

Budget Development FY 2024-2025 Fiscal Specialist Checklist

Completed School Budget Signature Form (SBSF) for each General Fund Program, electronically or manually signed by the Principal.

- 10552 - TSP-Student Equity Needs Index
- 10947 - TSP-Academic Excellence
- 10948 - TSP-Joy and Wellness
- 10949 - TSP-Engagement and Collaboration
- 11266 - Community Schools Resolution
- 11421 - Prop 28-Arts Program
- 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
- 14873 - BSAP-Sch Clim Wellness Pers Support (Sch Disc)
- 14874 - BSAP-Cul Res Unt Dvt, Ind St Need Asmt (Sch Disc)
- 14876 - BSAP School Discretionary
- 17703 - ELOP-Cultural Arts Passport

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

2024-2025 Single Plan for Student Achievement (SPSA) that specifically describes the actions/tasks with estimated costs

Signed Employee Roster Letter

Manual Budget Adjustment Request (BAR) for zero basis requests, restricted items, grants and other non-SFE programs

Teacher Assistant Reduction in Force HR Form 5009 for Teacher Assistants whose positions will not be funded next fiscal year

Prior approval from Personnel Commission if closing the Financial Manager or 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.

Completed Alternate Staffing Pattern (ASP) form for secondary schools that currently have ASP, to request approval for FY2025

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