

Budget Development FY 2023-2024

Fiscal Specialist Checklist

- ☐ Completed School Budget Signature Form (SBSF) for each **General Fund Program**, electronically or manually signed by the Principal. **UTLA Chapter Chair signature is required on Program 13027 School Budget Signature forms.**

- ☐ 10552 TSP-Student Equity Needs Index
- ☐ 10947 TSP -Academic Excellence
- ☐ 10948 TSP-Joy and Wellness
- ☐ 10949 TSP- Engagement and Collaboration
- ☐ 11126 TIIPG-Magnet-New Sch
- ☐ 11456 School Staffing Equity Grant
- ☐ 13027 General Fund School Program
- ☐ 13723 Chrtr Sch Categorical Blk Grnt
- ☐ 13724 Chrtr Sch Alloc In Lieu Of EIA
- ☐ 13938 SDEP-Donations
- ☐ 14154 TIIPG-Magnet-Schs-Discretionary Fund
- ☐ 14876 BSAP-Curriculum Climate & Wellness Grant (Holding Acct)
- ☐ 14873 BSAP Sch Climate Wellness Per Support
- ☐ 14874 BSAP Cul Responsive Unit Devt
- ☐ 14875 BSAP Community Partnership
- ☐ 14877 BSAP Community Based Safety Pilot

- ☐ Completed School Budget Signature Form (SBSF) for each **Categorical Program**, electronically or manually signed by the Principal (SSC Chair signature is not required; compliant SSC meeting records will provide the necessary documentation in lieu of SSC Chair signature). **UTLA Chapter Chair signature is required on all Categorical Program School Budget Signature forms.**

- ☐ 7E046 CE-NCLB T1 Sch-Parent Invlmnt
- ☐ 7S046 CE-NCLB T1 Schools
- ☐ 7T124 CE-T1-College and Career Coach (Middle Schools only)
- ☐ 70S46 CE-NCLB-T1-Targeted Asst Schs, if applicable
- ☐ 7T691 CSI Schools only, if applicable

- ☐ 2023-2024 Single Plan for Student Achievement (SPSA) that specifically describes the actions/tasks with estimated costs
- ☐ Signed Employee Roster Letter
- ☐ Manual Budget Adjustments (BAR) for zero basis request, restricted items, grants and other non-SFE programs
- ☐ Teacher Assistant Reduction in Force HR Form 5009 for Teacher Assistant employees whose positions will not be funded next fiscal year
- ☐ Prior approval from Personnel Commission if closing the Financial Manager and School Administrative Assistant positions
- ☐ A copy of the email approval from Edward Sanchez (edward.sanchez@lausd.net), and copy Christine Esto (christine.esto@lausd.net) and Anthony Durian (anthony.durian@lausd.net) attached to the budget adjustment if opting to change a custodial position

- ☐ Request for Personnel Action (RPA) to assign new hires or modification for school-purchased positions
- ☐ Completed Alternate Staffing Pattern (ASP) form for secondary schools that currently have ASP to request approval for 2023-2024 fiscal year
- ☐ The total cost budgeted to purchase itinerant resources should reflect the corresponding total number of days or Full Time Equivalent (FTE) shown in the Estimated Rate Sheet
- ☐ Toshiba Copier contract should be budgeted in commitment item 580002