

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

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## SCHOOL BUDGET SUMMARY REPORT JOB AID

This report provides information on school funding and the positions and resources purchased with that funding. It also provides an overview of student enrollment, attendance, and school characteristics.

### Accessing the Report

**Business Tools for Schools**

User \*

Password \*

\* Enter your Single Sign-On (email) username and password to Log In.  
e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net)  
Do not add domain name (@lausd.k12.ca.us @lausd.net)

Account Problems? [Get Support](#)

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### 1. Log on to BTS

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The screenshot shows the SAP Financials interface. At the top, a yellow banner says "Welcome ROBIN FOSTER". Below it is a navigation bar with tabs: Home, **Financials/Budget** (highlighted with a red box and a red circle containing the number 2), Human Resources, Access Request, Accounts Payable, Accts Recv / Cash Mgmt, and Asset Management. Below the navigation bar is a sub-menu for "Financials/Budget" with "SAP Financials" selected. On the left, a "Detailed Navigation" sidebar lists: SAP Financials, SAP Budget, SAP Budget - Schools (version 21), and **SAP Budget - Schools Front End** (highlighted with a red box and a red circle containing the number 3). The main content area displays "SAP Financials" and contains the text: "WinGUI - To access WinGUI on AVD, Here [WinGUI Access](#)  
AVD- To access the AVD site, Here <http://Apps.lausd.net>".

2. Click on the **Financials/Budget** tab
3. Click on **SAP Budget – Schools Front End**

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School Budget Planning and Maintenance

Funds Center: 1545901 NEVADA EL  
SACS Fund: 010 General Fund  
LAUSD Program: 13027 General Fund School Program

List All Authorized Clear Selection Criteria Save Selection Criteria

Task	Version	Fiscal Year	Locks
Budget Planning	EN0 Final Version	2025	Locked
Budget Maintenance	CM0 Current Maintena...	2024	

Reports Justification Administration Message

Budget Report	Archive Report	School Resource Allocation
Signature Form	Archived Signature Form	General Fund Allocation Report
Signature Form With Print Range	COFE Budget Report	Staffing and Resources
Progress Report	School Discretionary Programs Rep	<b>School Budget Summary</b>
Budget With Incumbent Report	Estimated Rates By Budget Item	Cost Limits
Position With Incumbent Report	Employee Assignment Cost	Furlough Savings Report

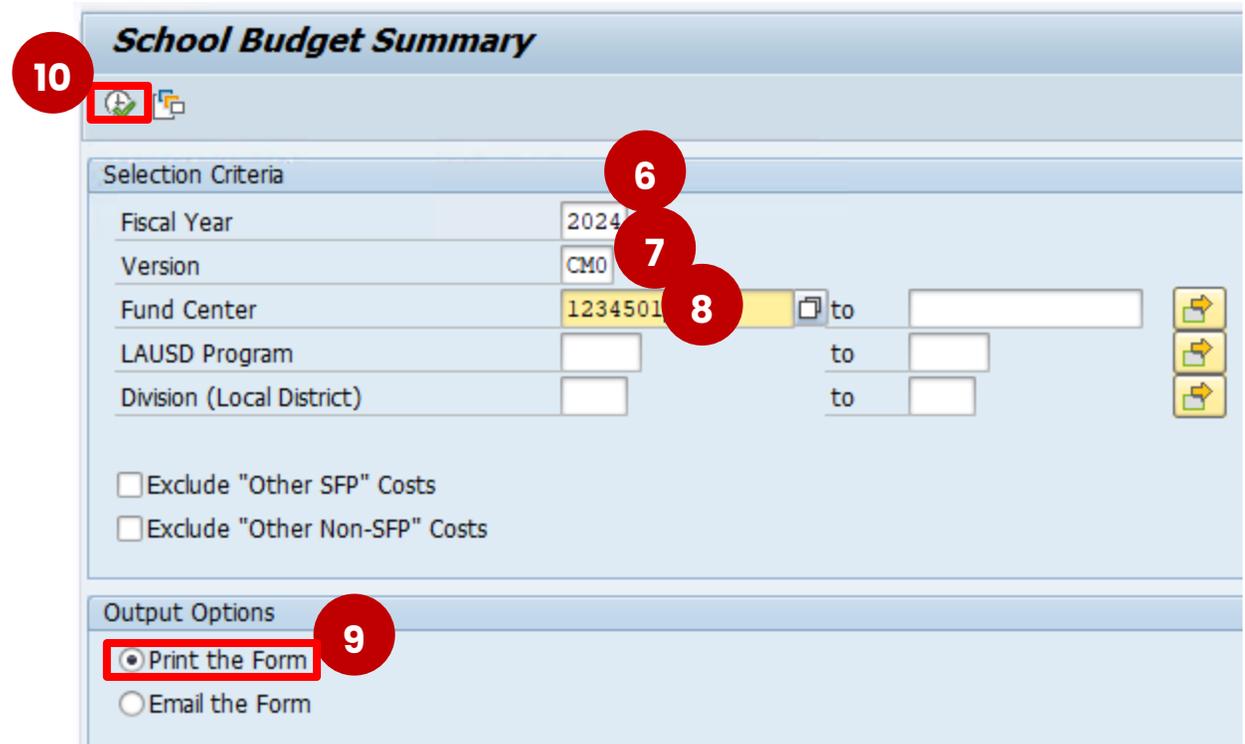
4. Click on the **Reports** tab.

5. Click **School Budget Summary**.

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6. Enter **Fiscal Year**.
7. Enter **Version**.
8. Enter **Fund Center**.
  - a) Leaving this field blank will run the report for all schools you have access to.
  - b) Clicking on  will allow you to enter multiple Fund Centers.
9. Select **Print the Form** under Output Options.
10. Click **Execute**.



**School Budget Summary**

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Selection Criteria

Fiscal Year	2024	6
Version	CM0	7
Fund Center	1234501	8
LAUSD Program		
Division (Local District)		

Exclude "Other SFP" Costs  
 Exclude "Other Non-SFP" Costs

Output Options

9  Print the Form  
 Email the Form

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The screenshot shows a 'Print' dialog box with the following sections and elements:

- OutputDevice:** A dropdown menu showing 'My win local printer', highlighted with a red box and callout 11.
- Page selection:** A text input field.
- Spool Request:** Fields for Name (SMART, LOCL, RFOSTER004), Title, and Authorization.
- Spool Control:** Checkboxes for 'Print Now' (checked), 'Delete After Output', 'New Spool Request' (checked), and 'Close Spool Request'. Includes 'Spool Retention' (8 Day(s)) and 'Storage Mode' (Print only).
- Number of Copies:** 'Number' (1) and 'Group' (1-1-1, 2-2-2, 3-3-3, ...).
- Cover Page Settings:** 'SAP cover page' (Do Not Print), 'Recipient', and 'Department' fields.
- Buttons:** 'Print preview' (highlighted with a red box and callout 12), 'Print', and a close button.

**11.** The print menu displays. If the Output device is blank, type **LOCL** and press **Enter**. **OutputDevice** will display **My win local printer**.

**12.** Click **Print preview**.

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Print Preview of My win local printer Page 00001 of 00003

### School Budget Summary Fiscal Year 2023 - 2024

**ABC Elementary School**  
Fund Center: 1234501

Division: RN - REGION NORTH  
School Type: ELEMENTARY

#### Enrollment and Demographic Information

K-12 General Education Enrollment	565	Poverty Rate	32.37 %
Special Day Class Enrollment (SDC)	20	Low-Income Students	168
Expanded Transitional Kindergarten Program (ETK)	13	English Learners	43
Pre-Kindergarten Special Day Class (SDC) Enrollment	7	Reclassified English Learners	0
Magnet Enrollment with Special Day Class Students	0	Grades 4-6 Enrollment	184
Dual Language Enrollment	0	Grades 9-12 Enrollment	0
<b>Total Enrollment</b>	<b>605</b>		
State Pre-School Enrollment	Not Applicable		
Early Education Enrollment	Not Applicable		
Adult Education Enrollment	Not Applicable		
		Dual Language Centers	0
Ratio of P2 Average Daily Attendance to Enrollment (K-12 Regular Students Only)	94.11 %	Magnet Centers	0
Projected Average Daily Attendance	531.73		

#### Budget Overview

Category	General Fund Unrestricted	General Fund Restricted	General Fund Specially-Funded	Other Funds (Specially-Funded)	Cafeteria Fund	Other Funds (Non Specially-Funded)	Grand Total	Percent to Total
Positions (Staffing)	\$4,204,706	\$2,131,514			\$153,199		\$6,489,419	72.64 %
Other Salary Items	\$503,814	\$1,039,813	\$85,876				\$1,629,503	18.24 %
Books and Other Reference Materials	\$1,444						\$1,444	0.02 %

13. Report displays. Click the Print icon. Select the appropriate printer from the Printer dialog box or select Print to PDF to create a PDF file that can be saved to your computer.

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## How to Read and Understand the School Budget Summary Report

### ABC Elementary School

Fund Center: 1234501

Student enrollment counts by student type.

Division: RN - REGION NORTH  
School Type: ELEMENTARY

Students qualifying for additional assistance

### Enrollment and Demographic Information

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Average daily attendance percentage at this school.

Count of Dual Language and Magnet centers.

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Column headings are funding source categories

## Budget Overview

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Other Salary Items	\$503,814	\$1,039,813	\$85,876				\$1,629,503	18.24 %
Books and Other Reference Materials	\$1,444						\$1,444	0.02 %
Materials and Supplies	\$113,495	\$419,697	\$66,068		\$9		\$599,269	6.71 %
Non Capitalized Equipment		\$130,000					\$130,000	1.46 %
Professional/Consulting Services and Operating Exp		\$54,343					\$54,343	0.61 %
Transfers of Indirect/Direct Support Costs		\$23,470	\$6,312				\$29,782	0.33 %
<b>Total</b>	<b>\$4,823,459</b>	<b>\$3,798,837</b>	<b>\$158,256</b>		<b>\$153,208</b>		<b>\$8,933,760</b>	<b>100.00 %</b>

Major costs in a school budget.

## Position Detail

Position	GF Unrestricted		GF Restricted		GF Specially-Funded		Other Funds (Specially-Funded)		Cafeteria Fund		Other Funds (Non Specially-Funded)		Total		Average
	FTE	Cost	FTE	Cost	FTE	Cost	FTE	Cost	FTE	Cost	FTE	Cost	FTE	Cost	Cost Per FTE
TCHR ELEM C1T C3/29	2.00	310,454											2.00	310,454	155,227
TCHR ELEM C1T C4/30	1.00	157,464											1.00	157,464	157,464
TCHR ELEM C1T C4/33	1.00	157,464											1.00	157,464	157,464
TCHR, SP ED, RES SPST PRG			2.00	290,983									2.00	290,983	145,492
TSP PRG AD C1T C1/16	1.00	150,826											1.00	150,826	150,826
<b>Total</b>	<b>36.17</b>	<b>4,204,706</b>	<b>15.75</b>	<b>2,115,213</b>					<b>1.81</b>	<b>153,199</b>			<b>57.73</b>	<b>6,473,118</b>	<b>112,127</b>

Position counts and position costs by funding source category

Total position counts and position costs

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## Itinerant Position Detail (Other Salary)

Position	GF Unrestricted		GF Restricted		GF Specially-Funded		Other Funds (Specially-Funded)		Cafeteria Fund		Other Funds (Non Specially-Funded)		Total		Average
	FTE	Cost	FTE	Cost	FTE	Cost	FTE	Cost	FTE	Cost	FTE	Cost	FTE	Cost	Cost Per FTE
ITIN ADPT PE TCHR-B			0.20	29,228									0.20	29,228	29,228
ITIN ADPT PE TCHR-C															0
ITIN APEIS-B			1.11	173,997									1.11	173,997	156,754
ITIN COUNS PSA B	0.05	8,389											0.05	8,389	8,389
ITIN COUNS PSA C	0.20	30,870											0.20	30,870	30,870
ITIN EL ARTS ED TCHR	0.53	75,122	0.47	66,294									1.00	141,416	141,416
ITIN OCC THERAPIST-B			0.80	128,013									0.80	128,013	128,013
ITIN ORIEN/MOB INS-B			0.10	16,215									0.10	16,215	16,215
ITIN PHY THERAPIST-B			0.10	16,002									0.10	16,002	16,002
ITIN PSYCH SCHOOL C	0.45	69,284	0.34	52,552									0.79	121,836	121,836
ITIN PSYCH SOC WKR C			0.15	23,588									0.15	23,588	23,588
ITIN RSP TCHR-C			0.26	34,020									0.26	34,020	34,020
ITIN SPCH & LANG-B			1.70	266,742									1.70	266,742	156,907
ITIN SPEC ED TCHR-B			0.15	21,164									0.15	21,164	21,164
ITIN SPEC ED TCHR-C			0.25	33,128									0.25	33,128	33,128
<b>Total</b>	<b>1.23</b>	<b>183,665</b>	<b>5.63</b>	<b>860,943</b>									<b>6.86</b>	<b>1,044,608</b>	<b>152,275</b>

Itinerant positions, the budgeted cost and full time equivalent (FTE), by funding source, total cost and full time equivalent (FTE) and Average Cost Per FTE.