



LAUSD SCHOOL FISCAL SERVICES BRANCH BUDGET UPDATES FOR SCHOOL STAFF

NOVEMBER 2023

DAY TO DAY SUBSTITUTE TEACHERS

- ◆ Ten days of day-to-day substitute time per teacher are allocated in Program 13027 to cover the benefitted absences of the Norm-generated teachers funded in the following program codes.

Program	Program Name
11020	K12 Norm Tchrs-Sal
11119	Dual/Foreign Language/Bilingual Prog
10989	TSP-CSR Teacher/Librarian
10436	Transitional Kindergarten Expansion
13282	Early Intervention PreSchool program
13061	UPK Planning & IMP-S

- ◆ Accordingly, schools must use program 13027 to time report the day-to-day substitutes covering the benefitted absences of the Norm teachers.
- ◆ The substitutes for day-to-day benefitted absences **should never** be time reported in any of the Norm programs listed above. If schools report day-to-day substitutes for benefitted absences in these programs, the expenditures will be charged to their program 13027 carryover balances at the end of the year.
- ◆ Long-term or day-to-day substitutes covering a Norm vacancy must be time reported in the same program as the vacancy.
- ◆ If a Norm-generated teacher is on long term leave (paid or unpaid), schools must report any sub days in excess of ten days in the program funding that teacher.
- ◆ Schools must budget four days of substitute time in Program 75046 for each register carrying teacher budgeted in the program. After Norm Day, the district allocates six days of substitute time in program 13027 for these positions. Schools should report the first four sub days in the Title I program and any additional days in program 13027.

STUDENT BODY REMINDERS

Elementary Schools:

- ◆ The second quarter Student Body Reports are due on January 12, 2024. 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, 2023, to December 31, 2023. 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.
- ◆ Schools with 10 or more ASB employees must submit their 2023 W2s and W3 electronically through the Social Security Administration website. Training will be provided in November.

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. List available on <https://achieve.lausd.net/Page/18257>.



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IMPREST FUND REMINDERS

- ◆ An Imprest Fund is another means of procuring materials when a vendor does not accept a purchase order or P-card. It does not represent additional funding authority to the school.
- ◆ Administrators must deposit replenishment warrants to the Imprest Fund Checking Accounts that bear the school name.
- ◆ No single item with a total cost of in excess of \$1,000, including tax and shipping, may be purchased through the Imprest Fund.
- ◆ The fund administrator must ensure that the Imprest bank account is monitored.
- ◆ The bank account and the Imprest Fund must be reconciled monthly. At the end of each quarter, the fund administrator must submit copies of the bank and fund reconciliations to their Fiscal Specialist or their Coordinating Financial Manager by the following due dates.

Period	Report Due Date
1st Quarter (July - September)	October 16, 2023
2nd Quarter (October - December)	January 16, 2024
3rd Quarter (January - March)	April 16, 2024
4th Quarter (April - June)	June 17, 2024

DIGITAL TICKETING FOR SCHOOL EVENTS

- ◆ Procurement Services is in the process of creating Master Agreements with GoFan and Home Town Digital Ticketing vendors to allow schools to enter into contracts to offer digital ticket sales for their athletic events.
- ◆ The bench contracts will be presented to the Board of Education in November 2023 for approval. Once approved, the contracts will be fully executed.
- ◆ In the meantime, schools will be able to contract with one of the vendors using the attached Limited Notice (LNTP) Statement of Works from [GoFan Ticketing](#) or [Home Town Ticketing Services](#).
- ◆ The fees the vendors have agreed to are included in the attached Statement of Works. Please don't request a new Statement of Work.
- ◆ Schools must use the attached [Work Order Form](#) to request services with the vendor of their choice. Please refer to the attached [Work Order Instructions](#) for additional information.

REQUEST FOR PERSONNEL ACTION (RPA)

- ◆ The signature of the Fiscal Specialist is no longer required on the Request for Personnel Action (RPA).
- ◆ Schools can forward completed RPAs directly to the appropriate Human Resources Specialist (Certificated assignments) or Assignment Technician (Classified and Unclassified assignments), as applicable.
- ◆ Request for Personnel Actions are required for new assignments, changes in basis and/or changes in hours.
- ◆ Schools may contact their Fiscal Specialist to get the information required to complete their RPAs.

WHEN STUDENTS ATTEND WE ALL WIN ATTENDANCE INITIATIVE

- ◆ The purpose of the initiative is to improve attendance rates by providing monetary funding that may be used at the school site.
- ◆ Please refer to the attached [Interoffice Correspondence](#) for more information.