Los Angeles Unified School District Personnel Commission Organizational Excellence Classified Training

ESC Central

Budget

Presented by: *Rocio Espinoza,* Classified Training Representative

- Budget Calendar
 - Review Budget Calendar Cycle
- Overview of SAP Budget Reports
 - Overview of various SFE Budget Reports
- Hyperlink Control Sheets
 - Monitor and track program balances to ensure accuracy within the planned budget
- Manual Budget Adjustment (BAR) Request
 - For funding programs not available in SAP



LAUSD'S BUDGET CALENDAR



SCHOOL BUDGET TIMELINES

FEBRUARY

- E-CAST enrollment is available
- Estimated Rate Sheets (estimated costs of budget items) is available
- Carryover memo is issued
- Budget development resources available at http://achieve.lausd.net/sfs
- Meeting with school's stakeholders

MARCH

- School budget development appointments begin
- Allocations become available
- Schools budgets are implemented in School Front End (SFE)

APRIL

- School budget development appointments continue
- Budget development ends and SFE closes for budget planning

MAY-JUNE

- Deadline to purchase items; refer to annual memo issued by Procurement Services Division
- Process "Good Receipts" online to enable Account Payable to pay the vendors

SEPTEMBER

- Actual carryover funds in schools accounts
- Norm Day
- Enrollment and Staffing Dashboards are available

NOVEMBER – JANUARY

- Norm Day Settle-up process; adjustments to norm-based resources
- Alignment of budgets to actual position costs

BUDGET **REPORTS IN** SCHOOL **FRONT END**

SAP—SCHOOL FRONT END COMMONLY USED REPORTS

| Reports Justification Administration | Message | |
|---|--|---|
| Budget Report Signature Form | Archive Report Archived Signature Form | School Resource Allocation General Fund Allocation Report |
| Signature Form With Print Range Progress Report | COFE Budget Report School Discretionary Programs Rep | Staffing and Resources School Budget Summary |
| Position With Incumbent Report Other Budget Reports | Estimated Rates By Budget Item Employee Assignment Cost | Cost Limits |
| RPA Form | | |

POSITION WITH INCUMBENT

DISPLAYS DETAILS OF ALL BUDGETED POSITIONS

Position With Incumbent

| Fund Center | Location Code | SCHOOL NAME |
|-------------|---------------|--------------------------|
| Version | CM0 | Current Modified Version |
| Fiscal Year | 2019 | |

Italics = HR Data **0** = Obsolete

| Position Job | Position Description Job Title | PSA Prog | PS Grp PS Level | Person # / ID Last Name, First Name | Incumbs | Employee Subgroup Description | Emp Status Pos Status | Start End | Hrs/Day Days/Wk | FTE Fund % | Salary Amount (w/ Benefits) |
|----------------------|--|---------------|--------------------|--|---------|----------------------------------|--------------------------|--------------------------|--------------------|----------------|--------------------------------|
| 30424093 24102838 | Sr Office Technician Sr Office Technician | ESXX 13027 | 2838 05 | | 1 of 1 | R1 Regular/Permanent | Active Active | 07/01/2017 12/31/9999 | 8.000 5.000 | 1.00 100.00 | 70,272.00 |
| 30090824 29104687 | CAMPUS AIDE & RESTRICTED CAMPUS AIDE & RESTRICTED | CSXX 11449 | 4687 05 | - | 1 of 1 | W1 Restricted | Active Active | 07/01/2015 12/31/9999 | 3.000 5.000 | 0.38 25.00 | 3,036.00 |
| 30090824 29104687 | CAMPUS AIDE & RESTRICTED CAMPUS AIDE & RESTRICTED | CSXX 11673 | 4687 05 | - | 1 of 1 | W1 Restricted | Active Active | 07/01/2015 12/31/9999 | 3.000 5.000 | 0.38 75.00 | 9,100.00 |
| 30090910 29104687 | CAMPUS AIDE & RESTRICTED CAMPUS AIDE & RESTRICTED | CSXX 11449 | 4687 05 | - | 1 of 1 | W1 Restricted | Active Active | 07/01/2015 12/31/9999 | 3.000 5.000 | 0.38 25.00 | 3,036.00 |
| 30090910 29104687 | CAMPUS AIDE & RESTRICTED CAMPUS AIDE & RESTRICTED | CSXX 11673 | 4687 05 | - | 1 of 1 | W1 Restricted | Active Active | 07/01/2015 12/31/9999 | 3.000 5.000 | 0.38 75.00 | 9,100.00 |
| 30092055 29104687 | CAMPUS AIDE & RESTRICTED CAMPUS AIDE & RESTRICTED | CSXX 11449 | 4687 05 | - | 1 of 1 | R1 Regular/Permanent | Active Active | 07/01/2015 12/31/9999 | 8.000 5.000 | 1.00 25.00 | 13,850.00 |
| 30092055 29104687 | CAMPUS AIDE & RESTRICTED CAMPUS AIDE & RESTRICTED | CSXX 11673 | 4687 05 | | 1 of 1 | R1 Regular/Permanent | Active Active | 07/01/2015 12/31/9999 | 8.000 5.000 | 1.00 75.00 | 41,545.00 |
| 30092514 29104689 | CAMPUS AIDE FEMALE SPAN LG &R CAMPUS AIDE FEMALE SPAN L | CSXX 11449 | 4689 05 | - | 1 of 1 | R1 Regular/Permanent | Active Active | 07/01/2015 12/31/9999 | 8.000 5.000 | 1.00 25.00 | 13,850.00 |
| 30092514 29104689 | CAMPUS AIDE FEMALE SPAN LG &R CAMPUS AIDE FEMALE SPAN L | CSXX 11673 | 4689 05 | | 1 of 1 | R1 Regular/Permanent | Active Active | 07/01/2015 12/31/9999 | 8.000 5.000 | 1.00 75.00 | 41,545.00 |

COFE REPORT

DISPLAYS BUDGET DETAILS FROM CENTRAL OFFICE FRONT END (COFE) AND INCLUDES ALL SCHOOL SITE PROGRAM CODES

BUDGET SERVICES and FINANCIAL PLANNING DIVISION BUDGET REPORT Central Office Front-End (COFE)

BUDGET MAINTENANCE

Fiscal Year 2019 Version CM0 Current Modified Version

| Line Type Line # | Der Div SubDiv | S Grp Op/Ad | Fund Center | Fund Rarc | Functional Area | Cmmt Itm Bud Itm | CI Description BI Description | Grant Fund Pgm | Grw Cd | Pos Status | Job | PA PSA | P\$ Ar/Lv Ty/Grp | Hrs/Day Days/Wk | FTE Fund% | Start Date End Date | Salary | F Benefits Health | Total Amt |
|---------------------|-------------------|----------------|--|--------------|---|---------------------|---|------------------------|-----------|---------------|-------------------------------|--------------|---------------------|--------------------|-----------------|--------------------------|--------|----------------------|-----------|
| 1POSITN 000001 | | | Your Location Code Your School Name | 010 0000 | 1110-1000-10183 Targeted Student Popul | 110001 13275 | Tchr Sal-Reg Assgnmt CSR TCHR SEC MTH 1TK | NOT_RELE OPR00000 | D | 30038927 A | 11100736 SECONDARY TEACHER | 2UTK CSXX | UT/13 02/27 | 3.000 5.000 | 0.50 100.000 | 07/01/2018 06/30/2019 | 40,608 | 8,444 19,000 | 68,052 |
| 20THS-L 000007 | | | Your Location Code Your School Name | 010 0000 | 1110-2700-10400) TSP - investments | 240004 12445 | Office Pers-Bupple ENROLL-Z DAY8-CLRCI | NOT_RELE L OPRODODO | С | | | | | | | 07/01/2018 05/30/2019 | 3,260 | 941 0 | 4,201 |
| 30TH-L 000005 | | | Your Location Code Your School Name | 010 0000 | 1110-1000-10405 T8P-Parental Engagemen | 430010 40312 | Instr Mat-Gen Purp CARRYOVER-POSITIVE | NOT_RELE OPR00000 | D | | | | | | | 08/25/2018 06/30/2019 | 0 | 0 0 | 8,196 |
| 30TH-L 000001 | | | Your Location Code Your School Name | 010 0000 | 1110-1000-10423 T8P-ART8 at the Core-8 | 430010 40268 | Instr Mat-Gen Purp IMA-ARTS | NOT_RELE OPR00000 | D | | | | | | | 07/01/2018 06/30/2019 | 0 | 0 0 | 1,969 |
| 20THS-L 000060 | | | Your Location Code Your School Name | 010 0000 | 1110-4000-13027 General Fund School Pr | 110004 13817 | Tchr Sal-SuppleiOth ATHLETIC DIR Z TIME | NOT_RELE OPR00000 | D | | | | | | | 07/01/2018 06/30/2019 | 4,574 | 953 0 | 5,527 |
| 20THS-L 000061 | | | Your Location Code Your School Name | 010 0000 | 1110-4000-13027 General Fund School Pr | 290002 13650 | Other Class-Sub/Rif ATHLETIC COACH DIFF | NOT_RELE OPR00000 | D | | | | | | | 07/01/2018 06/30/2019 | 13,960 | 2,021 0 | 15,981 |

SCHOOL SIGNATURE FORM

DISPLAYS THE SITE'S BUDGET WITH SIGNATURE PAGE FOR REQUIRED APPROVALS

School Budget Signature Form

| Fund Center | Your Location Code/School | | | | |
|----------------|-----------------------------------|--|--|--|--|
| Fund | 010-0000 GF-Unrestricted | | | | |
| LAUSD Program | 13027 General Fund School Program | | | | |
| Version / Year | CM0 / 2019 | | | | |
| Grant / Funded | NOT RELEVANT / OPR00000 | | | | |
| Division | Your Local District | | | | |

BUDGET MAINTENANCE WORKSHEET

| Total Allocation | | | 4,876,507.00 | |
|------------------|-----------|----|--------------|---------|
| Direct | Budgeted | | 4,861,507.00 | |
| Indirect | Limit | | 0.00 | 0.000 % |
| | Budgeted | | 15,000.00 | 0.308 % |
| COFE/FM | I/GM Docs | 11 | | |
| Comment | | | | |
| Status | | В | | |

| Budget Item Description | Line Type | Functional Area Commit Item | Job / Description | Person. Subarea | Position | P Stat | Start / End Date | Hrs/Day Days/Wk | Fund % FTE | Total Cost | Change |
|---------------------------------------|--------------|--------------------------------|----------------------|--------------------|----------|--------|--------------------------|--------------------|---------------|------------|--------|
| 40204 REPROGRAPHIC SERVICE | 30TH-L | 1110-1000-13027 430004 | Reprographic Svcs | | | | 07/01/2018 06/30/2019 | | | 300.00 | |
| 40227 GENERAL SUPPLIES | 30TH-L | 1110-1000-13027 430001 | General Supplies | | | | 07/01/2018 06/30/2019 | | | 36,253.00 | |
| 40267 IMA | 30TH-L | 1110-1000-13027 430010 | Instr Mat-Gen Purp | | | | 07/01/2018 06/30/2019 | | | 21,626.00 | |
| 40310 PEND PAY SCALE ADV | 30TH-L | 1110-1000-13027 430009 | Instl Mat&SupIs-Bud | | | | 07/01/2018 06/30/2019 | | | 0.00 | |
| 40312 CARRYOVER-POSITIVE | 30TH-L | 1110-1000-13027 430010 | Instr Mat-Gen Purp | | | | 08/25/2018 06/30/2019 | | | 95,616.00 | |
| 40320 POSITION COST INC | 30TH-L | 1110-1000-13027 430077 | Instr Mat-Reimb Obj | | | | 07/01/2018 06/30/2019 | | | 0.00 | |
| 40335 H&W/BENEFIT ADJ | 30TH-L | 1110-1000-13027 430009 | Insti Mat&SupIs-Bud | | | | 07/01/2018 06/30/2019 | | | 0.00 | |
| 50003 Indirect OTH NON INSTRL CONT | 30TH-L | 1110-2100-13027 580002 | Other Contracts | | | | 07/01/2018 06/30/2019 | | | 15,000.00 | |
| 50035 PROF X INDEP CONTR | 30TH-L | 1110-1000-13027 580030 | ProfSv Contr-GP-Inst | | | | 07/01/2018 06/30/2019 | | | 15,000.00 | |
| 50080 STAFF CONF ATTEND | 30TH-L | 1110-1000-13027 520002 | Travel/Conf Attndnce | | | | 07/01/2018 06/30/2019 | | | 1,205.00 | |
| 50133 RENTAL/LEASE EQUIP | 30TH-L | 1110-1000-13027 560011 | Rental Of Equipment | | | | 07/01/2018 06/30/2019 | | | 900.009 | |
| 50161 PRS SER CONT NON INS | 30TH-L | 1110-2100-13027 580001 | Prof Svc Contracts | | | | 07/01/2018 06/30/2019 | | | 6,000.00 | |
| 50174 CURRICULAR TRIPS | 30TH-L | 1110-1000-13027 580012 | Contract Bus Svcs | | | | 07/01/2018 06/30/2019 | | | 3,000.00 | |
| 50243 SOFTWARE LICNS MAINT | 30TH-L | 1110-1000-13027 580020 | Software Licns Maint | | | | 07/01/2018 06/30/2019 | | | 7,000.00 | |

School Budget Signature Form

| Fund Center | Your Location Code/School |
|----------------|-----------------------------------|
| Fund | 010-0000 GF-Unrestricted |
| LAUSD Program | 13027 General Fund School Program |
| Version / Year | CM0 / 2019 |
| Grant / Funded | NOT RELEVANT / OPR00000 |
| Division | Your Location Code/School |

| BUDGET MAINTENANCE WORKSHEET | | | | | | | | |
|------------------------------|----------|--------------|---------|--|--|--|--|--|
| Total Allocation | | 4,876,507.00 | | | | | | |
| Direct | Budgeted | 4,861,507.00 | | | | | | |
| Indirect | Limit | 0.00 | 0.000 % | | | | | |
| | Budgeted | 15,000.00 | 0.308 % | | | | | |
| COFE/FM | /GM Docs | 11 | | | | | | |
| Comment | t | | | | | | | |
| Status | | В | | | | | | |

The local district signatures below confirm that the budget request has been reviewed and approved.

The Board of Education has delegated to the general superintendent and the local district superintendents, the responsibility for budget and program decisions based on state and federal laws, collective bargaining unit agreements, Personnel Commission Rules, Human Resources Division Rules and Policies, court orders, consent decree, and LAUSD's Local Control and Accountability Plan (LCAP), if applicable.

The principal's signature below confirms his/her understanding that: (a) the stakeholders had the opportunity to provide recommendations/input during budget planning and development, (b) the Targeted Student Population (TSP) funds will be used to support the English Learners, low income, and foster youth students, and (c) the TSP funds are subject to audit.

Reason:

| FOR SCHOOL SITE USE ONLY | FOR BUDGET SERVICES AND LD USE ONLY | | | | |
|---|---|--|--|--|--|
| | BA/Log Sheet No. Input Date Processed By | | | | |
| Principal's Signature Date | Fiscal Specialist's Signature Date | | | | |
| | Instructional Area Superintendent or Designee's Signature Date | | | | |
| SSC Chairperson's Signature/SLC Signature (as appropriate) Date | and/or | | | | |
| | Administrator of Operations or Designee's Signature (optional) Date | | | | |
| Date | Program Coordinator's Signature Date | | | | |
| Date | Fiscal Services Manager's Signature Date | | | | |

School Budget Signature Form

| Fund Center | Your Location Code/School | | | | | |
|----------------|-----------------------------------|--|--|--|--|--|
| Fund | 010-0000 GF-Unrestricted | | | | | |
| LAUSD Program | 13027 General Fund School Program | | | | | |
| Version / Year | CM0 / 2019 | | | | | |
| Grant / Funded | NOT RELEVANT / OPR00000 | | | | | |
| Division | Your Location Code/School | | | | | |

| BUDGET MAINTENANCE WORKSHEET | | | | | | | | |
|------------------------------|----------|--------------|---------|--|--|--|--|--|
| Total Allo | cation | 4,876,507.00 | | | | | | |
| Direct | Budgeted | 4,861,507.00 | | | | | | |
| Indirect | Limit | 0.00 | 0.000 % | | | | | |
| | Budgeted | 15,000.00 | 0.308 % | | | | | |
| COFE/FN | /GM Docs | 11 | | | | | | |
| Commen | t | | | | | | | |
| Status | | В | | | | | | |

"Unit D, Collective Bargaining Agreement, Appendix C, 4.0, b

...Criteria: The identification of individual employees within a department or unit for reassignment shall be based upon consideration of seniority (as defined below) and also consideration of the objective operational needs of the department or unit, such as the need to minimize disruption of services, the need to minimize retraining of the remaining employees, and the need to retain employees who possess special skills and/or expertise. It may also be based upon the avoidance of extraordinary personal hardship to an employee.

Employees who have volunteered for reassignment shall be considered first, subject to and consistent with the above considerations. Reassignment selections are not to be used to evade 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."

"My signature confirms that I have followed the Unit D Collective Bargaining Agreement criteria set forth above in approving the reassignments resulting from this budget form."

Principal's Signature

Date

BUDGET REPORT

DISPLAYS BUDGET DETAILS BY BUDGET LINE, INCLUDES BUDGET ITEM DESCRIPTION, PROGRAM CODES, AND TOTAL COST

| A | B | С | D | E | F | G | | H | 1 | J | K | L | | М | | |
|----------------|---------|--------------------|----------------------------|----------------|------------------|----------------------|--------------|-------------|----------------|------------|---------------|---------------|--------------------|--------------|-------------------|-----------------|
| SACS Fund | Program | LAUSD Program Text | Total Budget Allocation | Fund | Budget Item | Budget Item Text | Indire | ect Budge | et Line Type F | osition ID | Temp Position | SACS Function | SACS | Function T | ext | |
| 010 | 13027 | General Fund Schoo | 4,876,507.00 | 010-0000 | 103017 | TCHR SEC C1T 2 | 25/10 | 1PO | SITN SITN | 30030498 | | 1000 | Instru | ction | | |
| 010 | 13027 | General Fund Schoo | 4,876,507.00 | 010-0000 | 102998 | TCHR SEC C1T 2 | 3/10 | 1PO | SITN 🚦 | 30033471 | | 1000 | Instru | ction | | |
| 010 | 13027 | General Fund Schoo | 4,876,507.00 | 010-0000 | 103017 | TCHR SEC C1T 2 | 25/10 | 1PO | SITN 🚦 | 30035215 | | 1000 | Instru | ction | | |
| 010 | 13027 | General Fund Schoo | 4,876,507.00 | 010-0000 | 10103 | TCHR SEC C1T 2 | 4/10 | 1PO | SITN 🚦 | 30020422 | | 1000 | Instru | ction | | |
| 010 | 13027 | General Fund Schoo | 4,876,507.00 | 010-0000 | 10028 | TCHR SEC C1T 2 | 26/10 | 1PO | SITN | 30007900 | | 1000 | Instru | ction | | |
| | | | | | | | | | | | | | | | | _ |
| N | 0 | Р | Q | R | S | Т | U | v | w | | Х | | Y | Z | AA | A |
| ommitment item | Goal | SACS Goal Text | Position Status | Position Start | Date Position Er | nd Date Hours Per Da | Hours per Mo | Days per We | Job | Job Title | | | Pay scale level | Pay Scale | Pay Scale Area | Pay sca type |

| | | | Status | | | | | | | | liever | Ocare | Area | type |
|--------|------|-------------------------|--------|----------|------------|-------|-------|-------|----------|-------------------|--------|-------|------|------|
| 110001 | 1110 | Regular Education, K-12 | A | 7/1/2017 | 12/31/9999 | 6.000 | 0.000 | 5.000 | 11100736 | SECONDARY TEACHER | 10 | 25 | UT | 02 |
| 110001 | 1110 | Regular Education, K-12 | Α | 7/1/2017 | 12/31/9999 | 6.000 | 0.000 | 5.000 | 11100736 | SECONDARY TEACHER | 10 | 23 | UT | 02 |
| 110001 | 1110 | Regular Education, K-12 | Α | 7/1/2017 | 12/31/9999 | 6.000 | 0.000 | 5.000 | 11100736 | SECONDARY TEACHER | 10 | 25 | UT | 02 |
| 110001 | 1110 | Regular Education, K-12 | Α | 7/1/2017 | 12/31/9999 | 6.000 | 0.000 | 5.000 | 11100736 | SECONDARY TEACHER | 10 | 24 | UT | 02 |
| 110001 | 1110 | Regular Education, K-12 | A | 7/1/2017 | 12/31/9999 | 6.000 | 0.000 | 5.000 | 11100736 | SECONDARY TEACHER | 10 | 26 | UT | 02 |

| AC | AD | AE | AF | AG | AH | AI | AJ 🗕 | |
|-----------------|---------|--------|--------|------------------------|--------|------------|---------------|--|
| Functional Area | ESG for | Person | Person | Personnel Subarea Text | Norm | Total Cost | Salary Amount | |
| | CAP | nel | nel | | Indica | | | |
| 1110-1000-13027 | 3 | 2UTK | CSXX | C Basis 1 track | 007 | 107,747.00 | 73,470.00 | |
| 1110-1000-13027 | 3 | 2UTK | CSXX | C Basis 1 track | 007 | 99,790.00 | 66,883.00 | |
| 1110-1000-13027 | 3 | 2UTK | CSXX | C Basis 1 track | 007 | 107,747.00 | 73,470.00 | |
| 1110-1000-13027 | 3 | 2UTK | CSXX | C Basis 1 track | 007 | 103,726.00 | 70,141.00 | |
| 1110-1000-13027 | 3 | 2UTK | CSXX | C Basis 1 track | 007 | 111,682.00 | 76,728.00 | |
| 1110-1000-13027 | 3 | 2UTK | CSXX | C Basis 1 track | 007 | 111,682.00 | 76,728.00 | |

| AK | AL | AM | AN | AO | AP | AQ | AR | AS | AT | AU | AV |
|----------------|--------------|-----------|---------------|----------|---------------|---------------|----------|-----------------|----------|-----------------|---------------|
| Total Benefits | Worker | Unemplo | STRS Benefits | Social | PERS Benefits | PARS Benefits | Medicare | Health Benefits | Resource | Fund Percentage | FTE Percentag |
| | Compensation | yment | | Security | | | Benefits | | | | |
| | | Popofito_ | | Pagafita | | | | | | | |
| 15,277.00 | 2,205.00 | 45.00 | 11,961.00 | 0.00 | 0.00 | 0.00 | 1,066.00 | 19,000.00 | 0000 | 100.000 | 1.000 |
| 13,907.00 | 2,007.00 | 41.00 | 10,889.00 | 0.00 | 0.00 | 0.00 | 970.00 | 19,000.00 | 0000 | 100.000 | 1.000 |
| 15,277.00 | 2,205.00 | 45.00 | 11,961.00 | 0.00 | 0.00 | 0.00 | 1,066.00 | 19,000.00 | 0000 | 100.000 | 1.000 |
| 14,585.00 | 2,105.00 | 43.00 | 11,419.00 | 0.00 | 0.00 | 0.00 | 1,018.00 | 19,000.00 | 0000 | 100.000 | 1.000 |
| 15,954.00 | 2,302.00 | 47.00 | 12,492.00 | 0.00 | 0.00 | 0.00 | 1,113.00 | 19,000.00 | 0000 | 100.000 | 1.000 |
| | | | | | | | | | - | | |

HYPERLINK CONTROL SHEETS

• TYPES OF TRANSACTIONS TO BE POSTED

SUPPLEMENTAL SALARIES

Certificated

- Replacement Time
- Auxiliary
- PD Regular
- X Time
- Training Rate
- Differentials
- Teacher Release Time
- Administrator Z Time
- Nurse X-Time
- PSA X-Time
- Day to Day Sub Days

Classified

- Clerical OT
- Custodial OT
- Clerical Relief
- Custodial Relief
- Clerical Z Time
- TA Relief

OPERATIONAL EXPENSES

NON-SALARY TRANSACTIONS

- Budget Adjustments
- Additional Allocations
- Shopping Cart
- IMA
- General Supplies
- Contracts (Toshiba copiers, webpage, etc.)
- P-Card
- Conference Attendance
- Curricular Trips
- Imprest Checks

TABLE OF CONTENTS

Summarizes balances available in hours/days for supplemental salaries

| 11 | | | | | • | | | · · |
|------------------|-------------------------|-----------|------------------------------|--------------------|---------------------|----------------------|--|---------|
| Fiscal Year: | 2018-2019 | | | | | | | |
| Cost Center: | 1888601 | | | | Enter Data | | | |
| Cost Center Name | UNIVERSITY SH | | | | Select from Dro | pdown List | | |
| Balances as of: | March 26, 2019 |) | | * | When entering I | Program 7EO4 | 6, type '7E046 to avoid format error | |
| | | | | | | | | 1 |
| Commitment Item | Budget Item Description | * Program | Program Name | Budgeted Amount | Amount Available | Available Hours / | Control Sheet - Tab | Reports |
| | | | Total LTD Contract Te | acher Available | @ \$52.210/hour | | Hours | |
| | | | | | | | | |
| 110002 | Day to Day Subs | 13027 | General Fund School Program | | \$- | - | Tchr Tchr Librarian DTD Sub, Tchr Release DTD Sub | |
| 110002 | Day to Day Subs | 10183 | Targeted Student Population | \$ 10,550.00 | \$ 10,550.00 | 29.43 | Tchr Tchr Librarian DTD Sub, Tchr Release DTD Sub2 | |
| 110002 | Day to Day Subs | *7S046 | CE-NCLB T1 Schools | \$ 34,950.00 | \$ 34,950.00 | 97.50 | Tchr Tchr Librarian DTD Sub, Tchr Release DTD Sub3 | |
| 110002 | Day to Day Subs | *7S176 | T3A-LEP-Limited Eng Profcncy | \$ 2,058.00 | \$ 2,058.00 | 5.74 | Tchr Tchr Librarian DTD Sub, Tchr Release DTD Sub4 | |
| | | | | | \$- | · · | TchrlTchr Librarian DTD Sub, Tchr Release DTD Sub5 | |
| | | | | | \$- | - | Tchr Tchr Librarian DTD Sub, Tchr Release DTD Sub6 | |
| | | | | | \$ - | - | Tchr Tchr Librarian DTD Sub, Tchr Release DTD Sub7 | |
| | | | | | \$ - | - | TchriTchr Librarian DTD Sub, Tchr Release DTD Sub8 | |
| | | | | | \$ - | - | Ichritchr Librarian DTD Sub, Tchr Release DTD Sub9 | |
| | | | | | \$ - | - | Ichriftchr Librarian DTD Sub, Tchr Release DTD Sub-Magnet | |
| | | | | | \$ - | - | I Chrill Chr Librarian DTD Sub, TChr Release DTD Sub-Magnet2 | |
| | | | | | | 100.00 | - | |
| | | | Day-to-Day Substitute | Days Available | @ \$358.450/day | 132.68 | Days | |
| | | | | | | | | |
| 110004 | Teacher X/Z time | 10183 | Targeted Student Population | \$ 18,806.00 | \$ 18,806.00 | 237.84 | Teacher X-Z Time | |

USING COFE REPORT TO SET UP SALARIES CONTROL SHEETS

| Line Type Line # | Der Div S G SubDiv Op/ | Fund Center | Fund Rrsc | Functiona Area | l | Cant Ita Bud Itm | CI Description BI Description | Grant Fund Prgm | Grw Cd | Po Status | Job | PA PSA | Ps Alv TyGrp | Hrs/Day Days/Vk | FTE Fund% | Start Date End Date | Salary | F Be Hea | enefits 11th | Total Amt |
|-------------------------------|--|--|--|---|--|--|--|----------------------|---|---|-----------------|----------------------------------|-----------------|-----------------------------|--|---|---|---|--|---|
| 20THS-L 20THS-L 20THS-L | | 1888601 UNIVERSITY EL 1888601 UNIVERSITY EL 1888601 UNIVERSITY EL | 010 0000 010 0000 010 010 | 1110-1000- General Fu 0000-2100 General Fu 1110-1000- General Fu | 13027 nd Sch Pg 13027 ni Sch Pg 13027 nd Sch Pg | 110002 10553 190104 11316 110005 10701 | DAY TO DAY SUB ST TRAIN RTE CE Othr Cert Sal-Supp TCHR ASST REL | NOT-RELE | | | | | | | | 7/1/2018 6/30/2019 7/1/2018 6/30/2019 7/1/2018 6/30/2019 | \$55,250.00 \$3,422.00 \$3,172.00 | \$ \$ \$ | 17,550.00 19,000.00 578.00 328.00 | \$91,800.00 \$4,000.00 \$3,500.00 |
| Fiscal Y Cost Cer | scal Year: 2018-2019 pst Center: 1888601 pst Center Name UNIVERSITY ELEMENTARY | | | | | | | | Enter Data | | | | | | | | | | | |
| Balance | nter Name es as of: | UNIVERSITY ELEMENTARY March 19, 2019 | | | | | I | Bu | * | When entering | Pogra | m 7E04 | 6, type | C | Click hy Salary | yperlink Control | to R | oper ecord | | |
| Commitme | ent Item | Budget Iten | Budget Item Description Program | | | m | Program Nan | ne 🔹 | A | mount | available | Ho | urs l | | | Control S | heet | | | Reports |
| 1100 1100 1100 1100 | 002 002 002 002 002 | Day to Day Subs13027Day to Day Subs10183Day to Day Subs175046Day to Day Subs175176 | | | Gener Targe CE-N(T3A-L | ral Fund School Pri ted Student Popul CLB T1 Schools LEP-Limited Eng Pi | ogram ation rofency | \$ \$ \$ \$ | 91,800.00 10,500.00 34,950.00 2,058.00 | \$ 91,800.00 \$ 10,500.00 \$ 34,950.00 \$ 2,058.00 | | 256.10 29.29 97.50 5.74 | | Ich Ichr Ichr Ichr | rl Tohr Librari 1 Tohr Libraria 1 Tohr Libraria 1 Tohr Libraria | ian DTD Sub. Tch an DTD Sub. Tch an DTD Sub. Tch an DTD Sub. Tch | nr Bele r Bele r Bele r Bele | lease DTD : ease DTD S ease DTD S ease DTD S | Sub iub2 iub3 iub4 | |
| | | | | | | | Day-to-Day S | jubstitute [| Jays | Available | @ \$358.450/day | | 388.64 | Days | | | | | | |

Dudget Adjustment

SALARY CONTROL RECORDS

Enter employee name a.

- Enter employee number b.
- Rate/Hour-Not required. Formula will use District average rate if left blank C.
- For budget adjustments amounts (positive or negative) d.

500.00

\$

Enter total hours worked by month e.

Click to go back to Table of Contents

68,839.83

68.839.83

8.37

192.05

192.05

1.152.29

1.152.29

| | | | | Los | s Ange | eles U | nified | Scho | ool Di | <u>stric</u> t | | | | | | \sim | | 4 | | |
|-------------------|---------------------------------|---|-----------------------|------|--------|---------|--------|--------|--------|----------------|--------|-------|-------|-----------|-------|----------------------|-----------------------|---------------------|---------|--------------------|
| | | | | | Sala | iries (| Conti | rol Re | ecord | | | | | | | | $\overline{\bigcirc}$ | | | |
| | | | | | Fis | scal Y | ear 2 | 018-2 | 019 | | | | | | | C |) | | | |
| SCHOOL: | | | | | | | | | | | | | | | (| Table of (| Contents | > | | |
| | | | | | | | | | | | | | | FUND: | 01 | 0-0000 | | | | |
| PROGRAM TITLE: | : General Fund School Program | | | | | | | | | | | FUNC | TIONA | L AREA: | 1110- | 1000-13027 | | | | |
| POSITION TITLE: | TLE: Day to Day Subs @ \$358.45 | | | | | | | | | | С | оммі | TMEN | T CODE: | 1 | 10002 | | | | |
| | | | | | | | | | Hou | urs (or) A | mount: | 1,5 | 36.62 | | Days: | 256.10 | | | | |
| \mathbf{a} | (b) | | (\mathbf{c}) | | | (e | | | | | | | | Budget Ar | nount | \$ 91,800 | 358.45 | | | |
| Employee Name | Employee No. | X | Adj. +/- (dollars) | July | Aug. | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | March | April | May | June | Expended in Hours | Balance in Days | Balance in Hours | Ba D | lance in ollars |
| | | | INPUT | wo | RKEI | D HO | URS | ONLY | Y - BI | EGIN | NING | BAI | ANC | E IN DA | AYS | | 256.10 | 1,536.62 | s | 91,800.00 |
| Dolly Parton | 123456 | | | | 36 | 24 | 6 | 6 | 6 | 6 | 12 | 30 | | | | (126.00) | 235.10 | 1,410.62 | \$ | 84,272.55 |
| budget Adjustment | | | \$ (5,000.00) | | | | | | | | | | | | | (83.69) | 221.15 | 1,326.92 | \$ | 79,272.55 |
| Joe Smith | 369852 | | | | 30 | 36 | 54 | 3 | 18 | 12 | 24 | 6 | | | | (183.00) | 190.65 | 1,143.92 | \$ | 68,339.83 |

TABLE OF CONTENTS

Summarizes balances in dollars for operational expenses

| Fiscal Year: | 2018-2019 | | | | _ | | | |
|------------------|-------------------------|-----------|--------------------------------|--------------------|---------------------|----------------------|--------------------------------------|---------|
| Cost Center: | 1888601 | | | | Enter Data | | | |
| Cost Center Name | UNIVERSITY SH | | | | Select from Dro | pdown List | | |
| Balances as of: | March 26, 2019 | | | * | When entering | Program 7E04 | 6, type '7E046 to avoid format error | |
| | | | | | | | | |
| Commitment Item | Budget Item Description | * Program | Program Name | Budgeted Amount | Amount Available | Available Hours / | Control Sheet - Tab | Reports |
| | | | Pending Distributi | on \$ Available | \$ 2,860 | | | |
| | | | | | | | | |
| 430010 | Inst Material Account | 13027 | General Fund School Program | \$ 400,000.00 | \$ 400,000 | | IMA | |
| 430010 | Inst Material Account | 14242 | SDEP-Proceeds Film/Photo Renta | \$ 5,777.00 | \$ 5,777 | | IMA2 | |
| 430010 | Inst Material Account | 10183 | Targeted Student Population | \$ 1,800.00 | \$ 1,800 | | IMA3 | |
| 430010 | Inst Material Account | 13938 | SDEP-Donations | \$ 2,000.00 | \$ 2,000 | | IMA4 | |
| 430010 | Inst Material Account | *7S046 | CE-NCLB T1 Schools | \$ 800.00 | \$ 800 | | IMA5 | |
| 430010 | Inst Material Account | | | | \$- | | IMA6 | |
| 430010 | Inst Material Account | | | | \$- | | IMA7 | |
| 430010 | Inst Material Account | | | | \$- | | IMA8 | |
| 430010 | Inst Material Account | | | | \$- | | IMA9 | |
| 430010 | Inst Material Account | | | | \$- | | IMA10 | |
| 430010 | Inst Material Account | | | | \$- | | IMA11 | |
| 430010 | Inst Material Account | | | | \$- | | IMA12 | |
| 430010 | Inst Material Account | | | | \$- | | IMA13 | |
| 430010 | Inst Material Account | | | | \$- | | IMA14 | |
| 430010 | Inst Material Account | | | | \$- | | IMA15 | |
| 430010 | Inst Material Account | | | | \$- | | IMA-Magnet | |
| 430010 | Inst Material Account | | | | \$- | | IMA-Magnet2 | |
| | | | | | | | | |
| | | | Inst Material Accou | int \$ Available | \$ 410,377 | | | |
| | | | | | | | | |
| 440001 | Non-Cap. Equip | 13027 | General Fund School Program | \$ 15,000.00 | \$ 15.000 | | Non-Cap Equipment | |
| 440001 | New Con Envir | | _ | | | | New Con Continuents | |

USING COFE REPORT TO SET UP OPERATIONAL EXPENSES CONTROL SHEETS

| Line Type Der Dis S Gi Fund | | | · · · | | | | | ~ | - 15 | - | | -1 14 | | | 4 | | | | | |
|------------------------------|------------------------------|---------|-------------|---------------|---------------|-----------------|-----------------|-----------------|---------------|-------------|--------------|----------|---------------|----------|----------|-----------|-------------|---------------|-------------|--------------|
| Line Type | Der Di | i\ S G | Fund | Fund | Functional | Cm | nt Itm | CI Description | Grant | Grw | Po , | Job | PA | Ps Alv | Hrs/Day | FTE | Start Date | Salary | F Benefits | Total Amt |
| Line # | SubD | i Op/ | Center | Rrsc | Area | Bu | d Itm | BI Description | Fund Prgm | Cd | Status | | PSA | TyGrp | Days/Vk | Fund% | End Date | | Health | |
| | | | | | | | | | | | | | | | | | | | | |
| 30THS-L | | | | 010 | 0000-8100-13 | 3027 4 | 130003 | M&O SUPPLIES | NOT-RELE | | | | | | | | 7/1/2018 | | | \$6,258.00 |
| | | | | 0000 | General Fund | SchPg | 40183 | | | | | | | | | | 6/30/2019 | | | |
| | | | | | | | | | | | | | | | | | | | | |
| 30THS-L | | | | 010 | 1110-1000-130 |)27 (| 430010 | IMA | NOT-RELE | | | | | | | | 7/1/2018 | | | \$400,000.00 |
| | | | | 0000 | General Fund | SchPg | 40267 | | | | | | | | | | 6/30/2019 | | | |
| | | | | | | | | | | | | | | | | | | | | |
| 30THS-L | | | | 010 | 000-2700-1 | 3027 (| 440001 | NON-CAP EQMT | NOT-RELE | | | | | | | | 7/1/2018 | | | \$15,000.00 |
| | | | | 0000 | GeneralFund | Scl Pg | 40125 | ALL-OTH | | | | | | | | | 6/30/2019 | | | |
| | | | | | | | | | | | | | | | | | | | | |
| 30THS-L | | | | 010 | 0000-1100-12 | 027 4 | 130002 | ADVSCOMMEXP | NOT-RELE | | | | | | | | 7/1/2018 | | | \$0.00 |
| | | _ | | 10000 | Genera 7 ind | SchPg | 40169 | | | | | | | | | | 6/30/2019 | | | |
| | | _ | | 010 | | | | | | | | | | | | | 71410040 | | | 4500.00 |
| 30THS-L | | | | 010 | 1110- 300 130 | 27 9 | 580012 | CURRICULAR TR | NOT-RELE | | | | | | | | 7/1/2018 | | | \$560.00 |
| | 0000 Gr neral f | | | Gr Aeral Fund | SchPg | 50174 | | | | <u> </u> | | | | | | 6/30/21.3 | | L | | |
| | | | | | 0.0040 | | 1 | | | | | | | | | | | | | |
| Fiscal Yea | r: | | | | 18-2019 | | | | | _ | | _ | | | | | | | | |
| Cost Cen | ter: | | | 18 | 88601 | | | | | | | Ent | er Data | | | | | | | |
| Cast Cas | hav Na | | | | | | | | | | | Cala | at from Dece | | 1.5.4 | | | | | |
| Cost Cen | ter Na | ime: | Ur / | VERSIT | Y ELEMENTA | R | _ | | | | | Sele | ect from Drop | nwoba | LIST | | | | | |
| Balances | as of: | : | | March | n 19, 2019 | | | | | | * | Whe | en entering P | rograi | n 7c046 | , type '7 | 7E046 to a | void format (| error | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | - | | | | | | | Budgeted | | Amount | Av | ailable | | | | | |
| Commitme | ent Ite | em | udget Ite | em De | scription | * Progran | n | Program | lame | - 1 | Amount | | Available | Hours | ; / Days | | | Control She | et - Tab | |
| | | | | | | | v | | | - | | v | | | v | | | | | |
| | | | | | | | | | | | | - | | | | | | | | |
| | | | | | Dony | lina Dictrik | ti | on ¢ Availabk | | 2 960 | | | | | | | | | | |
| | | | | | ren | | | | | 2,000 | | | | 0 | | • | | | | |
| 4000 | 10 | | To all \$1. | a stall A | | 10007 | | and Fund Oaks | Deserves | - 6 | * 400.000.00 | | 400.000 | | | | Click | Hyperlin | k to ope | n 🔪 📰 |
| 430010 Inst Material | | erial A | ccount | 1302/ | ben | erai Fund Schoo | I Program | —L | \$ 400,000.00 | | 400,000 | | | | 0 | ontrol D | ooord | IMA | | |
| 430010 Inst Mate | | | erial A | ccount | 10103 | larg | jetea Student P | opulation | | \$ 1,800.00 | \$ | 1,800 | | | | | | ecora | IMA2 | |
| 430010 Inst Material Account | | | 13938 | SDE | P-Donations | | | \$ 2,000.00 | \$ | 2,000 | | | | | | | <u>IMA3</u> | | | |
| 4300 | 430010 Inst Material Account | | | ccount | 14242 | SDE | P-Proceeds Film | Photo Ren | ca | \$ 5,77.00 | \$ | 5,/77 | | | | | | | <u>IMA4</u> | |
| 430010 Inst Mate | | | | erial Ac | ccount | *7S046 | CE-I | VCLB T1 Schools | | | \$ 800.00 |) \$ | 800 | | | | | | | <u>IMA5</u> |

NON-SALARIES CONTROL RECORD

- a. Enter date
- b. Requested by- Enter who requested the transaction
- c. Enter Vendor Name
- d. Requisition or Imprest Check # Enter purchase order number, Imprest check #, PCard Transaction #, or Budget Adjustment
- e. Activity Description-Enter details that will help identify what the dollars were used for
- f. Expenditures in dollars Enter amounts charged for transaction
- g. Adjustment in Dollars Enter budget adjustment amounts (positive or negative)

| | | | Los Angeles Unified | School District | | | | |
|----------|--------------|---------------|----------------------|---------------------------------------|-------------|-----------------|-----|------------|
| | | | Non-salaries Con | ntrol Record | | | | |
| | | | Fiscal year 20 | 18-2019 | | | | |
| | | | | | | ble of Contents | | |
| | | | | | | | | |
| | SCHOOL: | Uni | versity Elementary | FUND: | 010- | 0000 | | |
| PROC | GRAM TITLE: | General | Fund School Program | FUNCTIONAL AREA: | 1110-10 | 00-13027 | | |
| COMMITM | IENT TITLE: | Inst | Material Account | COMMITMENT ITEM: | 430 | 010 | | |
| | b | C | C | e | | | | |
| DATE | Requested Pr | Vender Name | Requisition or | Activity Description | Expenditure | Adjustment in | Bal | ance in |
| DATE | Requested By | Vendor Ivanie | Imprest Check Number | Activity Description | in Dollars | Dollars | D | ollars |
| | | | BEGINNING BALANC | E | | | S | 400,000 |
| 02/20/19 | M. Davidson | Office Depot | P-Card | White Board for Rm. 150 | \$ 289.00 | | \$ | 399,711.00 |
| 03/04/19 | O. Lopez | LAUSD Stores | SC 10148965 | Intructional Materias for Math Depart | \$ 4,850.00 | | S | 394,861.00 |
| 03/06/19 | M. Davidson | | | Budget Adjustment | | \$ (4,000.00) | \$ | 390,861.00 |
| | | | | | | | S | 390,861.00 |

MANUAL BUDGET ADJUSTMENT REQUEST

A manual Budget Adjustment Request (BAR) is required for:

- Programs that are not in SAP
- Restricted items that required additional approval

| | • | | | | | | | | | | L Budget | ar Angeler Un Servicer and | ified School Financial Pl | Dirtrict anning Diviri | | | | | | | | | | | | | | | |
|-------------------|--------------------------------------|----------------------|-------------------------|---------------------------|-------------------|----------------------|----------------------|-------------------------------|--------------------------|----------------------------|-------------|-------------------------------|------------------------------|---------------------------|-------------------|--------------------|----------------------|--------------------|---------------------|----------------------|--------------------|----------|----------|------------|--------------------|------------------------|-------------------------|---------------|--------------------|
| | | | | | | | | | | E | BUDGE | T ADJU | STMENT | REQUE | EST | | | | | | | | | | | | | | |
| School/Of | ice | | | | | | | | ID | | FI | scal Yea | ar 2018 I | -2019 Phone No | | | | | Conta | ct Perso | - | | | | | | Date | | |
| 000000 | | | | | | | | | | | _ | | | | | | | | | | | | | | | | | | |
| _ | | | | | | | | | | | | | | - | | REQL | HRED | OM | Y FOR | POSIT | IONS | | | _ | | | | | |
| GC | Fund Center | | Fund | F. | unctional A | 100-0-0 | Budget | Commitme | _ | | l | Position | Position | Control | | _ | | | _ | | | Pos | | Hrs / | Days / | | | | |
| Budget | ine Fund Center | Fund | <u> Resource</u> Pr | j <u>uosi</u> ogram Na | Trunction me | m | Item | ntitem m Nome | Start | ate End | JOD | j Status T | itle | # | ES | Area | Sub | Area | Group | V Scale | Tupe | Misc | Rate | Day aru | Be | FIE pefits | Fundin | From | |
| Iten | IName | | | 1 | | | | | | | | | | | COP | | | | | | | | | Ĩ, | | | 9191 | | |
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| Reason | for budget adju | For a | Categorica | l Progr | am <i>s, jast</i> | ificatio | n pages | mast be i | attacked.) | , | | | | | | | | | | | | | | | | Docum | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lunde | rstand that I s | hall b | e fully re | sponsi | ible for | any pr | ogram | and/or | fiscal im | plicatio | ns of t | his requ | est due | to non | -соп | npliar | nce vi | ith E | ederal | State | polici | ies. | ules | and | regul | ations | <u>The</u> s | ignature | s below c |
| - | | | 10 | TR SCH | OGL STL | USE O | NZ Y | | | | - | | <u> </u> | 10 | R BU | DGET | SERM | CES . | ANDLO | CAL DIS | TRICT | 110 | USE | ONZY | | | | | |
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| | | | | | - | - | | - | | | | | | | | | | | | | | | | | | | | | |
| Princip | al's Signature | | | | | Date | | | | | | | BA/Lo | g Sheet No. | | | Input | Date | In | structional | Area Su | perint | endent | or | | late | | | |
| For Ca | egorical Progra | . s: | | | | | | | | | | | | | | | | | | | and/o | | | | | | | | |
| Att | ch the following | two do | cuments: | | | | | | | | | | Proces | sed By | | | | | | | | | - Duri | - | | | | | |
| | Copy of Scho | ol Plan Pa | ge or Single | l Plan for S | tudent Ach | ievement | Modifica | tion | | | | | | | | | | | Adm | miscrator | or opera | icions i | or Desig | gnee | | ace | | | |
| | | | | | | | | | | | | | Fiscal S | pecialist's | Signati | ure | Dat | e | | | | | | | | | | | |
| | If multi-funded | please in | dicate other | funding se | ource(s): | | | | | | | | | | | | | - | Progra | m Coordir | nator's S | ignatu | re or De | signee | | late | | | |
| Budge | Adjustment for | Title I P | rogram, p | lease id | entify: | | TAS | SWP | | | | | Fiscal S | ervices Ma | anager's | Signat | Dat | e | | | | | | | | | | | |
| The SS | sought and co | sidered | recomme | adation | from the | approp | oriate a | dvisory co | ommittee. | | | | | | | | | | As | st. Budget | Directo | r | | | |)ate | | | |
| _ | | | | | | | AC | | | | | | | | | | | | | | | | | | | | | | |
| SSC C | airperson's Sign | ature | | Date | | | | Date | | Date | | | | | | | | | De | puty Budg | et Direc | tor | | | | late | | | |
| Form rovi | d 02-14-18 | | | | | | | | | | | | | | | | | | | | | | | | | | · · · · · | | |
| Criter | o: The identificat | ion of in | dividual su | | ssiekin o | dag ar ta | ***** | nit far 100 | riesses. | toll to ta | | consider | tion of se | sisting (| ar dali. | | 100) an | d abra | conside. | ration of | *** | io etio | ***** | ***** | | | | at ar sait, | rack ar |
| the see Employ | ta minimizo dirr or uka karo raja | section at teared | ar rearries | the need named sh | ell be can | izo rotre vidorod | ining ni Jiert, s | i the remain bie of the au | ning smyla d cansists | yaar, and i ni with the | ****** | ta setain. cansides at | inne, Rea | r 1940 pars Trigament | ener se Esclar | eciels. Liens e | sille an Te ant i | allas s ta ko a | apprilies wedtae | . 38 may cada ass | atra ka rapriat | ***** | , | the er | sidase. Selisar | * #\$ *317 7 ****** | ans din as Insas: An | ·7 \$******** | kardrkip Inzoar |
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| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Princi | al's Signature | | | | Date | • | | | | | | | | | | | | | | | | | | | | | | | |

EXERCISE #1

Create a Manual Budget Adjustment to move \$5000.00 from curricular trips to Other Non-Instructional Contract budget line.

Information Needed:

Program: 13027—General Fund School ProgramCurricular TripsOtherBudget Item: 50174BudgetCommitment Item: 580012CommitmentFund: 010-0000Fund:Functional Area: 1110-1000-13027Functional

Other Non-Instructional Contract Budget Item: 50003 Commitment Item: 580002 Fund: 010-0000 Functional Area: 0000-2100-13027

Enter data required for Manual Budget Adjustment Request.

- 1. Budget Line Item:
- 2. Fund Center & Fund Center Name
- 3. Funding Line (Use Fund/Functional Area Translator)
- 4. Budget Item, Commitment Item, and Item Name
- 5. Date -07/01/XXXX to 06/30/XXXX; (for positions items, dates must be the actual start and end date of the position)

Where to Find Data Need to Complete the Manual Budget Adjustment

Program Name: Fund and **Fund/Functional Functional Area:** Area Use the Translator/COFE **Fund/Functional** Report, School Area Translator Signature Form **Budget Item and Item Name:** Commitment **Fund/Functional** Item: Area Estimated Rate Translator/COFE Sheets, COFE Report, School Report, School Signature Form Signature Form

Exercise #1

Create a Manual Budget Adjustment to move \$5000.00 from Curricular Trips to Other Non-Instructional Contract budget line

1. Enter Budget Line Item: 30TH

2. Enter Fund Center and Fund Center Name



Exercise #1- Continuation

Enter Fund: Fund and Resource Enter Functional Area: Goal, Function, Program Enter Program Name



Exercise #1-Continuation

Enter Budget Item
 Enter Commitment Item
 Enter Item Name



Exercise #1--Continuation

 Enter Date -- for non-position items (20THS-L & 30TH-L) Start and End date is 07/01/XXXX to 06/30/XXXX Required Only for Positions DEMINDER ANN VEAD RACITIONS

| 1 | | | | | | | | | ILQUINLL | / VIIL I | IVINE | Jannona | | | | | | | |
|---|----------|-----------|-----|--------------------|---------------|-----------------------|-----|------|----------|----------|-------|---------|------|------------|-----------|----------------|----------------|------|---------|
| | Da | ate | Jop | Position Status | Position D | Position Control # | 23 | Per | sonnel | | Pay | Scale | | Pos Ind | H Rate | lis / 1 Day | Days / Week | FTE | Funding |
| | Start | End | | Ī | ile | | CAP | Area | Sub Area | Area | Group | Level | Туре | Misc | Salary | | Ben | efts | (%) |
| _ | | | | | | | | | | | | | | | | | | | |
| | 7/1/2018 | 6/30/2019 | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| | 7/1/2018 | 6/30/2019 | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |

Exercise #1--Continuation





12

Reason for budget adju: *(For Categorical Programs, justification pages must be attached.)*

Write reason-be specific

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.

Exercise #1--Continuation

13. Obtain required signatures Send signed BAR to your Fiscal Specialist for Approval

| | | | FC | IR SCHL | ool site | E USE (| DML Y | | | | FOR BUDGET | SERVICES . | AND LOCAL DISTRICT (LD) USE ONLY | | |
|---|----------------|--------------|------------------------|-------------|------------|-----------|----------|------------|---------------|----------------------|-----------------------------------|------------|--|------|--|
| Principal's | s Signature | | | | | Date | 9 | | | | BA/Log Sheet No. | Input Date | Instructional Area Superintendent or | Date | |
| For Categ | orical Progr | ams: | | | | | | | | | | | andłor | | |
| Attach | the following | g two do | cuments: | | | | | | | | Processed By | | | | |
| | | | | | | | | | | | | | Administrator of Operations or Designee | Date | |
| | Copy of Sch | ool Plan P | age or Singl | e Plan for | Student A | chieven | ient Mo | dification | | | | | | | |
| | | | | | | | | | | | Fiscal Specialist's Signature | Date | | | |
| | If multi-funde | d, please ir | ndicate other | r funding s | ource(s): | | | | | | | | Program Coordinator's Signature or Designe | Date | |
| Budget Ad | justment for | Title I F | ² rogram, p | lease id | lentify: | | TAS | 🗆 SVP | | | Fiscal Services Manager's Sign | Date | | | |
| The SSC s | ought and c | onsidere | d recomm | endatio | n from tl | he appi | opriate | e advisory | , committee | | | | Asst. Budget Director | Date | |
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| SSC Chair | person's Sig | inature | | Date | | | | Date | | Date | | | Deputy Budget Director | Date | |
| Form rovirod 02- | -14-18 | | | | | | | | | | | | | | |
| Criteria: The identification of individual employees within a department or unit for reassignment shall be based upon consideration of seniority (as defined below) and also consideration of the objective operational needs of the department or unit, such as the need to minimize disruption of services, the need to minimize retraining of the remaining employees, and the need to retain employees who possess special shills and/or expertise. It may also be based upon the avoidance of extraordinary personal hardship to an Employees who have volunteered for reassignment shall be considered first, subject to and consistent with the above considerations. Reassignment selections are not to be used to reassignment shall be considered; however, employees who have volunteered for reassignment shall be considered; however, employees who have so to be used to reassignment, "seniority" means length of regular District service within the | | | | | | | | | | | | | | | |
| "My signate | re confirms t | hat i have | considere | d and rel | ied upon I | the crite | eria set | forth abov | re in approvi | ng the reassignments | resulting from this budget form." | | | | |
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Principal's Signature

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| School Fiscal Services | https://achieve.lausd.net/Page/794 | Budget Development Budget Maintenance | | | | | | |



Rocio Espinoza,

Classified Training Representative

213-241-4954 rge90792@lausd.net

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