

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Budget Services & Financial Planning

TO: Principals

DATE: February 10, 2017

FROM: Cheryl Simpson
Director, Budget Services & Financial Planning

SUBJECT: CHECKLIST FOR FISCAL YEAR 2017-18 BUDGET SESSIONS

In preparation for the budget development session with your Local District (LD) Instructional Director, LD Administrator of Operations, LD Compliance Coordinator, and LD Fiscal Staff, please refer to the checklist below for assistance. It is expected that final documents will be presented to appropriate staff during the budget session. The budget system, Schools Front End, will open Wednesday, March 15, 2017 and close on Wednesday, April 19, 2017, at 5:00 pm.

If applicable, please bring the following items:

- ☐ Signed School Budget Signature Forms for each program
- ☐ 2017-18 Single Plan for Student Achievement (SPSA) that specifically describes the actions/tasks with the aligned expenditures and costs
- ☐ SPSA Budget Summary Page
- ☐ Signed Employee Roster Letter
- ☐ Manual budget adjustments indicating positions funded with Carryover funds including grants and restricted items.
- ☐ Submit Teacher Assistant Reduction in Force PC Form 5009 for Teacher Assistants whose positions will not be funded next fiscal year
- ☐ Schools that currently have an Alternate Staffing Pattern (ASP) in place may submit an ASP request for the 2017-18 fiscal year for approval
- ☐ Request for Personnel Action (RPA) for new, temporary, and modified positions
- ☐ Toshiba Copier contract funding should be in commitment item 580002

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

c: Megan Reilly	Frances Gipson
John Walsh	Local District Superintendents
Alma Peña-Sanchez	Administrators of Instruction
Thelma Meléndez De Santa Ana	Administrators of Operations