



# LAUSD SCHOOL FISCAL SERVICES BRANCH BUDGET UPDATES FOR SCHOOL STAFF

MARCH 2024

## 2024-25 BUDGET DEVELOPMENT FREQUENTLY ASKED QUESTIONS (FAQs)

### ◆ **How will the SAP Cloud Migration - March 8, 2024 (6:00 PM) to March 11, 2024 (11:00 PM) affect Budget Development?**

All SAP systems were migrated from on premise to cloud servers from 6:00 PM on Friday, March 8th, 2024, to 11:00 PM on Monday, March 11th, 2024. During this time, access to any SAP systems using <https://bts.lausd.net/irj/portal> was not available. If your school's appointment was originally during this time, it may have been rescheduled to a later date. For more information, please contact your fiscal specialist.

### ◆ **At what point are health benefits triggered for school supervision aides, community reps and teacher assistants?**

Effective January 1, 2024, SEIU Unit F (teacher assistants) and Unit G (school supervision aides and community reps) employees who are assigned to a regular schedule of 4 hours per day and/or 80+ hours per month in any one classification shall be eligible to enroll in medical benefits. Note also that the cost of health benefits is included in the position cost for these classifications beginning in the 2024-25 FY. For more information, see Interoffice Correspondence, "SEIU Unit F and Unit G Health Benefits Implementation" dated November 2, 2023.

### ◆ **Which assignments trigger PERS retirement benefits?**

Classified employees (e.g. school supervision aides, community reps) who work 1,000 hours or more in any fiscal year are permanently enrolled into the California Public Employees' Retirement System (CalPERS), thereby causing both the District and the individual to contribute to the retirement system.

### ◆ **If I modify my Library Aide position to 3 hours per day, do I need to include additional benefits?**

Yes, please contact your fiscal specialist for more information.

### ◆ **When do I need to back out benefits?**

Benefits should be "backed out" or subtracted when creating two half-time positions for one employee. This is necessary when an employee will occupy two job codes. For example, if you create a 3-hour Categorical Program Advisor (19100704) and 3-hour TSP Adviser (19100706) for one employee, each of these positions will have full benefits budgeted for each position unless an adjustment is made. Refer to the Health and Medical Benefit Adjustments guide on the School Fiscal Services website (<https://sfs.lausd.net>) or contact your fiscal specialist for assistance.

### ◆ **Are there special instructions for budgeting an IT Support Tech from Title I?**

If a school will be operating a summer school/intervention program or other SPSA approved school activity in the month of July and plans to utilize the services of an IT Tech to support technology needs or integration, the position can be funded 100% from Title I for the entire fiscal year. If this is not the case, there are special instructions that must be followed to budget this position in Title I. Please contact your fiscal specialist for more information.

### ◆ **If I do not plan to use projected carryover in TSP, can I move it to pending distribution in one of the pillar programs?**

Yes, projected carryover may be budgeted in program 10947 using budget item 40343, PROJECTED CRRY-AVAIL.

### ◆ **Am I required to budget Arts Itinerant Teacher in Program 11421?**

The allocation in Program 11421 is to be used to maintain the same Elementary Arts Itinerant staffing levels as FY 2023-2024. Eighty percent of the funds must be used for salaries (e.g., itinerant teacher, teacher assistant, Teacher X-time). Contact your fiscal specialist for more information about the required amounts.

### ◆ **Assistant Principals, can I combine my enrollment with another school's enrollment to earn an Assistant Principal position that will be shared between the two sites?**

A cap on the purchase of Assistant Principal positions above Norm has been put in place to help to reduce the District's R2 ratio. Schools cannot combine enrollment to meet the requirements of the off-norm cap.



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## 2024-2025 BUDGET DEVELOPMENT OFFICE HOURS

Members of the School Fiscal Services team are available via Zoom provide assistance with Budget Development matters from:

- Dates:** 2/26—3/22/2024
- Time:** 10:00—11:00 a.m.
- Zoom Link:** <https://lausd.zoom.us/j/88255235143?pwd=dDNRaTk3b1FvUEI5WXI1RU92dkpmZz09>

## 2024 GRADUATION CAPS, TASSELS, AND GOWNS

Funds have been allocated to secondary schools to provide cap and gown rentals for graduating high school seniors.

### Funding Information

- Fund:** 010-0000
- Functional Area:** 0000-2700-10499
- G/L Account:** 430001
- Cost Center:** Use school's cost center

For more information, please see REF-6484.10, *2024 Graduation Caps, Tassels, and Gowns*, dated February 26, 2024.

## UPCOMING TRAINING OPPORTUNITIES

Visit us at <https://BudgetTraining.lausd.net/> for more information.

Dates	Trainings	Delivery
4/18/2024	<a href="#">Year-End Best Practices</a>	Zoom
4/25/2024	<a href="#">School Fiscal Services Monthly Open Houses</a>	Zoom
5/2/2024	<a href="#">How to Run Budget Reports: Budget Availability Report</a>	Zoom
5/9/2024	<a href="#">Year-End Best Practices</a>	Zoom
5/16/2024	<a href="#">Imprest Training</a>	In person
5/23/2024	<a href="#">How to Run Budget Reports: P-Card Reconciliation Report</a>	Zoom
5/30/2024	<a href="#">School Fiscal Services Monthly Open Houses</a>	Zoom
6/6/2024	<a href="#">How to Run Budget Reports: PO History Report</a>	Zoom
6/13/2024	<a href="#">School Fiscal Services Monthly Open Houses</a>	Zoom

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://achieve.lausd.net/Page/20109>