



LAUSD SCHOOL FISCAL SERVICES BRANCH BUDGET UPDATES FOR SCHOOL STAFF

APRIL 2024

2023-24 YEAR-END PROCUREMENT CLOSING TIMELINES

[MEM-6016.11 - 2023-2024 Procurement Year-End Closing Timelines, dated March 11, 2024](#) provides the cut-off dates for all SAP transactions including the following:

Non-Title I

- ◆ Shopping Cart for Non-Stock (External Vendor) Purchases Up to \$114,500 - **Friday, April 19, 2024 (8:00 pm)**
- ◆ Travel Request Entries into Concur Travel - **Friday, May 24, 2024**
- ◆ Schools - Submission of all Other Budget Adjustments for Review and Approval - **Friday, June 7, 2024**
- ◆ Imprest Fund Claim Reimbursement Requests - **Tuesday, June 11, 2024**
- ◆ Travel Claim Reimbursement Requests - **Tuesday, June 11, 2024**
- ◆ P-Card/T-Card Purchases (last day for the card to be charged) - **Friday, June 14, 2024**
- ◆ P-Card/Toshiba Ghost Account Reconciliations - **Monday, June 24, 2024**

Title I

- ◆ Shopping Carts Purchases Entries (including Warehouse orders) into SAP (except for any earlier procurement deadline including Title I technology equipment deadline of January 30th) - **Sunday, May 5, 2024**
- ◆ Imprest Fund Claim Reimbursement Requests - **Friday, May 24, 2024**
- ◆ School Submission of Categorical Budget Adjustments for Review and Approval - **Friday, May 31, 2024 (5:00 pm)**
- ◆ P-Card/T-Card Purchases - **Friday, June 7, 2024**
- ◆ P-Card, T-Card and Toshiba Ghost Account Reconciliations - **Friday, June 14, 2024**
- ◆ Expenditure Transfer Requests into Title I - **Thursday, June 20, 2024**

All

- ◆ Online Goods Receipts (Receivers) - **Sunday, June 30, 2024 (4:30 pm)**

Refer to [MEM-6016.11](#) for more information.

CARRYOVER PRACTICES FOR SCHOOL ACCOUNT BALANCES AS OF JUNE 30, 2024

[MEM-2464.20 - Carryover Practices for School Account Balances as of June 30, 2024, for SY 2024-25, dated March 11, 2024](#) provides guidelines for the carryover of school account balances as of June 30, 2024.

Please refer to this memorandum for a listing of accounts with carryover from 2023-24 to 2024-25 and other key information about the carryover process in LAUSD.



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CULTURAL ARTS PROGRAM (CAP) - PROGRAM 17703

Unspent 2023-2024 CAP funds will not carryover to the 2024-2025 school year. Schools with an approved plan in place are highly encouraged to spend the funds, as soon as possible.

For more information on the CAP program, please click the links below.

[CAP toolkit](#)

[CAP FAQs 2023-2024 updated weekly](#)

ELOP FAMILY STUDY WORKSHOP ALLOCATION

On March 14, 2024, schools received a \$2,000 ELOP allocation intended to support the learning and engagement of families at schools in the evenings and on weekends.

Allowable expenditures include certificated x/z time, classified overtime and x/z time, supplemental instructional materials, general supplies, refreshments, and professional services contracts

The funds were allocated to Program 13301—ELOP-Family Study Workshop, commitment item 430009, and schools should submit a manual budget adjustment request to distribute the funds before use.

Funds must be spent by June 30, 2024.

UPCOMING TRAINING OPPORTUNITIES

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

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