



School Budget Planning

2023-24

Presented By:

School Fiscal Services Branch

BUDGET PLANNING



Budget Calendar



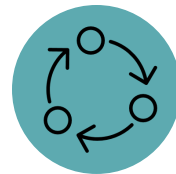
Community Engagement/
Budget Process



What's Continuing?
What's New?



LCAP Program codes



Budget Process Reminders
Reports

2023-24 Budget Calendar

- **Jan 18** – E-CAST enrollment
- **Feb 10** – Allocation letters/summary e-mailed; carryover memo
- **Feb 14 – Mar 31**– Schools Front End (SFE) available to schools

Budget development materials and references are posted to School Fiscal Services Branch's website (sfs.lausd.net) as they become available.

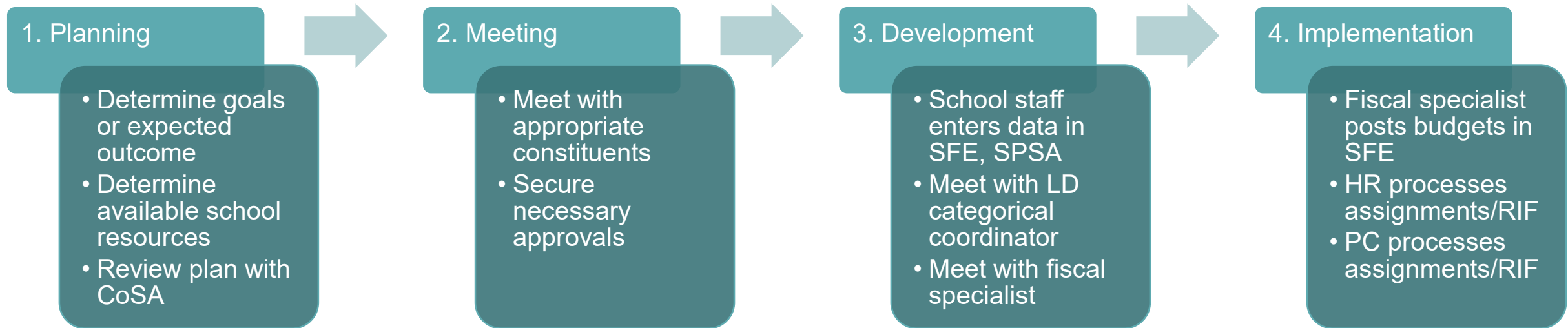
Who is involved in budget planning process?

Community Engagement

- Community of Schools Administrators (CoSA)
- School administrators
- Teachers
- Parents
- Students
- Appropriate Committees



Budget Development Process



Highlights of What's Continuing in 2023-24?

- 80% advanced carryover of select programs
- Summary of School Allocations
- Program 10552, TSP-SENI allocations
 - “Lump sum” amount – *requires school plan.*
- ROP teachers
 - District funds 65%
 - School funds 35%
- A full-time nurse position will be allocated to each campus for 2023-24 (Program 10529)
 - Option schools will receive one position. However, if the Option School is part of a “shared site”, then the nurse position is prorated among the schools at the shared site.
 - In the event of a staffing shortage, some schools may share a nurse.
- School Staffing Equity Grant (Program 11456)
- 6-hour Library Aides will be allocated in **13027**
 - Fully flexible with the CoSA’s approval
- Limited-Contract Teachers can only be budgeted in Title I, Program 7S046



What's New in 2023-24?



- Potential funding variance will be set aside – **5% of total allocations**
- Accelerated Academic Literacy will not be allocated in 2023-24
- 3 New LCAP Programs (10947, 10948, 10949) will be replacing the 5 existing LCAP Programs
- 1 Transitional Kindergarten (TK) instructional aide will be allocated to every 24 TK students
- Proposition 28 Arts Instruction allocations (Program 11421)
- Additional options to purchase in School Staffing Equity Grant
 - Health care assistants / health office clerks
 - Community representatives
 - Career Technical Education teachers
 - Pupil Services and Attendance Counselors (PSA)
 - Intervention Teachers/Coordinators
 - Student/Family Navigators and Ambassadors
 - Office staff
 - Custodial staff
- Library aide positions in Program 13027 that were reduced to 3 hours in 2022-23 will be reinstated back to 6 hours in 2023-24

What's New in 2023-24? BSAP Updates

- LCAP 8.03, Development of African American Studies was collapsed to LCAP 8.01, Culturally Responsive Unit Development
 - Program 13362 collapsed to program 13361
- Non-discretionary resources will be allocated in programs 13360, 13361, 13349, and 13363
- Curriculum, Climate & Wellness Grant
 - Lumpsum allocations will be placed in program 14876 and must be planned for and budgeted in programs 14873, 14874, and 14875.
 - General supplies capped at 5%
 - Supplemental Curriculum grant was combined with the Climate & Wellness grant

What's New in 2023-24? BSAP Programs

Resource Type	LCAP	Program
BSAP non-discretionary	8.01 - Cul Res Unit Devt, Ind St Need Asmt, Cur, Ped	13360
	8.02 - Community Partnership	13361
	8.04 - Sch Climate Wellness Personnel Support	13349
	8.05 - Community Based Safety Pilot	13363
BSAP school discretionary	8.01 - Cul Res Unit Devt, Ind St Need Asmt, Cur, Ped	14874
	8.02 - Community Partnership	14875
	8.04 - Sch Climate Wellness Personnel Support	14873
	Curriculum, Climate & Wellness Grant (Holding Acct)	14876

- Funds cannot be transferred between resource types

Budget Development Allocations

Schools will receive lump sum allocations in the following programs:

- Program 10552 SENI-TSP
- Program 14876 Curriculum, Climate & Wellness Grant (select BSAP schools)
- Program 13723 Charter School Categorical Block Grant (select Affiliated Charter Schools)
- Program 13724 Charter School In-lieu of EIA (select Affiliated Charter Schools)
- Program 7S046 Title I
- Program 7E046 Title I Parent Engagement
- Program 11456 School Staffing Equity Grant (schools with >55% unduplicated %)
- Program 11421 Arts, Music, IMA program (Prop 28)

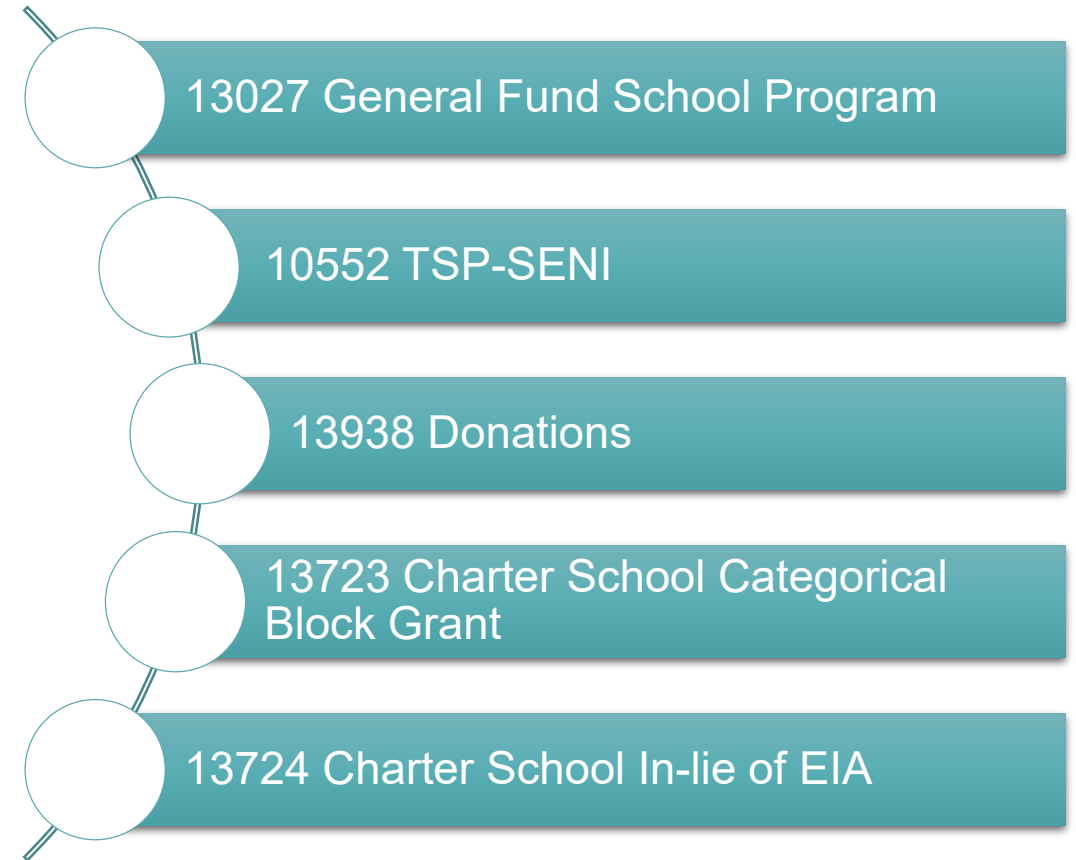
Carryovers



During budget development, schools will receive an advanced amount equal to **80% of the projected carryover.**



The **projected** carryover amounts will be trued-up when the books close in September.



Carryovers

- Changes to Carryover Policy in 2023-24
 - Savings from vacant teacher norm positions in 2022-23 will not be included in schools' carryover balances
 - However, the cost of a substitute teacher to cover the vacancy will be provided
- The following programs will not carry over to 2023-24:
 - 10397 Per Pupil Schools
 - 11125 Community Schools
 - 15583 SENI-ESSER II
 - 15649 ESSER III
 - 15659 ESSER III Parent Engagement
 - 16181 Parent Family Engagement-ELO

Carryovers

- Advanced Carryover Calculation



- 80% of projected carryover will be available during budget development
- Projected spending for January –June is based on current spending patterns
- If spending increases in the 2nd half of the year, actual carryover will be less than the advanced carryover
- This could result in a negative adjustment in September 2023

TSP-SENI and the LCAP PROGRAMS

Description	In 2023-24
Advance carryover from program 10552 and the 5 LCAP program codes (10983, 10984, 10985, 10987, and 10988)	Will be placed in program code 10552, TSP-SENI; must be planned for and budgeted in the 3 new LCAP program codes (10947, 10948, 10949)
Lump sum allocation for 2023-24	Will be placed in program code 10552; must be planned for and budgeted in the 3 new LCAP program codes (10947, 10948, 10949)

- Positions will roll over in existing 5 LCAP programs and can be moved into 3 new programs if they will be funded

Budget Process Reminders

- If flexibility to close a position is implemented, the same positions/titles cannot be re-purchased with TSP or categorical funds.
- Any flexibility over positions will be implemented for one school year only.
- Schools will bear any additional costs related to purchased positions.

Example: register-carrying teachers – *10 days of sub. time, differentials, and salary pay scale increases.*

- Purchased positions that are vacant must be budgeted at the Districtwide average cost.
- During budget development, schools should **not** modify a position's salary level for the purpose of capturing salary savings or to swap employees assigned.
- Budget items with flexibility in program code 13027:

Building and Grounds Worker-Need approval from M&O

School Facilities Attendant

Office Technicians above the legal requirement (MCD)

Temporary Personnel Funds

Registration Adviser Time

Instructional Materials

Teacher Activity Differential

General Supplies

Classified Substitute Time

Library Aides

Budget Process Reminders – Meeting With Your Fiscal Specialist

Submit the following if applicable:

1. Signed Budget Signature and Budget Adjustment Request (BAR) forms
2. Requests for Personnel Action (RPAs) form
3. PC approval for new positions, if applicable
4. Teacher Assistant Reduction in Force form (HR5009) for unfunded teacher assistants
5. Signed employee roster memo

Budget Development Reports

1. From <https://achieve.lausd.net> click "Find a School", then School Directory.
2. Type the name of the school and click "Search".
3. From the matches found, click on the school name you are searching for.
4. Click on "Budget Development Reports."
5. Select the budget report version and click on "Go".

School Profile

The school calendar is: SINGLE-TRACK

Demographics

Click here and select your school to view Pedestrian Routes to School

+ School Plan for Student Achievement

+ Targeted Student Population (TSP) Plan

Performance Indicators

+ SARC

CAASPP - CDE

Data Summary Sheet

School Experience Survey Reports

+ Accountability

School Budget Reports

+ School Spending Report

- Budget Development Reports

Initial Budget

School-approved Budget

Board-approved Budget

2019-2020:

Go

Fiscal Year and Month

For your REFERENCE



The following resources are available at <https://achieve.lausd.net/Page/18778>.

- General Fund School Programs Manual
- Carryover Memo
- Estimated Rate Sheets (cost of positions)
- Manual Budget Adjustment Request (BAR) form
- Position/Staffing Simulator
- Request for Itinerant Support Services forms
- Request For Personnel Action (RPA) form
- SPSA Program and Budget Handbook
- Budget-At-A-Glance (for categorical programs)

School Fiscal Services Branch

Homepage - sfs.lausd.net

Contact List - under “Contact Us” or at <https://achieve.lausd.net/Page/18257>

