

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Office of the Superintendent

TO: Principals **DATE:** February 21, 2014
FROM: Michelle King, Senior Deputy Superintendent
SUBJECT: **ESTIMATED BUDGET DEVELOPMENT TIMELINE FOR FISCAL
YEAR 2014-2015**

The purpose of this memorandum is to inform schools and offices of the tentative budget development timeline. At this time, the budget system, Schools Front End is scheduled to open on March 17, 2014 and close April 11, 2014 at 5:00pm. Allocation notification letters are tentatively scheduled to be released on March 15, 2014. The Program and Budget Handbook will be released the week of March 3, 2014. Estimated Rates Sheets (Shopping Lists) are scheduled to be released on February 28, 2014.

Due to this limited timeline, it is imperative that all school personnel and education service center staff involved in the budget development process be available during this period. In other words, budget development must be a high priority for all participants. Personnel usually required for the budget development process are; Principals, Categorical Program Advisers, Instructional Leaders, Administrator of Operations, Educational Service Centers Categorical Program Coordinators, Educational Service Centers Superintendents, or Designee and Fiscal Staff.

Principals must schedule the applicable advisory committee(s) and School Site Council meetings to ensure input prior to the budget session appointment.

c: Matt Hill
Megan Reilly
Donna Muncey
Gerardo Loera
Rowena Lagrosa
Earl Perkins
Instructional Area Superintendent
Administrators of Operations
Tony Atienza

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Office of the Superintendent

TO: K-12 Principals

DATE: February 21, 2014

FROM: Michelle King, Senior Deputy Superintendent

SUBJECT: CHECKLIST FOR 2014-2015 BUDGET SESSIONS

In preparation for your Budget Development session with your Instructional Director, Compliance Coordinator, Administrator of Operations and Fiscal Staff, the below checklist may assist you. Due to the short timeline it is expected that final documents will be presented to these individuals during your budget session. The Budget System, Schools Front End will open Monday, March 17, and close on Friday, April 11, 2014 close of business day.

If applicable, please bring the following items:

- ☐ Signed School Budget Signature Forms for each program
- ☐ Assurances and Justifications, Single Plan Pages and/or Updates to the Single Plan for Student Achievement if necessary
- ☐ Signed Employee Roster Letter
- ☐ Manual Budget Adjustments funding positions with Carryover funds including Grants and Restricted items.
- ☐ Submit Resignation PC Form 5193TA for Teacher Assistant employees whose position will not be funded next fiscal year.
- ☐ Prior approval from Personnel Commission is required before closing of the Financial Manager Position, School Administrative Assistant and/or Office Technician Position
- ☐ Completed Itinerant Letters to fund Support Services (Nurse, Psychologist, PSA, PSW, Elementary Counselor, Art Teacher, and Librarian)
- ☐ Alternate Staffing Pattern form if closing the Assistant Principal-Secondary Counseling Service.
- ☐ Request for Personnel Action (RPA) for new, temporary, and modified positions
- ☐ Request for Change of Assignment Form (PC 5004)
- ☐ Toshiba Copier contract funding should be in commitment item is 580002

If you have any questions, please contact your Fiscal Specialist.

c: Matt Hill
Megan Reilly
Earl Perkins
Instructional Area Superintendent
Administrator of Operations
Tony Atienza
Carmen Silva