input from other cells.
- Data may only be entered directly into the yellow cells (Cost Center, Program, Budgeted Amount).
- Additionally, selecting from the dropdown list is necessary to enter data into the blue cells in the Budget Item Description column.

	A	B	C	D	E	F	G	H	I
1	Fiscal Year:	2024-2025							
2	Cost Center:	1234501							
3	Cost Center Name:	ABC ES							
4	Balances as of:	February 6, 2025			*				
5									
6	<b>Commitment Item</b>	<b>Budget Item Description</b>	<b>* Program</b>	<b>Program Name</b>	<b>Budgeted Amount</b>	<b>Amount Available</b>	<b>Available Hours / Days</b>	<b>Control Sheet - Tab</b>	<b>Reports</b>
7									
44	110004	Tutor Tchr XZ time	75046	CE-NCLB T1 Schools	\$ 14,480.00	\$ 14,480.00	143.99	<a href="#">Teacher X-Z Time</a>	
58									
59				<b>Total X-Z, Auxiliary Available @ \$100.56/hour</b>			<b>143.99</b>	<b>Hours</b>	
98	120024	Couns Elem X/Z Time	75046	CE-NCLB T1 Schools	\$ 1,317.00	\$ 1,317.00	16.01	<a href="#">Counseling or Psych X-Z time</a>	
109									
110				<b>Total Counseling or Psych. X/Z Time Available</b>			<b>16.01</b>	<b>Hours</b>	
111									
306	430003	Custodial Supplies	75046	CE-NCLB T1 Schools	\$ 651.00	\$ 651		<a href="#">Custodial Supplies</a>	
313									
314				<b>Custodial Supplies \$ Available</b>		<b>\$ 651</b>			

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

Visit us at <https://BudgetTraining.lausd.net> for fiscal training information!

## Filtering your Table of Contents

- After data has been entered, click on the Reports filter icon and deselect (Blanks) to display only active control sheets
- To add data after the report has been filtered, click on the Report filter and click (Select All)

Commitment Item	Budget Item Description	* Program	Program Name	Budgeted Amount	Amount Available	Available Hours / Days	Control Sheet - Tab	Reports
110004	Tutor Tchr XZ time	75046	CE-NCLB T1 Schools	\$ 14,480.00	\$ 14,480.00	143.99		
<b>Total X-Z, Auxiliary Available @ \$100.56/hour</b>						<b>143.99</b>	<b>Hours</b>	
120024	Couns Elem X/Z Time	75046	CE-NCLB T1 Schools	\$ 1,317.00	\$ 1,317.00	16.01		
<b>Total Counseling or Psych. X/Z Time Available</b>						<b>16.01</b>	<b>Hours</b>	
430003	Custodial Supplies	75046	CE-NCLB T1 Schools	\$ 651.00	\$ 651			
<b>Custodial Supplies \$ Available</b>					<b>\$ 651</b>			

**Enter Data**  
**Select from Dropdown List**  
**When entering Program 7E046, type '7E046 to avoid format error**

A ↓ Sort A to Z  
Z ↓ Sort Z to A

Sort by Color >

Sheet View >

Clear Filter From "(Column I)"

Filter by Color >

Text Filters >

---

Search

(Select All)

Report

(Blanks)

OK Cancel

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

Visit us at <https://BudgetTraining.lausd.net> for fiscal training information!

## Using the Hyperlinks

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

#	A	B	C	D	E	F	G	H	I
1	Fiscal Year:	2024-2025							
2	Cost Center:	1234501				Enter Data			
3	Cost Center Name:	ABC ES				Select from Dropdown List			
4	Balances as of:	February 6, 2025			*	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	Reports
7									
44	110004	Tutor Tchr XZ time	7S046	CE-NCLB T1 Schools	\$ 14,480.00	\$ 14,480.00	143.99	<a href="#">Teacher X-Z Time</a>	
58									
59				<b>Total X-Z, Auxiliary Available @ \$100.56/hour</b>			<b>143.99</b>	<b>Hours</b>	
98	120024	Couns Elem X/Z Time	7S046	CE-NCLB T1 Schools	\$ 1,317.00	\$ 1,317.00	16.01	<a href="#">Counseling or Psych X-Z time</a>	
109									
110				<b>Total Counseling or Psych. X/Z Time Available</b>			<b>16.01</b>	<b>Hours</b>	
111									
306	430003	Custodial Supplies	7S046	CE-NCLB T1 Schools	\$ 651.00	\$ 651		<a href="#">Custodial Supplies</a>	
313									
314				<b>Custodial Supplies \$ Available</b>		<b>\$ 651</b>			

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

Visit us at <https://BudgetTraining.lausd.net> for fiscal training information!

## Types of transactions to be posted in the Hyperlinked Control Sheets

- P-Card transactions
- Imprest Checks and Deposits
- Approved Budget Adjustments
- Supplemental Salaries

Classified	Certificated
Clerical/Custodial Overtime	Teacher Replacement
Clerical/Custodial Relief	Teacher Auxiliary
Teacher Assistant Relief	PD Teacher Regular
Clerical Substitute	Teacher Release Days
Clerical x/z-time	Teacher x-time
Campus Aide x-time	Nurse x-time
	Administrator x-time
	Day to Day Substitutes
	Training Rate

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