



# LAUSD SCHOOL FISCAL SERVICES BRANCH BUDGET UPDATES FOR SCHOOL STAFF

March 2023

## REMINDERS FOR SENI-ESSER FUNDS

- ◆ The purpose of ESSER funds is to address the social, emotional, mental health and academic needs of students. Schools must use their assessment to determine the students' needs before proceeding with any purchases.
- ◆ ESSER SENI II Program 15583, ESSER SENI III Program 15649 and ESSER III Family Engagement Program 15659 will not carryover to FY 2023-24.
- ◆ Covid Fiscal Unit (CFU) must receive all Transfer of Expenditures (TOEs) to/from ESSER **no later than April 30, 2023**.
- ◆ Since schools must complete Time and Effort certification forms timely, retroactive Payroll using ESSER Funds is only allowed for the **January 1- June 30, 2023** (second semester).
- ◆ For questions or assistance, please send an e-mail to [esserhelp@lausd.net](mailto:esserhelp@lausd.net)

## 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 principal is the trustee of Student Body Funds and is responsible for Student Body financial activities and the protection of its assets.
- ◆ 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

- ◆ Preliminary Student Body Budget for FY 2023-24 due on March 17, 2023. For details, refer to [REF-1656.18](#)
- ◆ Request for Authorization for fundraising activities must be submitted at least 3 weeks before the event.
- ◆ For questions, please contact your [Coordinating Financial Manager](#).

## DONATIONS FOR ACADEMIC ACCELERATION INCENTIVE PROGRAM (FOR PRIORITY SCHOOLS) - PROGRAM 11486

- ◆ These funds may be used to purchase incentives to promote student participation in academic and socio-emotional programs; specifically, attendance challenges, high-dose tutoring services after school, extend day or week programs and/or Acceleration Days.
- ◆ Incentive distribution must be tracked and schools must be prepared to highlight impact of program.
- ◆ Refer to [Donations for Academic Incentive Program Interoffice Correspondence](#) dated March 3, 2023.

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

For questions on student body matters, please contact your Coordinating Financial Manager. List available on <https://achieve.lausd.net/Page/14273>