



LAUSD SCHOOL FISCAL SERVICES BRANCH BUDGET UPDATES FOR SCHOOL STAFF

OCTOBER 2023

SALARY INCREASES FOR SCHOOL FUNDED POSITIONS

- ◆ In alignment with existing District policy, if a school purchases a position in addition to the District staffing levels, the cost of the position's salary increases, salary step advancement, differential, increase in fringe benefits, and health and welfare, if any, is the responsibility of the school and should be funded appropriately. Please review the [General Fund School Programs Manual](#) for additional information.
- ◆ For FY 2023-24, in anticipation of the salary increase agreements with the various bargaining units, schools were asked to set aside 5% of their budget allocation during budget development. The 5% set aside is used to offset the additional salary increases when they are implemented in the budget system.
- ◆ In the event the 5% set aside in the program is not sufficient to cover the salary increases for all the positions, the excess is posted in Commitment Item 430077 as a negative. The Fiscal Specialists at the regions can assist schools to realign their budgets to cover the negatives due to salary increases. Realignment can be made within the program and/or among all other school discretionary programs.
- ◆ The following are ways for budget realignment to cover negatives in commitment item 430077:
 - The salary from unfilled school purchased position within the same program can be used to cover the salary increase for the filled positions.
 - Excess funds set aside for operating expenses or supplemental time can be used to cover the cost of the increases within the program.
 - Schools can move a position from one program that does not have sufficient funds to another program with available funds.

SEIU AND UTLA SALARY INCREASES

- ◆ The salary increases for UTLA and SEIU positions have been implemented for the current fiscal year and all prior pay periods. As a result, schools will see the following changes to their budgets:
 - The additional costs of school purchased positions for the current year in excess of the potential funding variance set aside during budget development are reflected as negatives in commitment item 430077.
 - Prior year salary increases for UTLA positions show as expenditures in the applicable commitment items.
- ◆ Schools are required to process budget adjustments to cover the school purchased position cost increases in commitment item 430077.
- ◆ The expenditures for prior year salary increases for UTLA positions will be removed from school budgets by December.
- ◆ Schools are responsible for school purchased positions retroactive charges. These will be processed as an adjustment to the school budget in December will be reflected in commitment item 430077.

UPCOMING SALARY INCREASES FOR OTHER BARGAINING UNITS

- ◆ As other bargaining units settle, the budgeted cost of positions for FY 2023-24 will be updated by Budget Services. The retroactive payments will also post in the 2023-24 budgets.
- ◆ Teamsters and AALA represented employees are scheduled to be paid in October and November. The budget mass update for Teamsters and AALA positions will be processed in December during the district shutdown.
- ◆ The general rule applies to salary increases for the remaining bargaining units. If the positions are district allocated, the charges will be covered by the district. If the charges are for school purchased positions, the schools are expected to cover the cost.
- ◆ When schools purchase additional positions after salary increases are implemented, the new cost will be based on the revised rates including any staggered increases.



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NORM TEACHER GROWTH REQUESTS AFTER NORM DAY—ELEMENTARY SCHOOLS ONLY

- ◆ Additional Norm teacher positions for grades TE-3 and 4-5(6) may be given to elementary schools if the enrollment growth generates the position and is maintained for two consecutive school months as reported on the classification reports.
- ◆ After Norm Day, schools shall submit the classification reports with the request for growth position to the Personnel Specialist as soon as the requirement stated above is met. The effective date of the growth position is the Monday after the 2nd month capture date.
- ◆ The additional norm teacher earned after Norm Day must be a register carrying-teacher. Requests will be approved only if there is an available teaching station. When a school has used all its available teaching stations and is within 3% of capacity, the school principal should contact their LD Administrator of Operations and School Management Services Office to discuss capping procedures.
- ◆ Please refer to REF-[1819.20](#) Norm Day and Classification Reports for the monthly capture dates.
- ◆ New this year, schools can also request TK Instructional Aides for UTK if they have growth after norm day. The Instructional Aide requests can be submitted to Heng Lim at heng.lim@lausd.net for review and approval. Please include the school's classification report with the request. Once approved the positions will be created for the schools.

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 quarterly reports must be received by your Coordinating Financial Manager on the following due dates:

Quarter Ending	Due Date
9/30/2023	10/13/2023
12/31/2023	1/12/2024
3/31/2024	4/12/2024
6/30/2024	6/14/2024

- ◆ Please refer to [REF-1967.17](#) for the required reports.
- ◆ For questions, please contact your Coordinating Financial Manager.

TRAINING OPPORTUNITIES FOR SCHOOLS

- ◆ School Fiscal Services will be providing various trainings for School Principals, School Administrative Assistants, Title I Coordinators and anyone who is in charge of school budgets. Please visit the School Fiscal Services website to sign up for upcoming trainings at [School Fiscal Services / Training & Job Aids \(lausd.org\)](https://www.lausd.org/School-Fiscal-Services/Training-&Job-Aids)

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

For questions on student body finance, please contact your Coordinating Financial Manager. List available on <https://www.lausd.org/Page/14273>