



LAUSD SCHOOL FISCAL SERVICES BRANCH BUDGET UPDATES FOR SCHOOL STAFF

NOVEMBER 2022

DAY TO DAY SUBSTITUTES USING SENI-ESSER FUNDS

- ◆ The purpose of SENI-ESSER II (15583) and SENI-ESSER III (15649) is to recover from the COVID-19 pandemic. ESSER funds must be used to address the social, emotional, mental health, and academic needs of students. Just like in Title I, schools must use their comprehensive needs assessment to determine students' needs before proceeding with any purchases.
- ◆ Schools cannot use SENI-ESSER funds to pay for day-to-day subs for benefited absences for norm teachers. The district allocates 10 sub days for each register carrying norm teacher in program 13027.
- ◆ Day to day subs in SENI-ESSER programs should be used to cover teachers who are attending training, planning, data analysis and classroom observation.

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.
- ◆ Please refer to the list of allowable and non-allowable items before creating shopping carts and reconciling P-Cards and Imprest Accounts with ESSER Funds.
[ESSER SENI Most Common Allowable and Non-allowable items. - Google Docs](#)

PRIMARY PROMISE INSTRUCTIONAL AIDE FUNDING CHANGE

- ◆ The funding line for the Mathematics and Literacy Instructional Aide positions has been changed from program 15652-Primary Promise ESSER III to program 15591-Primary Promise ELO.
- ◆ Any prior manual time reporting entries made to program 15652 must be changed to program 15591 by time reporters. New time reporting entries should not be made to program 15652.

STUDENT BODY REMINDERS

Elementary Schools:

- The second quarter Student Body Reports are 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. Memorandum 103900-2 will be emailed to all schools in early December with additional guidelines.

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.

UPCOMING TRAINING

Schools Front End Training is being offered during the month of November. Check with your Local District Fiscal Services Manager for Dates and Availability.

2ND QUARTER BEST PRACTICES

- Review Budget Availability Report
- Review Staffing Rosters
- Reconcile Imprest Fund Accounts
- Reconcile Student Body Accounts
- Procure large purchases so that deliveries can be completed within the year
- Suspend and repurpose school purchased vacant positions that cannot be filled
- Clean up time reporting entries made to expired programs
- Process goods receipts for goods and services that have been completed
- Norm positions used as an auxiliary must be approved and converted using the [Request for Auxiliary Teachers](#) form.

CONTACT US

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>.

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



CUSTOMER SERVICE SURVEY
Budget Services and Financial Planning