

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Budget Services and Financial Planning Division

TO: School Principals
Regional Teams

DATE: January 25, 2024

FROM: Saman Bravo-Karimi *S BK*
Senior Executive Director of Finance Policy

SUBJECT: 2024-25 SCHOOL BUDGET DEVELOPMENT PLANNING

The purpose of this communication is to share pertinent dates and information in preparation for the 2024-25 budget development period.

KEY DATES

Dates (2024)	Description
January 12	Enrollment forecast available to schools
February 9	Budget development materials (rate sheets/shopping list, staffing ratios, etc.) can be accessed through School Fiscal Services Branch's website at https://achieve.lausd.net/sfs
February 9	Allocation letters will be sent to schools
February 12 – 23	School budget planning period
February 13 – April 5	Schools Front End (SFE) available for budget data entry/budget implementation
April 5	Last day to enter data in SFE for 2024-25 budget development purposes; deadline is 5:00 pm

The school budget planning period from February 12 – 23 is time for schools to develop their budgets. Regional Directors will meet with school principals during the planning period to review, discuss and approve their budgets. Budget Development appointments with fiscal specialists will begin immediately after the planning period.

Throughout the year, school administrators should be meeting with their applicable advisory committee(s) and School Site Council to discuss student needs, data and progress. In addition, school administrators are to hold an Annual School Goals and Budget Consultation Session to engage their community-at-large in learning about data, needs assessment, and the budget development process. These meetings should occur prior to the Budget Development appointment, and verification of these meetings is to be completed in the Principal Portal. To better facilitate the budgeting process, please complete and bring the following documents to the Budget Development appointment:

1. Signed School Budget Signature Forms for each program code
2. 2024-25 School Plan for Student Achievement (SPSA) that describes the actions/tasks and costs
3. SPSA Budget Summary Page
4. Signed Employee Roster Letter

REGISTRATION: All participants must register prior to the training through the following link. [FY 2024-2025 Budget Development Training \(csod.com\)](#)

STAFF ATTENDEES: Regional Director, Principal, School Administrative Assistant, Coordinator/Designee, or other person responsible for Categorical Programs. This team will have the responsibility of training the School Site Council and the Advisory Committees.

DROP-IN SESSIONS (OPTIONAL)

The following optional drop-in sessions are available for school teams:

<p style="text-align: center;">Drop-In Session (All Regions) Wednesday, February 14, 2024 10:00 am - 11:00 am 1:00 pm – 2:00 pm Zoom Link: https://lausd.zoom.us/j/88255235143?pwd=dDNRaTk3b1FvUEl5WX11RU92dkpmZz09</p>
<p style="text-align: center;">Drop-In Session (All Regions) Thursday, February 15, 2024 10:00 am - 11:00 am 1:00 pm – 2:00 pm Zoom Link: https://lausd.zoom.us/j/88255235143?pwd=dDNRaTk3b1FvUEl5WX11RU92dkpmZz09</p>

If you have any questions, please email budget-info@lausd.net or your fiscal specialist.

Attachment - References for School Budget Development

c: Pedro Salcido
Karla V. Estrada
Kristen K. Murphy
David Hart
Nolberto Delgadillo
Amanda Wherritt
Patricia Chambers
Pia Sadaqatmal

References for School Budget Development

The following items can be accessed from the School Fiscal Services Branch's website at <https://achieve.lausd.net/Page/18778>.

1. 2024-25 School Budget Development Memo
2. Stakeholder Engagement Information
3. Targeted Student Population (TSP) Plan – Guidance and FAQs
4. Carryover Memo
6. Select K-12 School Resources and Basis of Allocation
7. Staffing/Position Simulator
8. Staffing Bulletins
9. Estimated Rate Sheets (cost of positions)
10. Employee Benefit Rates
11. Request to Purchase Itinerant Personnel
12. Budget Adjustment Request form
13. Class Size Table by Type of School
14. Dual Language Education Programs FAQs
15. Request for Alternate Staffing Pattern
16. Special Education Budget Development Memo
17. Special Education Budget Development Appeals form
18. SPSA Program and Budget Handbook
19. Comparative Title I School Data
20. Title I School Ranking In Alphabetical Order
21. Title I School Ranking By Rank Order
22. General Fund School Programs Manual