



# LAUSD SCHOOL FISCAL SERVICES BRANCH BUDGET UPDATES FOR SCHOOL STAFF

May 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.

## CULTURAL ARTS PROGRAM - 16686

The Purchase Order deadline for purchases using the Cultural Arts Passport Program – 16686 has been extended through **Friday, June 9, 2023**.

To request a purchase order, please follow the steps below:

- ◆ Create an LRP Request
- ◆ Scan/email the LRP Request and the quote to the respective SCSC email addresses below.

LRP Shopping Cart Support Center (SCSC) Contacts		
REGION	EMAIL	PHONE
NORTH	<a href="mailto:SCSCNORTH@LAUSD.NET">SCSCNORTH@LAUSD.NET</a>	(562) 654-9449
EAST	<a href="mailto:SCSCEAST@LAUSD.NET">SCSCEAST@LAUSD.NET</a>	(562) 654-9467
SOUTH	<a href="mailto:SCSCSOUTH@LAUSD.NET">SCSCSOUTH@LAUSD.NET</a>	(562) 654-9472
WEST	<a href="mailto:SCSCWEST@LAUSD.NET">SCSCWEST@LAUSD.NET</a>	(562) 654-9444
All other Schools and Offices	<a href="mailto:CS.STORES@LAUSD.NET">CS.STORES@LAUSD.NET</a>	(562) 654-9009

## PROGRAM CODES ENDING ON JUNE 30, 2023

- ◆ The following program codes are only valid to June 30, 2023; therefore, all transactions pertaining to these programs must be completed by June 30, 2023.

Program	Program Description
10397	Per Pupil Schools
10983	TSP-SENI Goal 1 100% Graduation
10984	TSP-SENI Goal 2 Proficiency for All
10985	TSP-SENI Goal 3 100% Attendance
10987	TSP-SENI Goal 4 Parent & Community Engagement
10988	TSP-SENI Goal 5 School Safety
10989	TSP-CSR-Teacher/Librarian
11125	Community Schools
15583	SENI-ESSER II
15598	Parent Family Engagement-ELO
15649	SENI-ESSER III
15659	School Site Family Engagement-ESSER III
16181	Parent Engagement Carryover - Resource 3219

- ◆ Goods Receipts for open purchase orders must be entered.
- ◆ Time reporting entries must be reported and approved by the June cut off dates for classified and certificated employees.



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## 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.

## STUDENT BODY END OF THE YEAR REMINDERS

- ◆ All Student Body transactions must be recorded by [June 9, 2023](#). All payments must be approved and supported by invoices or receipts.
- ◆ Financial Reports must be emailed to the Coordinating Financial Manager on or before [June 16, 2023](#).
- ◆ Please refer to the 2022-23 Year-End Accounting Procedures reference guides for additional information:
  - [REF-1754.18](#) for Elementary/Continuation/opportunity/Special Education Schools
  - [REF-1755.19](#) for Secondary Schools
  - [REF-4276.16](#) for Adult Schools
- ◆ All records relating to Student Body funds must be available at the school for audit purposes.
- ◆ Imprest Reconciliations must be emailed to the Coordinating Financial Manager (Secondary Schools) and to the Fiscal Specialist (Elementary/Continuation/Special Education Schools) on or before June 16, 2023.

## GoFundMe FUNDRAISING PLATFORM

- ◆ Please note that the district currently does not support the use of the GoFundMe online fundraising platform. Clubs or individuals should not set up a GoFundMe account for the purpose of raising funds for a school's instructional or athletics programs. The groups or individuals setting up the online fundraising accounts are acting independently; therefore, the platform does not guarantee the financial accountability the district requires.
- ◆ Student Body Finance has [fundraising policies and procedures](#) in place for schools that are interested in raising funds for student body activities including athletics programs and clubs. Administrators can contact their Local District Coordinating Financial Managers for more information.

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>