

Los Angeles Unified School District
Budget Services and Financial Planning Division
BUDGET ADJUSTMENT REQUEST
Fiscal Year 2015-16



PERSONNEL COMMISSION

http://classifiedtraining.lausd.net
Phone: 213-241-3440 Fax: 213-241-8450

Fund Center This is the school/office location code (1008501)
Fund Center Name This is the school/office name (Local District 5) Fund Center Name This is the school/office name

Five digits that identifies the allocation source

Five digits that identifies the type budget item. Budget Line Item and the Budget

ESC NORTH EAST

Phone No. (123) 456-7890

Contact Person MR. PRINCIPAL/SA

Date TODAY'S DATE

REQUIRED ONLY FOR POSITIONS

GC*	Fund Center	SACS					Program	Budget Item	Commitment Item	Date	Job	Position Status	Temp	Position ID	Position Control #	ES CAP	Personnel		Pay Scale				Pos Ind	Rate	Hrs / Day	Days / Week	FTE	Funding (%)	Amount (\$)	
		Fund	Resource	Goal	Function	Program											Area	Sub Area	Area	Group	Level	Type							Misc	Salary
1	30TH-L	1123401	010	0000	1110	1000	13027	40267	430010																		2,000	2,000		
		ABC ELEM	GEN SCHOOL PROGRAM						IMA																					
2	30TH-L	1123401	010	0000	1110	1000	13027	40227	43001																					
		ABC ELEM	GEN SCHOOL PROGRAM						GEN SUPPLIES																					
3																														
4																														
5																														
6																														
																								Document Total		2,000	2,000			

SACS Standardized Account Code Structure
Fund Three digits that identify the fund source.
Resource Four digits that classifies revenues and expenditures. (Restricted, Unrestricted, & Categorical, Grant)
Goal Four digits that identifies the group of students receiving instructional services.
Function Four digits that describes the activities or services performed.

1POSITN - This is for any position (Teacher, Instructional Aide, Teacher Assistant, Clerk, etc.)
2OTH - This is a non-position salary item (Day to Day Substitute, Professional Expert time, Overtime, Relief time, etc)
3OTH - Non-salary item (IMA, equipment, general supplies, etc)

Six digits that identify the line item revenue or expenditure. Previously

These two lines should always match

A reason for a budget adjustment must be written on this line

I understand that I shall be fully responsible for any program and/or fiscal implications of this request due to non-compliance with Federal/State policies, rules and regulations. The signature/s below assures/assure this request has been reviewed for compliance.

FOR SCHOOL SITE USE ONLY

Principal's Signature _____ Date _____

For Categorical Programs:
Attach the following two documents:
 Budget Justification and Copy School Plan Page or Single Plan for Student Achievement Update
 If multi-funded, please indicate other funding source(s): _____

Budget Adjustment for Title I Program, please identify: TAS SWP
The SSC sought and considered recommendation from the appropriate advisory committee.

SSC Chairperson's Signature _____ Date _____ SAC _____ Date _____ ELAC _____ Date _____

For QEIA: _____

Note: Attach- Budget Justification, SSC agenda, sign-in sheet, meeting minutes, and SPSA. _____ Date of UTLA Consultation _____
Form revised 8-21-12

FOR BUDGET SERVICES AND EDUCATIONAL SERVICE CENTERS (ESC) USE ONLY

BA/Log Sheet No. _____ Input Date _____ Instructional Area Superintendent or Designee _____ Date _____

Processed By _____ and/or Administrator of Operations or Designee _____ Date _____

Fiscal Specialist's Signature _____ Date _____ Program Coordinator's Signature or Designee _____ Date _____

Fiscal Services Manager's Signature _____ Date _____ Asst. Budget Director _____ Date _____

Deputy Budget Director _____ Date _____

...Criteria: The identification of individual employees within a department or unit for reassignment shall be based upon consideration of seniority (as defined below) and also consideration of the objective operational needs of the department or unit, such as the need to minimize disruption of services, the need to minimize retraining of the remaining employees, and the need to retain employees who possess special skills and/or expertise. It may also be based upon the avoidance of extraordinary personal hardship to an employee.
Employees who have volunteered for reassignment shall be considered first, subject to and consistent with the above considerations. Reassignment selections are not to be used to evade appropriate progressive disciplinary procedures; however, employees whose performance is marginal or below standard shall remain subject to the above reassignment criteria along with all other employees. For purposes of identification for reassignment, "seniority" means length of regular District service within the classification."
"My signature confirms that I have considered and relied upon the criteria set forth above in approving the reassignments resulting from this budget form."

Principal's Signature _____ Date _____