

INTEROFFICE CORRESPONDENCE

Los Angeles Unified School District

Office of the Superintendent

**TO:** Principals

**DATE:** March 12, 2013

**FROM:** Michelle King, Senior Deputy Superintendent

**SUBJECT: BUDGET DEVELOPMENT MATERIAL FOR FISCAL YEAR 2013-2014**

The purpose of this memorandum is to inform schools and offices of budget development materials. Schools may use the below resources to support their school's budget planning process.

The following documents are available on the School Fiscal Services website ([sfs.lausd.net](http://sfs.lausd.net)).

- Board Approved Staffing Ratios
  - ✓ No change in staffing ratios.
- Categorical Per Pupil Rates
  - ✓ For schools above 65% poverty, the combination of Title I and EIA-SCE resources is \$545.50, or \$9 less than the prior year Title I allocation.
  - ✓ EIA-SCE resources will be allocated to schools with poverty percentages of 65% and above.
- General Fund School Program Manual
  - ✓ Most general fund programs will be collapsed into one program code (program 13027).
  - ✓ Teacher Sub funds will be allocated to school budgets.
- Carryover Memo
  - ✓ Beginning next fiscal year, savings in the General Fund School Program (program 13027) will carryover from 2013-2014 to 2014-2015.
- Estimated Rate Sheets (Shopping List)
  - ✓ A tab for Frequently Used Budget Items is available.
- Program and Budget Handbook (State Federal Education Program website: [lausd.net/sfep](http://lausd.net/sfep))
  - ✓ Budget-at-a-Glance will be revised to include EIA-SCE.
  - ✓ New program code for Title I TAS schools- 70S46.
  - ✓ Updated "shopping list" of allowable purchases using Title I, Title III, and EIA resources.
  - ✓ The Bridge Coordinator classification will not be available.
  - ✓ P-Card purchases cannot be funded with Title I resources.
- Support Services Letters (Itinerant purchases such as Psychologist, Nurse, etc.)
  - ✓ No major changes.

The Title I and Economic Impact Aide (EIA) rankings will be released on March 19<sup>th</sup>.

If you have questions, please contact your Fiscal Specialist.

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