



LAUSD SCHOOL FISCAL SERVICES BRANCH BUDGET UPDATES FOR SCHOOL STAFF

APRIL 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

SECONDARY/SPAN SCHOOLS LIBRARY REFRESH FUNDS—PROGRAM 15689

The funding is based on a per pupil allocation, plus an additional amount based on the Student Equity Needs Index (SENI). The funding may only be used for the following:

- ◆ Updating the library collection to provide more diverse authors, topics, and reading levels.
- ◆ Purchasing new technology to assist with library book distribution (scanner, desktop workstation, printer). Technology must remain in the library. Not to exceed 10% of total allocation.
- ◆ 60 hours of extra hours to be provided to Teacher Librarians and/or classified staff to assist with weeding the collection and shelving the new books.

Orders must be placed no later than December 15, 2023. The Goods Receipt should be completed by June 30, 2024.

For more information, please refer to the attached [Inter-Office Correspondence](#), dated April 14, 2023.

2022-23 YEAR-END PROCUREMENT CLOSING TIMELINES

Please refer to the 2022-2023 Procurement Year-End Closing Timelines [MEM-6016.10](#) for the Cut-off Dates for the various procurement transactions.

Please note the following Budget Adjustment deadlines:

- ◆ The deadline to submit Categorical Budget Adjustment for Review and Approval by the Local District Title I Coordinator is June 2, 2023.
- ◆ The deadline to submit all other Budget Adjustments for Review and Approval by your Fiscal Specialist is June 8, 2023.
- ◆ Make sure the online Goods Receipts for goods and services that have been completed are processed in SAP on or before June 30, 2023.



LAUSD SCHOOL FISCAL SERVICES BRANCH BUDGET UPDATES FOR SCHOOL STAFF

APRIL 2023

TRANSITIONAL KINDERGARTEN STAFFING RATIOS

- ◆ Transitional Kindergarten (TK) classes must maintain an average of 24 students and a staffing ratio of 12 students to 1 adult. Schools are allocated a TK instructional aide for every 24 students to allow schools to maintain the 12:1 ratio.
- ◆ All instructional staff supporting TK classes including instructional aides must be assigned to the respective class in MiSiS to comply with the staffing requirement. Failure to properly assign staff to classes in MiSiS may be subject to a state penalty for failing to comply with the staffing requirement. Any penalty incurred will be charged to the respective school site's 13027 account. For more information, please refer to the attached [Inter-Office Correspondence](#), dated March 16, 2023.
- ◆ A job aide for adding instructional aides to TK sections in MiSiS is available under [Elementary Scheduling Job Aids](#) on the MiSiS website.

REMINDERS FOR BSAP AND HEET FUNDS

- ◆ BSAP funds will not carryover to FY 2023-24. Payroll must be reported by the cut-off dates and Goods Receipt (GR) must be posted for orders/services received by June 30, 2023.

Program Code	Program Description
14863	BSAP-TSP Sch Climate Wellness
14864	BSAP-TSP Cul Res Unt Devt,Ind
14865	BSAP-TSP Community Partnership
13324	BSAP School Climate and Wellne (EEC)
13349	BSAP School Climate and Wellne
13350	BSAP - Central
13360	BSAP Culturally Responsive Uni
13361	BSAP Community Partnership
13353	BSAP Grp 3 & 4 Sch Climate Adv
13362	BSAP Developmnt of African-American Stud
13363	BSAP Community Based Safety Pilot
14878	BSAP Cul Res Unit Devt, Ind St Need Asmt (EEC)

- ◆ Use program 15657 Black Student Achievement Plan/HEET-Sch for time-reporting athletic differentials. Contact your fiscal specialist for additional information.
- ◆ Program 13351 Black Student Achievement Plan HEET-Sch is no longer valid for FY 2022-2023. Please review expenditures and process payroll correction before June 30, 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>