



LAUSD SCHOOL FISCAL SERVICES BRANCH BUDGET UPDATES FOR SCHOOL STAFF

January 2023

2023-24 OFFLINE E-CAST APPEAL PROCESS

- ◆ The FY 2023-24 E-Cast Enrollment Forecast and Norm Staffing Projection are now posted on the School Fiscal Services Website. Schools can view their general education norm staffing allocations for FY 2023-24 here: <https://bit.ly/FY2024ECastEnrollmentandStaffingProjection>
- ◆ Please use this [job aid](#) to download the E-Cast Enrollment and Projection file on your computer.
- ◆ Enrollment and teacher staffing appeal will be conducted using an offline process for FY 2023-24. Schools can submit an E-Cast Appeal from January 18 through January 30, 2023 using this link, <https://bit.ly/E-CastAppealForm>
- ◆ Regional Superintendents or their designees will provide determination to schools by February 3, 2023.

2023-24 BUDGET DEVELOPMENT TENTATIVE TIMELINE

- ◆ Allocations notifications will be sent on 02/10/2023
- ◆ Schools Front End (SFE) opens on 02/14/2023
- ◆ Schools Front End (SFE) closes on 03/31/2023
- ◆ Please visit the School Fiscal Services websites for Budget Development resources

PROCUREMENT REMINDERS FOR SENI-ESSER FUNDS

- ◆ All SENI-ESSER (Programs 15583 and 15649) General supplies-Technology and/or Capitalized/Non-Capitalized Equipment shopping carts must be submitted by **January 30, 2023**.
- ◆ Effective 10/04/2022, all school shopping carts in SENI-ESSER (15583 and 15649) have a second approver. All ESSER school generated shopping carts will go to COVID Fiscal Unit for review and approval. The goal is to ensure that schools follow program allowability guidelines.

STUDENT BODY REMINDERS

Elementary Schools:

- ◆ The second quarter Student Body Reports were due on **January 13, 2023**. To ensure the reports are ready by the due date, record all transactions onto the ledgers daily and complete the bank reconciliation within a week from the end of each month.
- ◆ Please compile Student Body payments to independent contractors from **January 1, 2022, to December 31, 2022**. The information is needed to issue the 1099s for 2022. Please refer to MEM-103900.1 for more information.

Secondary Schools:

- ◆ Please verify that all ASB investment signature cards contain the current staff members' names (e.g., Principal, AP, Financial Manager). Also, ensure that investment statements are kept on file inside the student store for all periods.

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>