



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: Elementary School Student Body
Payments to Entertainers/Contractors

NUMBER: MEM-082506

ISSUER: Joy Mayor, Interim Controller
Accounting and Disbursements Division

DATE: December 6, 2019

ROUTING
LD Administrator
of Operations
Coordinating Financial
Managers
Elementary Principals
School Administrative
Assistants

Due Date: January 17, 2020

PURPOSE: The purpose of this Memorandum is to gather information from elementary schools regarding student body payments to contractors/entertainers for services provided to the school so that the District can file the required documentation with the Internal Revenue Service.

GUIDELINES:

All student body payments to independent contractors/entertainers made from January 1, 2019 to December 31, 2019 must be listed on Attachment A Excel document; file will be sent via email to all School Administrative Assistants. When completed, email Attachment A to haze.ryan@lausd.net, Student Body Finance Section no later than Friday, January 17, 2020.

- If there are no payments made, please email the attached form with the notation "NOTHING TO REPORT".
- Indicate on the subject line of the email MEM-082506.
- For your convenience, Excel file may be accessed on the Student Body Finance Section webpage.

Division staff will summarize payments for all elementary schools, prepare and submit reports to the Internal Revenue Service on their behalf.

ASSISTANCE: For assistance or further information please contact your Coordinating Financial Manager.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Accounting and Disbursements Division

MEM-082506
December 6, 2019

ATTACHMENT A

School Name:	
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ELEMENTARY STUDENT BODY PAYMENTS TO CONTRACTORS/ENTERTAINERS

Instructions:

- (1) Complete the following table for each individual or organization that provided services to your school and received payment from student body funds between January 1, 2019 and December 31, 2019.
- (2) If there are no Student Body payments to contractors/entertainers, email this form with the notation "NOTHING TO REPORT".
- (3) Indicate on the email subject line MEM-082506.
- (4) Send completed forms via email to haze.ryan@lausd.net **on or before January 17, 2020.**

Name Providing Service	EIN or SSN #	Date of Check	Check Number	Check Amount	Service Rendered Description