

Closing Out Fiscal Year 2018-2019

May 30, 2019



School Fiscal Services
Jannette Low

A decorative vertical bar on the left side of the slide, featuring a textured gold background with various embossed financial symbols including dollar signs, yen signs, and the letters 'V' and 'Y'.

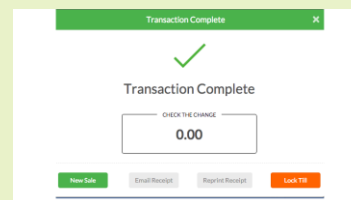
Agenda

- ❖ Shopping Cart and Good Receipts
- ❖ Travel Claim Reimbursement
- ❖ P-Card, T-Card and Toshiba Ghost Card/Account Reconciliation
- ❖ Budget Adjustment Request (BAR)
- ❖ Imprest Fund Account
 - Submit Claim
 - Reconciliation
- ❖ Advance Spending Guideline
- ❖ Required Time Reporting Requirements For Federal and State Categorical Funded Employees

One more order
and then I'm
done.

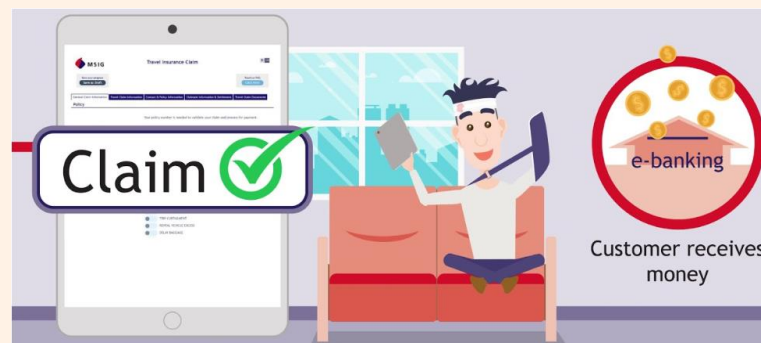
Shopping Cart and Goods Receipts (Receiver)

Shopping Cart (STO) - Regular Warehouse Deliveries	6/21/2019 (8:00 pm)
Shopping Cart (STO) - Same Day Warehouse Deliveries	6/21/2019 (9:00 am)
Shopping Cart (STO) - Overnight Warehouse Deliveries	6/24/2019 (12:00 pm)
Shopping Cart (STO) -Warehouse Will-Call	6/28/2019 (5:00 pm)
Online Goods Receipts (Receivers)	6/29/2019 (4:30 pm)



Travel Claim Reimbursement

Travel Request Entries into SAP	5/31/2019
Travel Claim Reimbursement Requests (completed and approved with supporting documentation)	6/12/2019



Approved Travel Request Notification				
	Trip ID#	: 0370000012	Begin Date of Trip	: 04/26/2014
	Location	:	End Date of Trip	: 04/28/2014
	Personnel Number	:	Location	: San Diego
	Employee Number	:	Region	: CA
	Name of Employee	:	Country	: US
	e-mail	:	Trip Type	:
	Entered By	: Procurement Customer Service	Trip Activity	:
		:	Name of Activity	:
		:		:
		:		:

Trip #
 Pers#

**LOS ANGELES UNIFIED SCHOOL DISTRICT
 TRAVEL EXPENSE CLAIM**



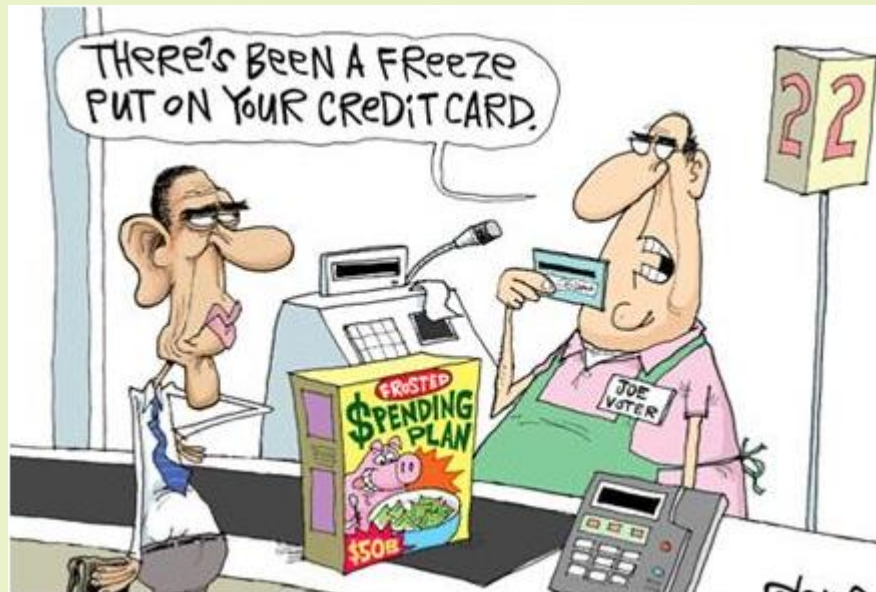
P-Card, T-Card and Toshiba Ghost Card

P-Card and T-Card Reconciliations

6/14/2019

Toshiba Ghost Account Reconciliation

6/14/2019 (Schools)



Budget Adjustment



School Submission of Categorical and All other Budget Adjustments for Review and Approval

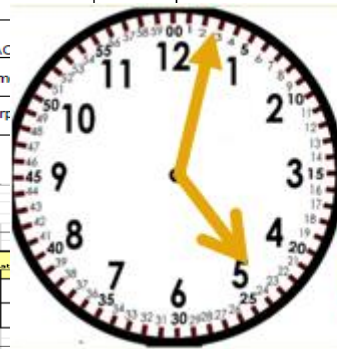
6/10/2019 (5:00 pm)

School Budget Signature Form

Fund Center	1234567	ABC EL
Fund	010-0000	GF-Unrestricted
LAUSD Program	13027	General Fund School Program
Version / Year	CM0 / 2019	
Grant / Funded	NOT_RELEVANT /	OPR00000
Division	3A	LOCAL DISTRICT CENTRAL

BUDGET MAINTENANCE WORKSHEET			
Total Allocation		450,075.00	
Direct Budgeted		450,075.00	
Indirect Limit		0.00	0.000 %
Budgeted		2,179.00	0.063 %
COFE/FM/GM Docs	/ /		
Comment			
Status		B	

Budget Item Description	Line Type	Functional Area Commit Item	Job / Description	Person.	Position	P Stat	Start /	Hrs/Day	FTE %	Total Cost	Change
10010 TCHR ELEM C1T 25/09	1POSITN	1110-1000-13027 110001	11100731 ELEMENTARY TEAC								
21427 CLERICAL OVERTIME	20THS-L	1110-1000-13027 240001	Office Pers-Overtime							85,077.00	
40312 CARRYOVER-POSITIVE	30TH-L	1110-1000-13027 430010	Instr Mat-Gen Purp							104,710.00	



School/Office										LD	
GC#	Fund Center	Fund	Resource	Goal	Function Im	Budget Item	Commit Item	Start	Date		
Budget Line Item	Fund Center Name	Fund	Resource	Program Name	Function Im	Budget Item	Commit Item	Start	Date		

Reason for budget adjus. (For Categorical Programs, justification pages must be attached.)

I understand that I shall be fully responsible for any program and/or fiscal implications of this request due to non-compliance with Federal/State policies, rules and regulations. The signatures below confirm that this request has been reviewed for compliance.

FOR SCHOOL SITE USE ONLY

Principal's Signature _____ Date _____

For Categorical Programs, Attach the following two documents:

☐ Copy of School Plan Page or Single Plan for Student Achievement Modification

☐ If multi-funded, please indicate other funding source(s): _____

Budget Adjustment for Title I Program, please identify: ☐ TAS ☐ SVP

The SSC sought and considered recommendation from the appropriate advisorg committee.

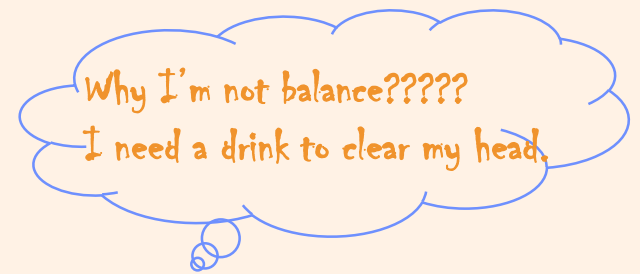
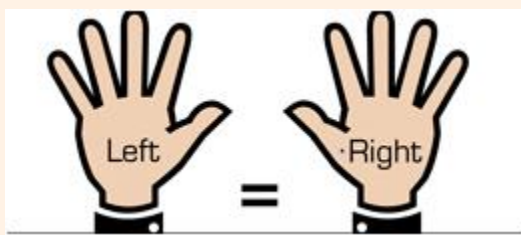
SSC Chairperson's Signature _____ Date _____ ☐ SAC _____ Date _____ ☐ ELAC _____ Date _____

FOR BUDGET SERVICES AND LOCAL DISTRICT (LD) USE ONLY

BALog Sheet No.	Input Date	Instructional Area Superintendent or and/or	Date
Processed By		Administrator or Operations or Designee	Date
Fiscal Specialist's Signature	Date	Program Coordinator's Signature or Designee	Date
Fiscal Services Manager's Signat	Date	Asst. Budget Director	Date
		Deputy Budget Director	Date

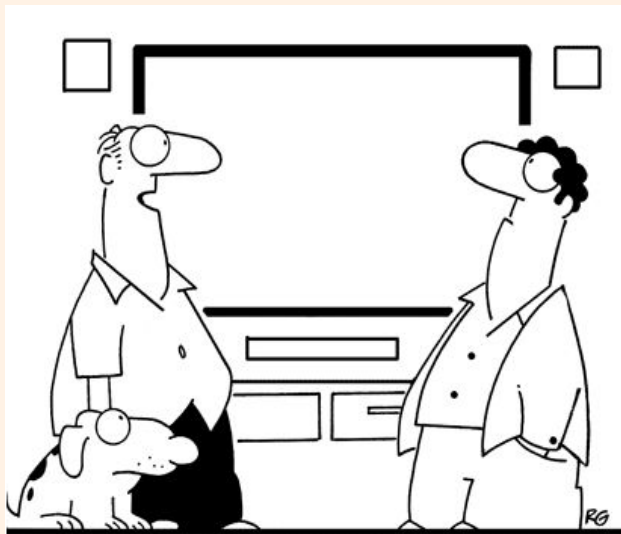
Criteria: The identification of individual employees within a department or unit for reassignment shall be based upon consideration of reassignment for defined below and also consideration of the objective operational needs of the department or unit, such as the need to maintain operation of services, the need to maintain retaining of the remaining employees, and the need to retain employees who possess special skills and/or expertise. It may also be based upon the evidence of extraordinary personal hardship to an employee. Employees who are identified for reassignment shall be subject to and consistent with the above considerations. Reassignment selection will be used to avoid appropriate progressive disciplinary procedures. However, employees whose performance is marginal or below standard shall remain subject to the above reassignment criteria along with all other employees. For purposes of identification for reassignment, "seniority" means length of regular District service within the classification.

Principal's Signature _____ Date _____

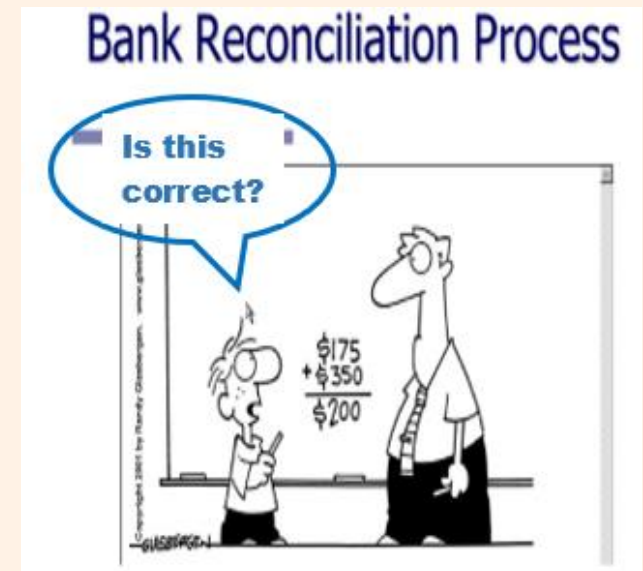


Imprest Fund Account

Imprest Fund Claim Reimbursement Requests	6/14/2019
Submit Imprest/Bank Reconciliation 3rd Quarter	4/30/2019
Submit Imprest/Bank Reconciliation 4th Quarter (use May Bank Statement)	6/21/2019



"I can claim a 70-inch plasma TV as a business expense because my accountant said it's important to look at the big picture."



Check Register

Los Angeles Unified School District
LOCAL DISTRICT- CENTRAL (1028601)
IMPREST FUND FY 18-19

CHK #	DATE	PAY TO	DESCRIPTION	REMARKS/Claim #	PROG	GL	Cleared	DEPOSIT	WITHDRAW	BAL TO DATE
	7/1/2018	LOCAL DISTRICT - CENTRAL	IMPREST FUND - BEGINNING BALANCE	Balance carried from FY17-18						\$10,000.00
	7/1/2018	Direct Deposit	Deposit for Claim#							\$10,000.00
1412	8/1/2018	John Smith	Rental - Tables and Chairs	19-1028601-001	16100	560011			218.00	\$9,782.00
1413	8/27/2018	Sara Jone	Light Snack -SAA & Office Tech	19-1028601-001	13237	430002			284.33	\$9,497.67
1414	8/27/2018	Jose Garcia	Summer Graduation	19-1028601-001	13237	430001			79.39	\$9,418.28
1415	8/27/2018	Mary Lee	Light Snack & Table Rental-Principal Institute	19-1028601-001	16100	560011/430002			263.69	\$9,154.59
1416	9/7/2018	Void		19-1028601-001						\$9,154.59
1417	9/7/2018	Columbia Memorial Space Ctr	Field Trip -Roybal LC	19-1028601-001	16100	430001			820.00	\$8,334.59
1418	9/25/2018	Columbia Memorial Space Ctr	Field Trip - May Angelou	19-1028601-001	16100	430001			820.00	\$7,514.59
1419	9/25/2018	Columbia Memorial Space Ctr	Field Trip - Ride El	19-1028601-001	16100	430001			138.00	\$7,376.59
	10/15/2018	Direct Deposit	Claim # 19-1028601-0001 deposit		16100			2,623.41		\$10,000.00

LOS ANGELES UNIFIED SCHOOL DISTRICT
Accounting and Disbursements Division

REFERENCE GUIDE NO. 1706.3
August 1, 2013

ATTACHMENT C

IMPREST FUND RECONCILIATION
AS OF August 31, 2018

COST CENTER: Local District Central
ADMINISTRATOR: Roberto N

A. TOTAL AMOUNT OF FUND ADVANCED BY DISTRICT \$ 10,000.00

B. TOTAL OF IMPREST FUND PER SCHOOL RECORDS
Balance per Checkbook \$ 9,154.59
ADD: Imprest Fund Petty Cash (if any) _____
ADD: Expenditures on claims form in process (List detail below) _____
ADD: Unclaimed Expenditures (List detail below) _____ 9,154.59

C. DIFFERENCE (A MINUS B) (if any) \$ 845.41

* Difference should be explained and corrected in an appropriate manner.

EXPENDITURES ON CLAIMS FORM IN PROCESS

Check No	Date	Amount	Check No	Date	Amount
1412	8/1/18	218.00			
1413	8/27/18	284.33			
1414	8/27/18	79.39			
1415	8/27/18	263.69			
		Total			\$ 845.41

UNCLAIMED EXPENDITURES

Check No	Amount	Check No	Amount	Check No	Amount
		Total			\$

LOS ANGELES UNIFIED SCHOOL DISTRICT
Accounting and Disbursements Division

IMPREST FUND BANK ACCOUNT RECONCILIATION
AS OF August 31, 2018

COST CENTER: Local District -CENTRAL
ADMINISTRATOR: _____

A. Balance per Bank Statement \$ 9,782.00
B. ADD: Deposits in Checkbook, not in Bank Statement (List detail below) 0.00
C. DEDUCT: Outstanding Checks (List detail below) 627.41
D. Adjusted Bank Balance..... 9,154.59
E. Balance per checkbook as of 9,154.59
F. DIFFERENCE (D MINUS E) (if any) 0.00

* Difference should be explained and corrected in an appropriate manner.

DEPOSITS IN CHECKBOOK (NOT IN BANK STATEMENT)

Date	Amount	Date	Amount	Date	Amount
		Total			\$ 0.00

OUTSTANDING CHECKS

Check No	Amount	Check No	Amount	Check No	Amount
1413	284.33				
1414	79.39				
1415	263.69				
		Total			\$ 627.41

BANK OF AMERICA, N.A.
PO BOX 15284
WILMINGTON DE 19850

NX 355 613 439 004105 #001 FP 0.458

Customer Service
1-888-400-9009

LOS ANGELES UNIFIED SCHOOL DISTRICT

IMPREST FUND
333 S BEAUDRY AVE 11TH FL
LOS ANGELES CA 90017

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Changes To Reporting Cash Vault Processing Issues: Deposits or transactions made via cash vault processing (which may include Quick Business Deposit, Night Deposit, Remote Night Deposit and ATM Deposits), you must notify the bank of any problems, errors or unauthorized transactions within 45 days of the statement and/or items and/or images being made available to you. This requirement modifies the current Deposit Account Agreement, which previously allowed for 60 days. If you do not notify the bank in writing of suspected problems or unauthorized transactions within 45 days after your statement, items or images are made available to you, you agree you cannot make a claim against us relating to the unreported problems or unauthorized transactions.

PUBLIC FUNDS CHECKING

Account Summary Information

Statement Period 08/01/2018 - 08/31/2018	Statement Beginning Balance	10,000.00	
Number of Deposits/Credits	0	Amount of Deposits/Credits	.00
Number of Checks	1	Amount of Checks	218.00
Number of Other Debits	0	Amount of Other Debits	.00
		Statement Ending Balance	9,782.00
Number of Enclosures	0		
		Service Charge	.00

Withdrawals and Debits

Check Number	Amount	Date Posted	Bank Reference	Check Number	Amount	Date Posted	Bank Reference
1412	218.00	08/09	5392896672				

Daily Balances

Date	Ledger Balance	Collected Balance	Date	Ledger Balance	Collected Balance
07/31	10,000.00	10,000.00	08/31	9,782.00	9,782.00
08/09	9,782.00	9,782.00			



Advance Spending Policy Guidelines

Advance spending is available for shopping carts.

It is not an available feature for P-Cards or Travel Cards.

With advance spending, the school can create a shopping cart or purchase order in June 2019 with a July 2019 effective date, encumbering available funds for fiscal year 2019-20.

Timeline:

Advance spending requires access to future year budgets.

- 2019-20 funds based on the Final Budget will be accessible on June 7, 2019.
- 2019-20 funds based on the Estimated Carryover will be accessible on June 14, 2019



TO: Time Reporters and Time Approvers

REQUIRED TIME REPORTING REQUIREMENTS FOR FEDERAL AND STATE CATEGORICAL FUNDED EMPLOYEES

As the 2018-19 year comes to a close, it is important to remember that Periodic Certifications (PC) formerly called Semi-Annual Certifications, Multi-Funded Time Reports (MFTR), or other time and effort documentation are required for those employees who have received compensation from federal or state categorical programs. It is important to verify that all of these forms have been completed for the January 1, 2019 through June 30, 2019 period **on or after the employee's last day of work in the 2018-19 fiscal year**. Having these forms compiled before all of the staff leaves for summer vacation will help ensure that they are completed timely and accurately.

For Schools: In order to assist you with this process, a listing of employees who were paid from federal and/or state categorical programs for January – April 2019 has been **posted in MyLAUSD**.

To access:

1. Go to LAUSD.NET.
2. Log in to "MyLAUSD" with your full LAUSD email address and password.
3. Make sure you are on the "Documents" tab in "eLibrary".
4. Type the filename "Employees Paid with Categorical Funds – Jan-Apr 2019" in the search box.
5. Select your respective Local District.
6. Click the "Download" button.
7. Open the file and select your respective location code/name. "Print Preview" can be used to find your school and specific pages selected to be printed out or the filter key can be used to select a specific location code/school.



Have a wonderful Summer!



I need a time out!

Send me to the beach
and don't let me come
back till my attitude
changes



**THANK
YOU!**

