



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: Carryover Policies For School Account Balances As of June 30, 2019

NUMBER: MEM-2464.15

ISSUER: Cheryl R. Simpson, Director
Budget Services and Financial Planning

Dr. Scott S. Price, Ph.D., Chief Financial Officer
Office of the Chief Financial Officer

DATE: March 5, 2019

PURPOSE: The purpose of this memorandum is to provide carryover policies for school account balances as of June 30, 2019.

MAJOR CHANGES: This memorandum is updated to reflect the change in Programs 10400 TSP Investments and 10405 TSP Parental Engagement, which will continue to carryover, however, into a new program code, 10552 TSP Student Equity Needs Index (SENI).

ROUTING
 LD Superintendents
 LD Administrators of Operations
 LD Instructional Directors
 Principals
 School Administrative Assistants
 Financial Managers
 Fiscal Support Staff
 Central Offices

GUIDELINES: I. FUNDS ARE INTENDED TO BENEFIT THE STUDENTS THAT GENERATE THE SCHOOL RESOURCES

Generally, instructional materials and other school allocations are intended to provide services and resources for a school’s student population in the year of allocation.

II. EXPENDITURES MUST ALWAYS BE RECORDED IN THE FISCAL YEAR THE GOODS OR SERVICES ARE RECEIVED

A. To guide schools and offices with regards to cut-off dates for ordering, please refer to MEM-6016.6, “2018-2019 Procurement Year-End Closing Timelines”, dated February 28, 2019.

B. “Goods Receipt”, as used in this memorandum, is the record of receipt of materials and/or services and is processed in SAP. Upon receipt of materials or services, it is of utmost importance that schools and offices enter and post the “Goods Receipt” in SAP to ensure that expenditures are charged in the fiscal year they are received. “Goods Receipt” should only be processed upon actual delivery of materials or services. Processing of “Goods Receipt” prior to actual delivery is a violation of District policy and may result in disciplinary action taken against the site administrator. On the other hand, if materials or services are received on or before June 30, 2019 and the “Goods Receipt” is not entered and posted in SAP by June 30, 2019, the expenditure will be charged against the following fiscal year’s funds. This will impact the accounts that do not carryover because the 2018-19 purchase will reduce the 2019-20’s available balance. Therefore, if an order is placed late in the fiscal year, schools should allow sufficient time for the delivery of goods and services, as well as the posting of the “Goods Receipt” no later than June 30, 2019.



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

III. ACCOUNTS WITH FULL CARRYOVER FROM 2018-19 TO 2019-20

Carryover of encumbrances and balances (positive or negative) as of June 30, 2019 for the accounts listed below are authorized. For schools with program code 13027, any “negative” ending balances in the program codes listed below (except 10397), will be reflected as an adjustment to reduce the final carryover in program code 13027.

GENERAL FUND - UNRESTRICTED (Fund 010)

TSP-Settlement	10359
TSP-Per Pupil Schools	10397
TSP-Innovation-Focus School	10543
Teacher Apprentice Program-ROC-S/B/T	11430*
Civic Center Permit Program	11476*
General Fund School Program	13027
SDEP ROC - Filming, Photography, & Other Rentals	13378*
ROC/Skills Centers-We Build	13592
Charter School Categorical Block Grant	13723
Charter School Allocation In-lieu of EIA	13724
SDEP Donations	13938*
IMA-Library Fines	13950*
IMA-Apprenticeship Program-ROC	14221*
SDEP Proceeds Film/Photo Rental	14242*
Incentive-Breakfast Discretionary	14423*
SDEP Donations-ROC	14806*
SDEP Extended Kindergarten Program	17629*

The list of carryover programs may change based on the District’s financial condition.

GENERAL FUND - RESTRICTED (Fund 010)

B.E.S.T. Behavior-Special Ed.	12183
SDEP Donations-Special Education Schools	12538*
Special Ed.-School-based Enterprise (SBE)	13229

ADULT EDUCATION FUND (Fund 110)

AE-Fee-based-Class Registration Fees	10161
AE-Fee-based-Class Material Fees	10163
Adult Schools-SDEP Donations	13717*
Adult Schools-Filming & Photo Rental	14002*
CalWORKs Adult Education Program	14093
CalWORKs Regional Occupational Center Program	14094
Adult Ed-Career Technical Education Class Fees	14323*
DACE-Miscellaneous Fees	14324*
Adult Education-Class Fees	14325*

CHILD DEVELOPMENT FUND (Fund 120)

Child Development - SDEP Filming, Photography, & Other Rentals	13676*
--	--------



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

Child Development - SDEP Donations 17623*

CAFETERIA FUND (Fund 130)

Healthier US School Challenge 17136

**These programs will have 60% carryover of positive ending balances from non-salary lines available by July 1, 2019. This amount will be recalculated when the books are closed for fiscal year 2018-19 to reflect actual full carryover amount.*

Except for program codes that have an asterisk in the above table, the anticipated 60% advance carryover will not be available on July 1, 2019. Actual carryover balances will be available when the District closes its books in mid-September and will be based on the actual 2018-19 year-end balances.

IV. ACCOUNTS WITH NO CARRYOVER FROM 2018-19 TO 2019-20

Balances of school accounts not listed in Section III (Accounts With Full Carryover) will not carry over to fiscal year 2019-20. Regardless of whether the ending balance in Program 13027 is positive or negative, it will be used to offset the negative ending balances in non-carryover programs. Availability of school-level grant funds will be based on the grant period indicated in the grant award letter.

RELATED REFERENCES: MEM-6016.6, 2018-19 Procurement Year-End Closing Timelines, dated February 28, 2019
REF-3640.13, Final Payment of Bills For Fiscal Year 2018-19, dated March 15, 2019

ASSISTANCE: For assistance, K-12 schools may call their Fiscal Specialist; Adult Schools, Regional Occupational Centers, and Skills Centers may call the Adult Education Fiscal Services Section at (213) 241-3788; Regional Occupational Program may call K-12 Instructional Fiscal Support Unit at (213) 241-2153; and Early Childhood Education Centers may call the Early Childhood Education Fiscal Services Section at (213) 241-0415.