

INTEROFFICE CORRESPONDENCE

Los Angeles Unified School District
Budget Services & Financial Planning

TO: Schools and Offices

DATE: February 10, 2017

FROM: Cheryl Simpson
Director, Budget Services & Financial Planning

SUBJECT: **ESTIMATED BUDGET DEVELOPMENT TIMELINE FOR FISCAL
YEAR 2017-18**

The purpose of this memorandum is to inform schools and offices of the tentative budget development timeline. At this time, the Schools Front End budget system is scheduled to open on Wednesday, March 15, 2017 and close Wednesday, April 19, 2017, at 5:00 pm. Allocation notification letters are tentatively scheduled to be released on Wednesday, March 15, 2017. Estimated Rates Sheets (Shopping Lists) are scheduled to be released on Friday, February 24, 2017, and will be posted to the School Fiscal Services 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 include:

- Principals
- Categorical Program Advisers
- Instructional Leaders
- Administrator of Operations
- Local District Categorical Program Coordinators
- Local District Fiscal Staff
- Local District Superintendents, or their Designee

Principals must schedule the applicable advisory committee(s) and School Site Council meetings to ensure input prior to the budget session appointment.

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

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