

PROGRAM 10552 and THE LCAP PROGRAMS FREQUENTLY ASKED QUESTIONS

In school year 2020-21, it was necessary to establish five new program codes to align and track budgeted expenditures to LAUSD's Local Control Accountability Plan (LCAP) goals. Funds that were originally allocated in program code 10552, SENI, were transferred to the new LCAP program codes shown below.

- Program 10983, 100% Graduation
- Program 10984, Proficiency For All
- Program 10985, 100% Attendance
- Program 10987, Parent and Community Engagement
- Program 10988, School Safety

1. Do schools need to update their LCAP plans when they move funds from one of the new program codes to another?

No, the schools do not need to update their LCAP plans when they move funds.

2. Does the distribution of funds among the five new program codes only matter in the beginning of the school year when the LCAP plans are established?

Funds should be assigned to the five new programs based on the intent or goal of the planned expenditure all throughout the school year. For example, if a school planned to purchase a campus aide, funds for this position should be in program 10988, School Safety.

Funds may be transferred to and from the new program codes as plans change throughout the school year.

3. Can schools move funds from one LCAP program code to another? Will SFE allow it?

Yes. Schools may transfer funds from one LCAP program to another. Because Schools Front End (SFE) will only allow transfers within the same program code, a completed manual Budget Adjustment Request (BAR) form should be submitted to the fiscal specialist who will then process it in Central Office Front End (COFE) instead.

4. Can schools still transfer funds within 10552?

No. If schools intend to spend funds in 10552, funds should be transferred to one or more of the five new programs based on the intent or goal of the expenditure. Then the encumbrance/expenditure, e.g., Imprest Fund claim, P-Card reconciliation, purchase order, etc., can be processed under the new program code(s).

5. When schools transfer funds from their carryover in program 10552 to the new program codes, can funds remain in program 10552?

No. The remaining funds should be transferred to the new program code(s) that matches the intent or goal of the expenditure.

6. In fiscal year 2020-21, are there items that will remain in program 10552?

The following items will remain in 10552:

- Carryover from 2019-20
- Norm-allocated Assistant Principal position
- Pending Distribution

7. Can purchases be made in program 10552?

All purchases should be made under the new program codes. Before spending, funds should be transferred to one or more of the new programs based on the intent or goal of the expenditure.

8. If a school cannot place an order, reconcile a P-Card, or file an Imprest Fund claim because the funds have been transferred to the new program codes, will it be necessary to multi-fund or use several programs to process any or all of these transactions?

If the expenditure is aligned to a single goal, only one program code should be used to process the transaction. If the expenditure is aligned to multiple goals, the transaction should be multi-funded.

9. How will Accounts Payable pay the current purchase orders in program 10552?

If the purchase order has no activity, i.e., no invoice or goods receipt, the funding line can be changed to reflect one or more of the new program codes based on the intent or goal of the expenditure. We are working with the Local District buyers to update the funding information.

If the purchase order has either or both an invoice and goods receipt, the only option is to process a Request for Transfer of Expenditure.

10. How do I update the (Excel) Hyperlinked Control Sheets?

If you need help on how to update the (Excel) Hyperlinked Control Sheets, contact the fiscal specialist assigned to your school.

11. Are there additional guidelines for schools on how to use program 10552 and the new program codes?

- You may continue to do Goods Receipts in program 10552. Upon doing so, please inform your fiscal specialist through email, the appropriate LCAP program code the expenditure(s) should be moved to. The fiscal specialist will transfer the expenditure(s) to the new LCAP program code(s).
- The transfer of existing expenditures from program 10552 to the five new program codes is in process. As needed, we may request assistance from school staff.
- Do not use program 10552 to order items, reconcile P-Card, or file an Imprest Fund claim. Use the appropriate new program code(s).
- If needed, use the appropriate new program code to time report supplemental time.
- Ensure that CAT3 for TMS status 1 employees funded in the new program codes reflect the same program codes.