

School Fiscal Services Updates and Reminders

IMPREST CUT-OFF/DUE DATES:

- Imprest Fund Claim Reimbursement Request Title I **5/5/2021**
- Imprest Fund Claim Reimbursement Request Non-Title **6/11/2021**

Continue to submit monthly Imprest Reconciliation to Fiscal Specialist even if you do not have any transactions by due dates:

1st Quarter – 10/16/2020 For quarter ending in September 2020

2nd Quarter – 01/15/2021 For quarter ending in December 2020

3rd Quarter – 04/16/2021 For quarter ending in March 2021

4th Quarter – 09/15/2021 For quarter ending in June 2021

BUDGET ADJUSTMENT Cut-Off Date:

- Budget Adjustment – Title I (**submit to Fiscal Specialist**) **5/31/2021**
- Budget Adjustment – Non-Title I budget (**Submit to Fiscal Specialist**) **6/5/2021**

BUDGET DEVELOPMENT: On Friday, March 12, budget allocation letters for the additional Title I and Student Equity Needs Index (SENI-Targeted Student Population) funds for applicable schools was released.

TITLE I: Whether or not your school has submitted a 2021-22 SPSA to the LD for approval and participated in the development process, you may select to reconvene the SSC, revise the SPSA to reflect the additional Title I funds that have been allocated, resubmit the SPSA to the LD for approval, and revisit the budget development process **no later than April 19** or you may contact James Mundy (jimundy@lausd.net) **prior to April 19** to let him know that you would like to submit the SPSA without the additional Title I funds and wait until mid-July or thereafter to meet with the SSC to further plan on the use of the additional funds. In this case, the school would be able to submit a modification to their SPSA.

SENI/TSP: The TSP plan should be completed by the end of the new budget development deadline set for **Monday, April 19**. If you need additional time to complete the plan, please notify your Community of School Administrator and Karen G. Long, Director Strategy and Innovation at karen.long@lausd.net.

REQUEST FOR PERSONNEL ACTION (RPA):

Reminder to submit RPA to Human Resources (HR) or Personnel Commission (PC) for next School Year 2021-2022 for the following:

- New/Purchase positions (New PCN)
- Increase/decrease of hours
- Change in basis

Note: For Community Representative an increase/decrease in hours to a position outside of budget development should not be approved unless the employee agrees to the change via an approved **Change of Assignment form**.

TRANSACTION FOR SCHOOLS AND OFFICES (NON-TITLE I) Cut-Off Date:

- Shopping Cart for Non-Stock Purchases – \$92,601 to 250,000* **3/31/2021**
- Shopping Cart for Non-Stock Purchases – 25,001 to \$92,601 **4/30/2021**
- Low Value Purchase Orders for Goods/Services – Up to \$25,000 **5/7/2021**
- P-Card Purchases – Title I **5/5/2021**
- P-Card Purchases – Non-Title I **5/28/2021**
- P-Card Reconciliation **6/11/2021**
- Shopping Cart (STO) Warehouse **6/18/21**
- Online Goods Receipts (Receivers) **6/30/21 (4:30 PM)**

Please continue to process receivers for POs as soon as you receive good/services to ensure that all receivers are processed in a timely manner and all purchase orders are charged to the current fiscal year.

For goods and/or services to be charged to Fiscal Year 2020-2021, please ensure that the vendor can deliver the requested goods and/or services **no later than June 30, 2021** and Goods Receipts are **posted on or before June 30, 2021** as well. For a complete list of all outstanding purchase orders, download the PO History (PC010) report from SAP. Schools and offices may go to https://psd.lausd.net/lrp_shopping_cart/ to obtain a list of their purchase orders (with invoices remitted) with pending Goods Receipts. **In order to ensure invoices are paid in a timely manner and the District receives any prompt payment discounts, Goods Receipts must be entered as soon as goods and/or services have been received.**

For all procurement assistance, please contact your Local District Buyer (James Morton Jr.) james.p.morton@lausd.net or central office representative. The contact list is available at <http://achieve.lausd.net/Page/3263>.