

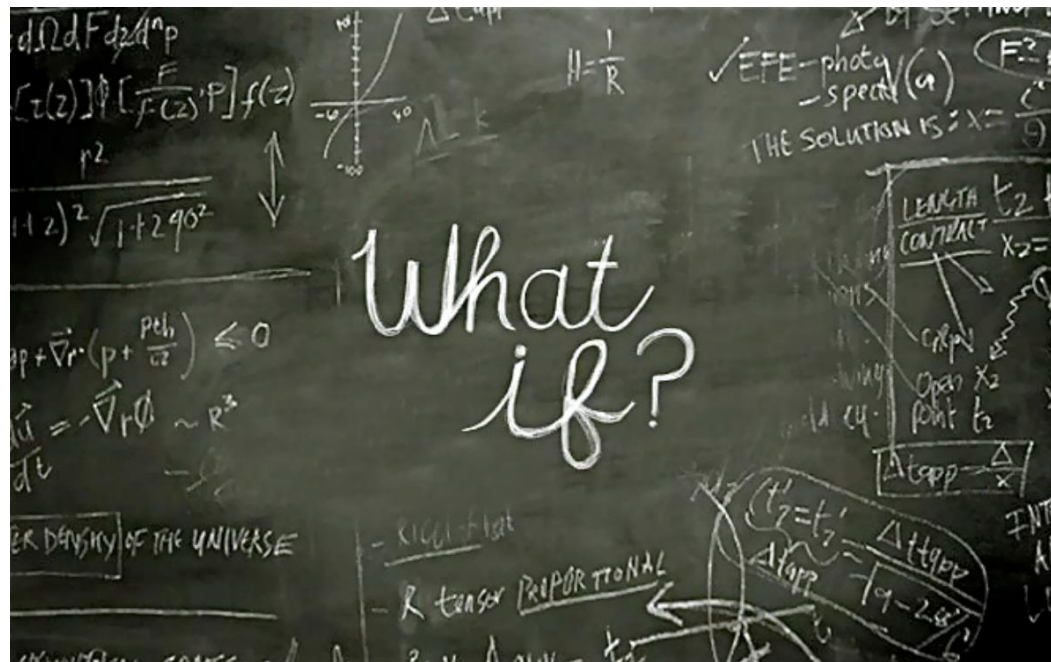
A photograph of a vintage classroom. On the left is a tall red wooden bookshelf filled with books. In the center background is a large black chalkboard mounted on a wooden wall. The floor is made of light-colored wood. Several wooden desks with black metal frames are arranged in rows. A small wooden desk with a stack of books on it is positioned in front of the chalkboard. The text "What if?" is written in a white, cursive font across the middle of the chalkboard.

*What if?*



# What If?

1. What if the school still has funds sitting in Pending Distribution in Title I 7S046?





# What If?

1. What if the school still has funds sitting in Pending Distribution in Title I 7S046?

FY18-19 7S046/70546 Pending Distribution Budget as of 5.08.19				
Commitment 430009				
Budget				
LD	FC Code	Funds/Center Name	Program	Total
Central				
	1800901	ADAMS MS	75046	61,598
	1215101	ANNANDALE EL	75046	8,142
	1221901	ASCOT EL	75046	2,451
	1223301	ATWATER EL	75046	9,133
	1468501	AURORA EL	75046	22,379
	1854301	BELMONT SH	75046	36,452
	1267101	BUSHNELL WAY EL	75046	3,016
	1269901	CAHUENGA EL	75046	19,130
	1809401	CARVER MS	75046	8,774
	1806201	CLINTON MS	75046	49,064
	1851701	CONTRERAS BUS TOUR	75046	30,155
	1820701	CONTRERAS LC ALC	75046	45,875
	1852701	CONTRERAS LC SOC JUS	75046	21,571
	1347901	DORRIS PLACE EL	75046	815
	1861401	EAGLE ROCK HS	75046	~ 60,130
	1871001	EARLY COLLEGE ACAD	75046	6,276
	1337501	ELYSIAN HEIGHTS EL	75046	12,464
	1294201	ESTRELLA EL	75046	30,342
	1416401	GLENFELIX BLVD EL	75046	27,920
	1236501	GRATTS LA FOR YS	75046	3,987
	1468101	HARMONY EL	75046	35,325
	1864501	HIGHLAND PARK HS	75046	2,422
	1457501	HOOPER EL	75046	11,126
	1294401	HUERTA EL	75046	4,959
	1294301	JONES EL	75046	539
	1270101	KIM EL	75046	3,888
	1820801	KING FILM/MEDIA MAG	75046	99,159
	1653401	KING JR EL	75046	21,873
	1517001	LEXINGTON AVE PC	75046	9,644
	1468001	LOARRAGA EL	75046	33,383
	1448001	LOCKWOOD EL	75046	28,361
	1254401	MACARTHUR PARK VPA	75046	32,443
	1874301	MANUAL ARTS SH	75046	140,512
	1761401	NAVA COLL PREP ACAD	75046	58,887
	1854501	NEWMARK HS	75046	7,863
	1565001	NORMANDE EL	75046	3,235
	1239201	OLYMPIC PC	75046	2,228
	1885301	ORTHOPAEDIC HOSP MAG	75046	40,565
	1324701	PLASENCIA EL	75046	2,328
	1238401	POLTI EL	75046	34,956
	1778301	RPK Comm Scho-New	75046	6,708
	1891001	RPK LA SH ARTS	75046	48
	1820601	RPK SCH VIS ARTS/HUM	75046	20,289
	1538501	RIORDAN PC	75046	2,144
	1854401	ROYBAL LC	75046	1,805
	1649301	San Pascual STEAM Mg	75046	1,588
	1650701	SAN PEDRO EL	75046	40,609
	1871601	SANTEE EDUC COMPLEX	75046	36,169
	1195501	Sophia T Salvin Spec	75046	6,064
	1857701	Sotomayor Arts & Sci	75046	3,365
	1213401	STUDIO SCHOOL	75046	9,179
	1747901	VERMONT EL	75046	33,227
	1846201	VIRGIL MS	75046	12,967
	1758901	WADSWORTH EL	75046	54,013
	1874801	WEST ADAMS PREP SH	75046	66,343
	1765401	WEST VERNON EL	75046	471
Central Total				1,329,378
Grand Total				1,329,378



# What If?



## 1. What if the school still has funds sitting in Pending Distribution in Title I 7S046?



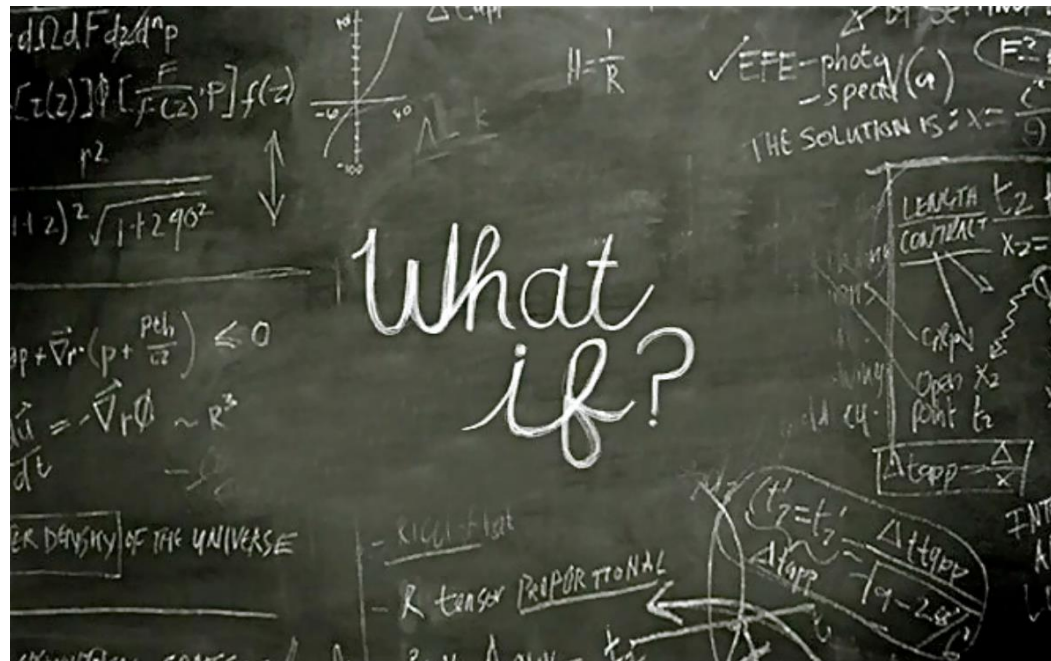
- SPSA Modification with SSC Chair and Principal signatures are needed to describe how the funds in Pending Distribution will be used
- Budget Adjustment Request (BAR) with signatures from BTS will move the funds
- All relevant documents go to your fiscal specialist for approval
- SSC Documents remain at the school for 5 years





# What If?

2. What if the school budgeted 720 hours for the year for the Com Rep at \$15 an hour, and now the rate is higher after getting a raise?





# What If?



2. What if the school budgeted 720 hours for the year for the Com Rep at \$15 an hour, and now the rate is higher after getting a raise?



- School reduces the hours of the Com Rep to match the dollar amounts budgeted  
or . . .
- Submit SPSA Modification and BAR to increase the dollar amounts to match the hours approved to work
- Contact your fiscal specialist for more information







# What If?

3. What if the school paid for Toshiba contract each month beginning in August using 10183 or 3027, but SSC approved \$6,000 in 7S046?

**TRANSFER OF EXPENDITURES FORM** Pg 1

TO: Head Accountant  
General Accounting Branch-SFP  
Fax number (213) 241-6811

FROM: CHARLES H. KIM, ELEMENTARY 213-368-5600 213-739-2550  
School/Office Name Telephone FAX

SUBJECT: TRANSFER OF EXPENDITURE

Please transfer the following expenditure(s):

FROM	Ref Document	GL Account	Amount In Doc.Curr.	Fund	Functional Area	Cost Center	TO	GL Account	Amount In Doc.Curr.	Fund	Functional Area	Cost Center
		680002	86.69	010-0000	1110-1000-10183			680002	43.33	010-0000	1110-1000-78046	1270101
Explanation	The correction is to split the expense for the Toshiba Uni Print account, also covered by 7S046											
		680002	339.73	010-0000	1110-1000-10183			680002	169.86	010-0000	1110-1000-78046	1270101
Explanation	The correction is to split the expense for the Toshiba Uni Print account, also covered by 7S046											
		680002	254.63	010-0000	1110-1000-10183			680002	127.4	010-0000	1110-1000-78046	1270101
Explanation	The correction is to split the expense for the Toshiba Uni Print account, also covered by 7S046											
		680002	1,481.14	010-0000	1110-1000-10183			680002	740.57	010-0000	1110-1000-78046	1270101
Explanation	The correction is to split the expense for the Toshiba Uni Print account, also covered by 7S046											
		680002	365.07	010-0000	1110-1000-10405			680002	182.52	010-0000	1110-1000-78046	1270101
Explanation	The correction is to split the expense for the Toshiba Uni Print account, also covered by 7S046											
		680002	1,074.19	010-0000	1110-1000-10406			680002	537.09	010-0000	1110-1000-78046	1270101
Explanation	The correction is to split the expense for the Toshiba Uni Print account, also covered by 7S046											
		680002	252.91	010-0000	1110-1000-10183			680002	126.46	010-0000	1110-1000-78046	1270101
Explanation	The correction is to split the expense for the Toshiba Uni Print account, also covered by 7S046											
		680002	902.37	010-0000	1110-1000-10183			680002	451.18	010-0000	1110-1000-78046	1270101
Explanation	The correction is to split the expense for the Toshiba Uni Print account, also covered by 7S046											
		680002	270.52	010-0000	1110-1000-10183			680002	138.26	010-0000	1110-1000-78046	1270101
Explanation	The correction is to split the expense for the Toshiba Uni Print account, also covered by 7S046											
		680002	928.42	010-0000	1110-1000-10183			680002	463.21	010-0000	1110-1000-78046	1270101
Explanation	The correction is to split the expense for the Toshiba Uni Print account, also covered by 7S046											
		680002	290.06	010-0000	1110-1000-10183			680002	140.03	010-0000	1110-1000-78046	1270101
Explanation	The correction is to split the expense for the Toshiba Uni Print account, also covered by 7S046											
		680002	510.58	010-0000	1110-1000-10183			680002	259.77	010-0000	1110-1000-78046	1270101
Explanation	The correction is to split the expense for the Toshiba Uni Print account, also covered by 7S046											

kd/2018-2019/budget/impres/trans of exp 4-25-19



# What If?



3. What if the school paid for Toshiba contract each month beginning in August using 10183 or 3027, but SSC approved \$6,000 in 7S046?



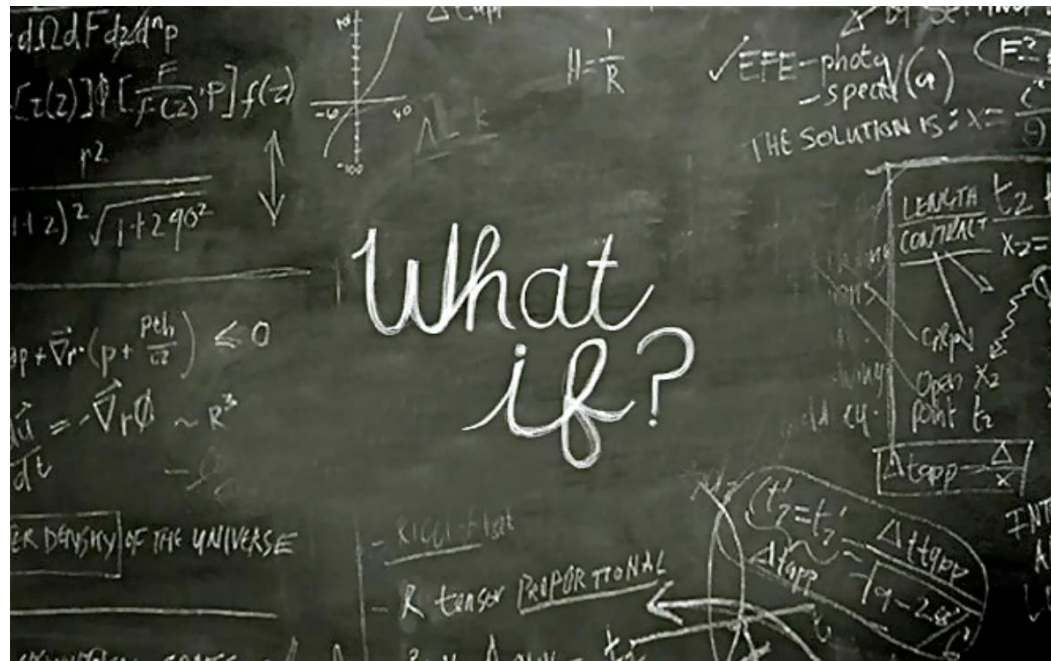
- Submit a copy of the Transfer of Expenditures that shows each month the correction
- Attach the page in the SPSA, or SPSA Modification that describes the purchased item
- Submit the Transfer of Expenditures and SPSA page to your fiscal specialist
- FSEP is the final approver of the Transfer of Expenditures





# What if?

4. What if the school submitted the SPSA Modification and it has to be uploaded onto the shopping cart on SAP?





# What if?

## 4. What if the school submitted the SPSA Modification and it has to be uploaded onto the shopping cart on SAP?

**Directions:** If the SPSA Modification includes a budget adjustment, login to School Front End to generate a School Budget Signature Form and submit to the school's fiscal specialist after completing the SPSA Modification.

☒ Title I (7S046; 70S46)  
☐ Title I (7E046)  
☐ Title III (7T197)

LOS ANGELES UNIFIED SCHOOL DISTRICT  
**2018-2019 Single Plan for Student Achievement Modification**

**Check One:**  
☒ SWP  
☐ TAS

**School:** Hoover St. Elementary **LD:** C

**Contact Name:** Paula Dominguez

**Check reason for modification:**  
☒ 1. New allocation, salary savings, or release of Potential Funding Variance (PFV)  
☐ 2. Revision of SPSA content with no change to budget

**For reasons 3 or 4 above, state what will be defunded (if applicable):**

Goals	Focus Areas	Describe the evidence-based Strategies selected to achieve the School's Measurable Objective(s) and the Action(s) the school will take to implement the Strategies.	On what date will the Action(s) / Tasks begin and end? mm/dd/yy
<input checked="" type="checkbox"/> 100% Graduation <input checked="" type="checkbox"/> ELA <input type="checkbox"/> Mathematics <input type="checkbox"/> EL Programs	<input checked="" type="checkbox"/> PD, Lesson Planning, Data Analysis <input checked="" type="checkbox"/> Effective Classroom Instruction <input type="checkbox"/> Interventions Beyond the Regular school Day <input type="checkbox"/> Building Parent Capacity and Partnership	Kindergarten to first grade teachers will receive training for ELLP academies. ELLP Academies will support differentiated instruction for all students who are performing below standard. Teachers will receive training on the 95% materials and learn how to support at-risk students with their different needs. The EL coordinator, Title III, and instructional coaches will support with the teacher training and plan accordingly to train the teachers, prepare materials, and support teachers the following year with a focus on meeting the needs at-risk students.	May to June 2019
<input type="checkbox"/> Student, Staff, Parent &	<input type="checkbox"/> Student, Staff, Parent Engagement		

Engagement	Communication								
<input type="checkbox"/> 100% Attendance, Suspensions/ Expulsions & Non-Cognitive Skills	<input type="checkbox"/> Building Parent Capacity and Partnership <input type="checkbox"/> PD, Lesson Planning, Data Analysis <input type="checkbox"/> Social/Emotional Interventions								

**Signatures and Dates:**

Type or Print Name of SSC Chairperson	Signature of SSC Chairperson	Date
Rose De Leon		4/25/19
Type or Print Name of Principal	Signature of Principal	Date
Rose De Leon		4/25/19
Type or Print Name of Local District Director	Signature of Local District Director	Date
Julie Gonzalez		5/6/19
Type or Print Name of Local District Title I Coordinator	Signature of Local District Title I Coordinator	Date
Mary Barrios		5/6/19
Type or Print Name of Local District EL Coordinator	Signature of Local District EL Coordinator	Date
Type or Print Name of Local District PACE Administrator	Signature of Local District PACE Administrator	Date

**The SPSA Modification must be approved by the school's Director and, as applicable, reviewed by the appropriate Local District Program Coordinators/Administrators.**

2





# What if?



4. What if the school submitted the SPSA Modification and it has to be uploaded onto the shopping cart on SAP?

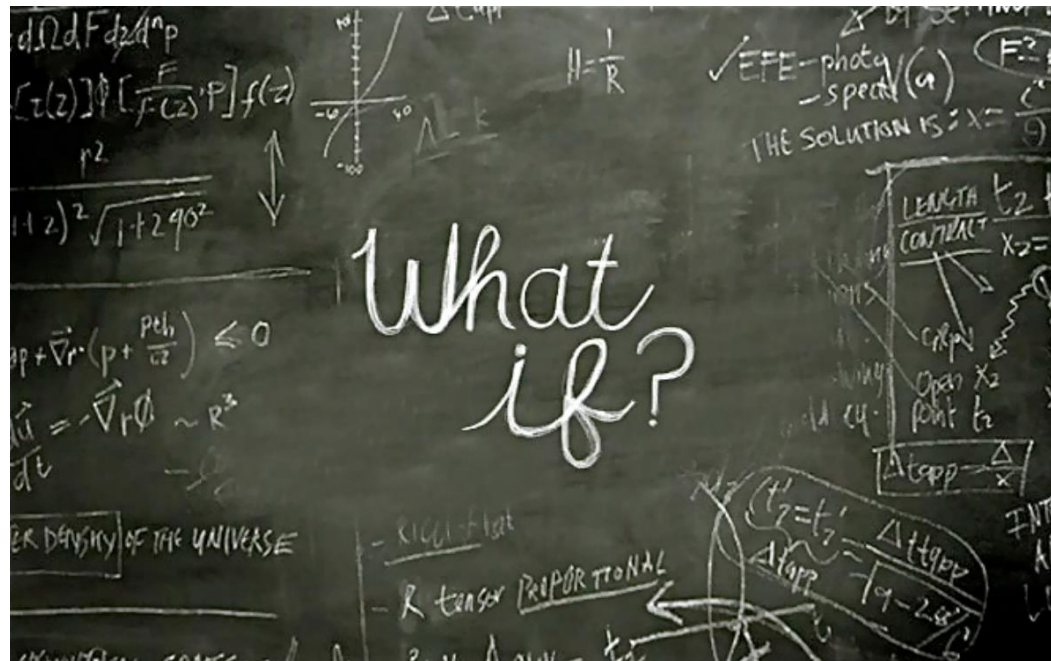
- SPSA Modification that is approved by the Director is on the online SPSA Dashboard.
- The approved SPSA Modification should have 4 signatures
  - SSC Chair / Principal / LD Title I Coordinator / Director
- Download the approved SPSA Modification for your files
- Share with the SAA so that this document can be uploaded onto the shopping cart on SAP





# What If?

5. What if the school, in January, purchased 3 charging carts and 90 Chromebooks for student use?





# What If?

5. What if the school, in January, purchased 3 charging carts and 90 Chromebooks for student use?





# What If?

5. What if the school, in January, purchased 3 charging carts and 90 Chromebooks for student use?

Mariposa-Nabi PC\_CEI\_ 2017-2018 (1).xlsx

Search in Sheet

Home Layout Tables Charts SmartArt Formulas Data Review

Edit Font Alignment Number Format Cells Themes

Paste Clear Fill Calibri (Body) B Wrap Text Text

Conditional Formatting Styles Insert Delete Format Themes Aa

E16 2013-14, 2014-15, 2016-17, and 2017-2018

1	Name of School/Office:	Mariposa-Nabi Primary Center	Location Code:	1498301
3	Educational Service Center (ESC):	Central	Phone Number:	213-385-0241
5	Principal/Program Administrator:	BRENDA GRADY, Principal	Title I Prog. Model:	Schoolwide Program (SWP)
7	School Year:	2017-2018	Date:	6/8/18

Section I - Categorical Equipment Inventory Physical Check

I certify that on the date below, an Equipment Inventory Physical Check was performed. All equipment purchased with categorical funds have been verified and located as reflected on the school's Categorical Equipment Inventory Database, and I have verified that equipment was or was not purchased after the last physical check.

Physical Check Performed by: Nancy Del Campo Date of last completed Physical Check: 6/6/18 \*Update date when next Physical Check is completed.

Contact Person: Brenda Grady Your next Physical Check is on: 6/6/20 \*Unless an earlier date is determined by FSEP or your ESC.

Section II - Did Not Purchase Equipment Log

Directions: Log the school years in which equipment over \$500 (including tax, shipping and other ancillary charges) was not purchased.

Equipment over \$500 was not purchased the following inventory years: 2013-14, 2014-15, 2016-17, and 2017-2018

Section III - Categorical Equipment Inventory Database

Title I - 75046/7E046/7V876/7G866, Title I ARRA - 7V094, EIA-SCE - 75539, EIA-LEP - 75536, EIA-EDY - 7M083/7V462/7V62, SI - 14222, SIG - 7V301/7V302/7V451/7V458/7V525/7G302/7G458/7G525

For all categorical programs, the local educational agency and school sites maintain an inventory record for each piece of equipment with an acquisition cost of \$500 (including tax, shipping and other ancillary charges) or more per unit that is purchased with categorical funds (includes bulk purchases under capitalized equipment). The record describes the acquisition by: (a) type, (b) model, (c) serial number, (d) acquisition date, (e) location, (f) cost, (g) funding source, (h) current condition, and (i) transfer, replacement, or disposition of obsolete or unusable equipment.

Description (Type/Model)	Serial Number	Purchase Date	Location	Cost	Delivery Date	Funding	Current Condition (New, Good, Fair, Poor)	Disposition/Comments
22	iBook 12" 1.33 Cart 02	S4U61601YU6S	4/7/06	Cart 02	\$1,396.78	4/21/06	\$536	Fair
23	iBook 12" 1.33 Cart 02	S4H616019U6S	4/7/06	Cart 02	\$1,396.78	4/21/06	\$536	Fair
24	iBook 12" 1.33 Cart 02	S4H616020U6S	4/7/06	Cart 02	\$1,396.78	4/21/06	\$536	Fair
25	iBook 12" 1.33 Cart 02	S4H61600KU6S	4/7/06	Cart 02	\$1,396.78	4/21/06	\$536	Fair
26	iBook 12" 1.33 Cart 02	S4H616009U6S	4/7/06	Cart 02	\$1,396.78	4/21/06	\$536	Fair
27	iBook 12" 1.33 Cart 02	S4H616026U6S	4/7/06	Cart 02	\$1,396.78	4/21/06	\$536	Fair
28	iBook 12" 1.33 Cart 02	S4H616017U6S	4/7/06	Cart 02	\$1,396.78	4/21/06	\$536	Fair
29	iBook 12" 1.33 Cart 02	S4H61600QU6S	4/7/06	Cart 02	\$1,396.78	4/21/06	\$536	Fair
30	iBook 12" 1.33 Cart 02	S4H61600HU6S	4/7/06	Cart 02	\$1,396.78	4/21/06	\$536	Fair
31	iBook 12" 1.33 Cart 02	S4H616008U6S	4/7/06	Cart 02	\$1,396.78	4/21/06	\$536	Fair
32	iBook 12" 1.33 Cart 02	S4H616025U6S	4/7/06	Cart 02	\$1,396.78	4/21/06	\$536	Fair
33	iBook 12" 1.33 Cart 02	S4H61601KU6S	4/7/06	Cart 02	\$1,396.78	4/21/06	\$536	Fair
34	iBook 12" 1.33 Cart 02	S4H616010U6S	4/7/06	Cart 02	\$1,396.78	4/21/06	\$536	Fair
35	iBook 12" 1.33 Cart 02	S4H61600MU6S	4/7/06	Cart 02	\$1,396.78	4/21/06	\$536	Fair
36	iBook 12" 1.33 Cart 02	S4H61600MU6S	4/7/06	Cart 02	\$1,396.78	4/21/06	\$536	Fair
37	iBook 12" 1.33 Cart 02	S4H61600MU6S	4/7/06	Cart 02	\$1,396.78	4/21/06	\$536	Fair

School Inventory

Normal View Ready Sum=0

Legend

- Locked Cell
- Information Needed
- Completed CEI Item

Note: Cells below will turn green as items are completed.

Some versions of office may only display check marks.



# What If?

5. What if the school, in January, purchased 3 charging carts and 90 Chromebooks for student use?



- The categorical equipment inventory (CEI) must be updated
- Red labels on each piece of equipment must be placed
- Red labels on Chromebooks is recommended
- The CEI is emailed to the following address:  
[fsep@lausd.net](mailto:fsep@lausd.net)
- Some schools must do a physical check (done every 2 years)





19



# What If?



6. What if the school funded a 0.5% FTE Instructional Coach with Title I Program funds(7S046), and the same person is 0.5% FTE General Funds (3027)?



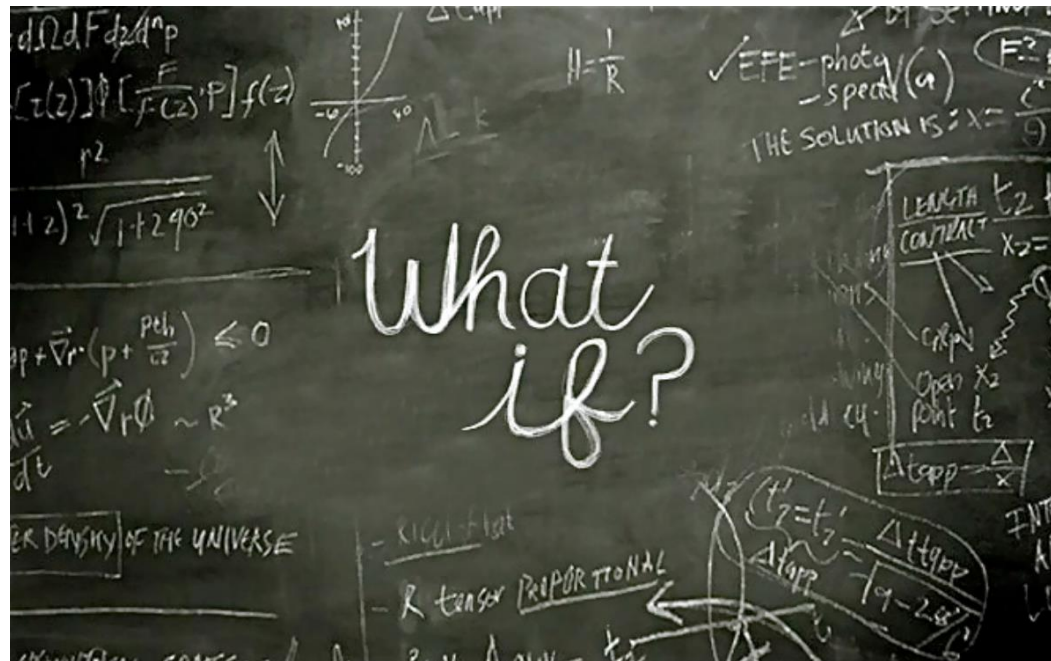
- Multi-funded employees must complete the multi-funded time report (MFTR) who are not Single Cost Objective (SCO) employees
- Daily log in should reflect the work completed, not the funding source
- MFTRs are reviewed regularly during internal audits
- Schools pay back with general funds if the time and effort documents are incomplete





# What If?

7. What if the school funded 3 TAs, and 2 CSR Teachers, a CPA, and Instructional Coach out of Title I (7S046)?





# What If?

7. What if the school funded 3 TAs, and 2 CSR Teachers, a CPA, and Instructional Coach out of Title I (7S046)?

BULLETIN NO. 2643.8  
June 7, 2017

ATTACHMENT B

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Accounting and Disbursements Division

PERIODIC CERTIFICATION

Period Covered \_\_\_\_\_ Fiscal Year \_\_\_\_\_  
(e.g. July-Dec, Jan-June)

Name \_\_\_\_\_ Position \_\_\_\_\_

School/Office \_\_\_\_\_

Program(s) Name or Single Cost Objective (e.g. SWP schoolwide plan) \_\_\_\_\_

Program Code(s) \_\_\_\_\_

I hereby certify that I was funded solely (100%) from the above program funds or worked solely on these program(s), single cost objective or single indirect cost activity. (Please note that EITHER the employee signature OR the responsible supervisor signature satisfies the compliance requirement.)

☐ \_\_\_\_\_  
Employee Signature Date

OR

☐ \_\_\_\_\_  
\*Responsible Supervisor Signature Date

\*Supervisor having first-hand knowledge of the activities.

BULLETIN NO. 2643.8  
June 7, 2017

ATTACHMENT C

Los Angeles Unified School District

Blanket Periodic Certification

Period Covered: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_  
(e.g. July-Dec, Jan-June)

School Name: \_\_\_\_\_

The following individuals have worked 100% of their time during the period covered (not more than six months) under a single funding source or an approved single cost objective.

Program Code(s): \_\_\_\_\_

Cost Objective Name, if applicable: \_\_\_\_\_ (e.g. SWP schoolwide plan)

<u>Name</u>	<u>Position</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I hereby certify that this report is an after-the-fact determination of actual effort expended for the period indicated.

Supervising Official:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name, Title \_\_\_\_\_



# What If?

7. What if the school funded 3 TAs, and 2 CSR Teachers, a CPA, and Instructional Coach out of Title I (7S046)?



- All categorical funded employees must submit proper documentation
- Periodic Certification or Blanket Certification indicates the employees are aware of their funding
- Periodic Certification is done twice a year
- Time and Effort documents are kept at the school site for 5 years
- Time and Effort documents are reviewed during audits







# What If?

8. What if your Principal, after SSC approval, directs you to submit a BAR and SPSA Modification for Teacher X-time (Non-Tutor), and 60 HP Chromebooks from Arey-Jones, and 12 High Lumen LCD Projectors, on Monday May 6, 2019?





# What If?



8. What if your Principal, after SSC approval, directs you to submit a BAR and SPSA Modification for Teacher X-time (Non-Tutor), and 60 HP Chromebooks from Arey-Jones, and 12 High Lumen LCD Projectors, on Monday May 6, 2019?



- All technology items must be delivered and received on or before May 6, 2019
- Schools may opt to budget salaries if they cannot purchase technology





# LD Central Title I Coordinators



Marty Barrios

(213) 241-8694

[marty.barrios@lausd.net](mailto:marty.barrios@lausd.net)

Networks:

- Julie Gonzalez
- Chiaie Kitayama
- Elizabeth Bernal
- Titus Campos



Oscar Salas

(213) 241-0497

[osalas@lausd.net](mailto:osalas@lausd.net)

Networks:

- Francisco Gonzalez
- Denise Pratt
- Zelendria Robinson
- Erick Mata





# ? Questions ?

