

INTEROFFICE CORRESPONDENCE
LOS ANGELES UNIFIED SCHOOL DISTRICT
Budget Services and Financial Planning Division

TO: School Principals

DATE: February 12, 2018

FROM: Cheryl Simpson, Director
Budget Services and Financial Planning Division

SUBJECT: 2018-19 BUDGET DEVELOPMENT FOR SCHOOLS

This is to inform you of the tentative timelines and the necessary documents for the budget development process. Below are the tentative timelines:

- Schools Front End (SFE) budget system will open on March 14, 2018 and close on April 18, 2018 at 5:00 pm.
- Allocation letters are tentatively scheduled to be released on March 14, 2018.
- Estimated Rate Sheets (shopping list) are scheduled to be released on February 26, 2018 and will be posted to School Fiscal Services Branch's website at <http://achieve.lausd.net/sfs>.

It is imperative that all school personnel and local district staff involved in the budget development process be available during this period. Personnel essential to the budget development process may include:

- Principals
- Categorical Program Advisers
- Local District Superintendents or designee
- Local District Administrators of Instruction
- Local District Administrators of Operations
- Local District Directors
- Local District Categorical Program Coordinators
- Fiscal Staff

School Principals must have already met with the applicable advisory committee(s) and School-site Council prior to the budget session appointment.

To better facilitate the budget session meeting, the documents below, if applicable, should be ready and complete and should be brought to the budget session appointment.

1. Signed School Budget Signature Forms for each program code
2. 2018-19 Single Plan for Student Achievement (SPSA) that describes the actions/tasks and costs
3. SPSA Budget Summary Page
4. Signed Employee Roster Letter
5. Manual Budget Adjustment Requests indicating positions funded with carryover funds or grants

6. Teacher Assistant Reduction-In-Force HR Form 5009 for Teacher Assistant positions that will not be funded in 2018-19
7. Alternate Staffing Pattern (ASP) request for schools that currently have ASP in place
8. Request for Personnel Action (RPA) form for new, temporary, and modified positions

If you have any questions regarding this correspondence, please contact your Fiscal Specialist.

c: Vivian Ekhchian
Dr. Scott Price
Alma Peña-Sanchez
Dr. Frances Gipson
Local District Superintendents
Local District Administrators of Instruction
Local District Administrators of Operations
Fiscal Services Managers (at the Local Districts)
Fiscal Specialists