

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Office of the Superintendent

TO: K-12 Principals

DATE: February 28, 2013

FROM: Michelle King, Senior Deputy Superintendent

SUBJECT: CHECKLIST FOR 2013-2014 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 Thursday, March 21, and close on Thursday, April 18, 2013 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 Superintendents
Administrators of Operations
Tony Atienza
Carmen Silva