

BUDGET UPDATES AND REMINDERS

February 28, 2019

FISCAL YEAR 2018-2019

Title 1 (7S046) - 3rd Allocation

Title 1 schools will receive an allocation letter via email on or before February 28, 2019. The allocation will cover the pending salary increases of UTLA positions currently funded with Title I. Funds will be placed in potential funding variance, commitment item 430098. Any allocation in excess of the salary increase will be placed in Pending Distribution, commitment item 430009. Schools must submit the School Budget Signature Forms and SPSA Modification if repurposing dollars in Pending Distribution. Refer to the 2018-2019 Estimated Rate Sheets for allowable items.

Procurement Year-End Closing Timelines / Goods Receipts

MEM-6016.6, 2018-2019 Procurement Year-End Closing Timelines memorandum is scheduled to be released on February 28, 2019. This memorandum is issued annually to provide the current year-end cut-off dates for various procurement related transactions.

It is important to process the "Goods Receipts" online to acknowledge goods and services received so far. Doing so will avoid having "open" purchase orders at the end of each fiscal year and will correctly charge current year funds for items purchased in school year 2018-19.

Imprest Fund Reconciliation and Bank Reconciliation Reports

The Imprest Fund checking account should be reconciled with the bank statements every month. The Imprest Fund itself should be reconciled as well to ensure that it totals to the amount of the Imprest Fund, i.e., available checking account balance plus any unprocessed claim reimbursements should equal the total Imprest Fund. The bank reconciliation and the Imprest Fund reconciliation must be submitted quarterly to the Fiscal Specialist (Elementary and Option Schools) or Coordinating Financial Manager (Middle and High Schools). **The Imprest Fund Reconciliation and Bank Reconciliation reports for the quarter ending December 2018 are now due for submission.**

Reconciliation of the checking account and the Imprest Fund is a must if the principal is retiring or assigned to another school.

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Tentative Budget Development Timelines

Based on the February 12, 2019 memo from Cheryl Simpson, Director of Budget Services and Financial Planning Division, below are the tentative school budget development timelines:

- **February 25, 2019** – Estimated Rate Sheets will be posted on the School Fiscal Services website at <https://achieve.lausd.net/Page/15604>.
- **March 5, 2019** – Carryover Memo will be published.
- **March 13, 2019** – Allocation letters will be sent to school principals and Schools Front End (SFE) budget system will be available for use.
- **April 10, 2019** – SFE budget system will close on this day at 5:00 pm.

The documents below, if applicable, should be ready complete, and brought to the budget development appointment.

1. Signed School Budget Signature Forms for each program code
2. 2019-2020 School Plan for Student Achievement (SPSA) that describes the actions/tasks and costs
3. SPSA Budget Summary Page
4. Signed Employee Roster Letter
5. Manual Budget Adjustment Requests indicating positions funded with anticipated carryover funds or grants
6. Teacher Assistant Reduction-In-Force HR Form 5009 for Teacher Assistant positions that will not be funded in 2019-2020
7. Alternate Staffing Pattern (ASP) request for schools that currently have ASP in place
8. Request for Personnel Action (RPA) form(s) for new, temporary, and modified positions

More details will be shared at your scheduled Budget Development training.