



LAUSD SCHOOL FISCAL SERVICES BRANCH BUDGET UPDATES FOR SCHOOL STAFF

OCTOBER 2022

STUDENT BODY REMINDERS

- Student Body Financial Reports are necessary to ensure proper fiscal controls and minimize risks to the District. All schools are required to prepare Student Body Financial Reports. The quarterly reports must be received by your Coordinating Financial Manager on the following due dates:

Quarter Ending	Due Date
9/30/2022	10/14/2022
12/31/2022	1/13/2023
3/31/2023	4/14/2023
6/30/2023	6/23/2023

- Request for Authorization for fundraising activities must be submitted at least 3 weeks before the event.
- If your Financial Manager or Sr. Financial Manager position is currently vacant, please contact your assignment technician for the current eligibility list.
- For questions, please contact your [Coordinating Financial Manager](#).

BLACK STUDENT ACHIEVEMENT PROGRAM (BSAP) CONVERSION

- In order to align the BSAP allocations and expenditures with the LCAP goals and actions, certain budget lines in program 13349 have been moved to different program Codes as follows:

LCAP Action	Program Code
8.01 - BSAP Culturally Responsive Unit Development, Individual Student Needs Assessment, and Curriculum & Pedagogy	13360
8.02 - BSAP Community Partnerships	13361
8.03 - BSAP Development of African-American Studies Course	13362
8.04 - BSAP School Climate and Wellness Personnel Support	13349
8.05 - BSAP Community Based Safety Pilots	13363

- Please work with your time reporter or Procurement Services to transfer expenditures that are currently charges in program 13349 to the appropriate program codes.
- Time reporting entries for supplemental x-time and/or overtime previously reported in program 13349 must be manually corrected by your time reporter.

PARENT ENGAGEMENT PROGRAM CONVERSION

- The carryover funds for the Parent Family Engagement-ELO Program 15598 have been transferred to a new program code Parent Engagement Carryover Program 16181.
- Time reporting entries for supplemental x-time and/or overtime previously reported in program 15598 must be manually corrected by your time reporter.





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ELEMENTARY LIBRARY INITIATIVE FUNDS

- The carryover funds for the [Elementary Library Collection Refresh](#) (Library Initiative - Program 13911) have been released to schools on September 14, 2022. Schools can continue to place their orders to replace their library collection.

Ordering Timeline:

- Funds must be encumbered by December 9, 2022
- If a school is unable to encumber funds by December 9, 2022, funds will be captured to purchase books on behalf of the school unless an extension is requested by informing ILTSS@lausd.net
- For Additional support, ILTSS is offering Zoom office hours every Friday 10:00 am – 11:00 am. Zoom ID: 86266871162
- For more information, please visit the ILTSS website at <https://achieve.lausd.net/Page/1422>

ALIGNING STAFF ASSIGNMENT AFTER NORM DAY

Principals are encouraged to review their school staff assignments after norm day adjustments are completed. The Position with Incumbent Report is a tool that can be used to review staffing rosters.

When reviewing your staffing report, please make sure:

- Assignment changes due to Norm Day adjustments are processed in a timely manner
- All staff members are assigned to funded position control numbers
- Multiple employees are not assigned to one position control number
- Positions are funded for the hours and the basis the employees are assigned for
- Positions are funded at the employee's actual salary, if applicable

CALENDAR/DUE DATES

10/7/2022 - FY 2023 Student Body Final Budget Due

10/14/2022 - Secondary Imprest Fund Reconciliation for the 1st Quarter Due

10/14/2022 - Student Body Financial Reports for the 1st Quarter Due

For questions on school budgets, please contact your Fiscal Specialist. List available on <https://achieve.lausd.net/Page/18257>.

Other School Fiscal representatives may also be contacted. Details are available on <https://achieve.lausd.net/Page/18257>.