



# LAUSD SCHOOL FISCAL SERVICES BRANCH

## BUDGET UPDATES FOR SCHOOL STAFF

SEPTEMBER 2023

### GENERAL EDUCATION NORM DAY ADJUSTMENTS

- ◇ The District captured Norm Day enrollment for all schools on Friday, September 15, 2023. However, it is important to note that the classification report data captured for Norm Day is considered preliminary until the data has been reviewed by Central Office staff. The Final Norm Enrollment Dashboard and Staffing Dashboards available at <https://www.lausd.org/focus> will capture and display the final norm enrollment and staffing levels for FY 2024.
- ◇ Schools eligible for additional positions as a result of Norm Day, should receive these additional positions within the next 2-4 weeks.
- ◇ Schools losing teacher positions can choose to displace or move employees to existing vacancies. The purchasing of class size reduction positions will be considered on a case-by-case basis, only after all vacancies and positions have been backfilled. Additional consideration will be given to requests from Priority Schools and those made to prevent grade level splits/combination classrooms. Approval from the Region and Human Resources must be secured by completing Class Size Reduction Approval Form.
- ◇ Schools losing counselor positions can choose to displace, move employees to existing vacancies, or purchase additional positions.
- ◇ Norm Day adjustments to resources such as substitutes, IMA, general supplies, and Temporary Personnel Account (TPA) will be processed in October.

### IMPLEMENTATION OF UTLA AND SEIU SALARY INCREASES

The salary increases for UTLA and SEIU have been implemented for the current fiscal year and all prior pay periods. As a result, schools will see the following changes to their budgets/budget availability:

- ◇ The additional costs of school purchased positions for the current year in excess of the potential funding variance set aside during budget development are reflected as negatives in commitment item 430077.
- ◇ Prior year salary increases for UTLA positions show as expenditures in the applicable commitment items.

Schools are required to process budget adjustments to cover the school purchased position cost increases in 430077.

The expenditures for prior year salary increases for UTLA positions will be removed from school site budgets in the coming months.

Schools are responsible for the retroactive charges for supplemental time, substitute time and school purchased positions. These will be processed as an adjustment to the school budget at a later date.

### LIBRARY COLLECTION REFRESH FUNDS

Funds remaining have carried over into Programs 13911 (Elementary schools) and 15689 (Secondary/Span schools) in the 2023-2024 fiscal year.

Orders for the 2023-2024 FY must be placed no later than December 15, 2023, to ensure delivery during the Spring semester. The "goods receipts" should be completed by June 30, 2024. Funds will not carry over into the following fiscal year.

For more information, see [Elementary](#) or [Secondary](#) IOCs dated August 11, 2023 or email: [ILTSS@lausd.net](mailto:ILTSS@lausd.net) or Kimberly Balala at [kkr3219@lausd.net](mailto:kkr3219@lausd.net).

### WHAT'S NEW

School Fiscal Services will be holding monthly Regional Open Houses starting Thursday, September 28, 2023. Click [here](#) to register.

### 1ST QUARTER BEST PRACTICES

- Review staff assignments
- Set up control sheets
- Review Budget Availability Report
- Review carryover balances
- Check zero-basis requests
- Review POs and contracts
- Process PO receivers
- Reconcile imprest fund
- Review programs with end dates

### CALENDAR

9/1/23	Admission Day
9/4/23	Labor Day
9/8/23	Special Ed. Staffing Appeals Deadline
9/15/23	Norm Day
9/22/23	Norm Enrollment Appeals Deadline

### UPCOMING TRAININGS

- [School Fiscal Services Open Houses](#)
- [Dealing With Negative Allocations](#)
- [Imprest Training](#)
- [Schools Front End \(SFE\) Training](#)



**CUSTOMER SERVICE SURVEY**  
Budget Services and Financial Planning



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## SPECIAL EDUCATION NORM DAY STAFFING ADJUSTMENT TIMELINE

- ◇ Region Support staff have notified schools of any potential closures.
- ◇ All appeals were due by Friday, September 8, 2023. If no appeal was submitted for a proposed closure, then HR will be notified on September 18<sup>th</sup> and any incumbents in those programs will be displaced.
- ◇ The SPED Division will respond to all appeals no later than Tuesday, September 26, 2023. Immediately thereafter, any identified program closures whose appeals were denied will be submitted to HR and those corresponding incumbents will be displaced.

Schools will have until Friday, October 6, 2023 to complete HR displacement forms. Failure to displace by the October 6 deadline will result in expenditures being moved to their school site general fund program.

For questions, please contact the Region SEAs.

## CULTURAL ARTS PASSPORT (CAP) PROGRAM

The 2023-2024 CAP allocation can be found in program code 17703 — ELOP-Cultural Arts Passport.

- ◇ Budget adjustments for this program can be completed in Schools Front End (SFE), however, budget adjustments will not be processed without an approved plan. The due date for submitting your plan is September 29, 2023. Regional Directors and Arts Education Branch Designee will review and approve plans.
- ◇ There is no carryover anticipated for this program, so funds need to be expended by June 30, 2024. These funds are restricted and subject to
- ◇ Additional Cultural Arts Passport Information for schools available [here](#).

## ACTUAL CARRYOVER FROM FY 2023

The actual carryover amounts for programs that are identified in the carryover memo [MEM-2464.19](#) dated March 27, 2023 were processed to school sites on September 7, 2023.

- ◇ School administrators were emailed a summary of their final carryover on September 21, 2023.
- ◇ Please note that the final carryover amounts were adjusted to account for any advance carryover schools received during budget development.
- ◇ Zero basis positions requested during budget development will be funded from the final carryover amounts.
- ◇ Please work with your Fiscal Specialist to clear programs with any negative carryover.

## QUICK LINKS

[School Fiscal Services](#)

[SFS Training Site](#)

[Student Body Finance Support](#)

[Norm Enrollment & Staffing Dashboards](#)

[MiSiS](#)

## BULLETINS AND MEMOS

[MEM-2464.19 - Carryover for School Account Balances](#)

[REF-058498.5 TIIP – Title I Intervention Program, Grades K-8](#)

[REF-058898.5 TIIP - Title I Intervention Program, Grades 9-12](#)

## CONTACT US

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

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



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