

Budget Services and Financial Planning
School Fiscal Services
Fiscal Year 2016-17

HYPERLINKED CONTROL SHEETS JOB AID

The purpose of the Hyperlinked Control Sheets is to provide schools and offices a Budget Control Sheet that will assist personnel with an effective way of monitoring and tracking program balances to ensure accuracy within the planned budget.

Types of transactions to be posted in the Hyperlinked Control Sheets

- P-Card transactions
- Imprest Checks and Deposits
- Approved Budget Adjustments
- Supplemental Salaries
 - Classified
 - Clerical/Custodial OT
 - Clerical/Custodial Relief
 - Teacher Assistant
 - Clerical Substitute
 - Clerical Z Time
 - Campus Aide X Time
 - Community Representatives
 - Supervision Aides
 - Certificated
 - Teacher Replacement
 - Teacher Auxiliary
 - Teacher PD Regular
 - Teacher Release Day
 - Teacher X Time
 - Nurse X Time
 - Administrator Z Time
 - Day to Day Substitute
 - Differentials
 - Training Rate
- Shopping Cart transactions
- Other corrections and changes in funding allocations (positive/negative)

Budget Services and Financial Planning

School Fiscal Services

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- Summarizes balances in dollars for Operational Expenses, and Amount Available in Hours/Days for Supplemental Salaries

Commitment Item	Budget Item Description	* Program	Program Name	Budgeted Amount	Amount Available	Available Hours/Days	Control Sheet - Tab
110002	Tchr Release Day-to-Day Sub	75046	CE-NCLB T1 Schools	\$ 1,405.00	\$ 1,405.00	4.00	Teacher Sub days
110002	Day to Day Subs	13027	General Fund School Program	\$ 35,120.00	\$ 35,120.00	100.00	Teacher Sub days2
Day-to-Day Substitute Days Available @ \$351.2/day						104.00	Days
240002	Clerical Relief	13027	General Fund School Program	\$ 2,000.00	\$ 2,000.00	65.36	Clerical Relief, XZ Time
Clerical Relief, XZ Time Available						65.36	Hours
240003	Clerical OT	13027	General Fund School Program	\$ 1,000.00	\$ 1,000.00	21.79	Clerical OT
Clerical OT Available at \$45.9/hour						21.79	Hours
290004	Supervision Aide	75046	CE-NCLB T1 Schools	\$ 15,000.00	\$ 15,000.00	875.66	Supervision Aide
Supervision Aide Time Available at \$17.13/hour						875.66	Hours
430001	Gen. Supplies	13027	General Fund School Program	\$ 5,000.00	5,000.00		General Supplies
General Supplies \$ Available						5,000.00	
430003	Custodial Supplies	13027	General Fund School Program	\$ 5,000.00	5,000.00		Custodial Supplies
Custodial Supplies \$ Available						5,000.00	

Supplemental Salaries

- Balances are calculated based on the District average rate
- Budget adjustments are deducted or added to the balance

Los Angeles Unified School District																		
Salaries Control Record																		
Fiscal Year 2016-2017																		
SCHOOL:	ABC School										Table of Contents							
PROGRAM TITLE:	CE-NCLB T1 Schools										FUND: 010-3010							
POSITION TITLE:	Teacher XZ time @\$76.48/hr										FUNCTIONAL AREA: 1110-1000-78046							
NO. POSITIONS:	0										COMMITMENT CODE: 110004							
JOB CODE:											Hours (or) Amount: 26							
										Days:								
										Budget Amount \$ 2,000 76.48								
Employee Name	Employee No.	Rate/Hour	Adj. +/- (dollars)	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Expended in Hours	Balance in Hours	Balance in Dollars
BEGINNING BALANCE IN AMOUNT OR HOURS																		
Jane Doe	1234567			2.00												(2.00)	24.15	\$ 1,847.04
John Doe	869012			1.00												(1.00)	23.15	\$ 1,770.56
Budget Adjustment			\$ 1,000.00													13.08	36.23	\$ 2,770.56
Budget Adjustment			\$ (500.00)													(6.54)	29.69	\$ 2,270.56
																-	29.69	\$ 2,270.56

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Operational Expenses

- Expenditures are deducted from balance
- Budget adjustments are deducted or added to balance

DATE	Requested By	Vendor Name	Requisition or Imprest Check Number	Activity Description	Expenditure in Dollars	Adjustment in Dollars	Balance in Dollars
Los Angeles Unified School District							
Non-salaries Control Record							
Fiscal Year 2016-2017							
Table of Contents							
SCHOOL:		ABC School		FUND:		010-0000	
PROGRAM TITLE:		General Fund School Program		FUNCTIONAL AREA:		1110-1000-13027	
COMMITMENT TITLE:		Gen.Supplies		COMMITMENT ITEM:		430001	
BEGINNING BALANCE							
07/21/16	John Doe	Grainger	10000123	Power Drill	\$ 250.00		\$ 5,000
07/25/16	John doe	Warehouse	10000234		\$ 575.00		\$ 4,750.00
07/25/16	Jane Doe		Budget Adjustment			\$ 500.00	\$ 4,675.00
							\$ 4,675.00
							\$ 4,675.00
							\$ 4,675.00
							\$ 4,675.00

Where to find the beginning balances

- School Discretionary Program Report – displays a summary by program grouping (Categorical or Regular programs) and includes budget item description, total cost, and full time equivalent (FTE) of positions for Schools Front End (SFE) programs.

BUDGET SERVICES and FINANCIAL PLANNING DIVISION												Categorical Programs Budget Report		Page 1 of 3 07/27/2016 14:46:51			
												Version / Year		CM0 / 2017		(I) = Indirect	
												Fund Center					
												Division		3C LOCAL DISTRICT NORTHEAST			
Budget Item Description	Commitment Item	CE-NCLB T1 Schools (78046) FTE	CE-NCLB T1-Targeted (70546) FTE	CE-NCLB T1 Sch-Parent (70546) FTE	T3A-LEP-Limited Eng (75176) FTE	CE-EIA/LEP-Standards (7883) FTE	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Total					
			AMT	AMT	AMT	AMT						FTE	AMT				
10365 TCHR PRNT ACT DIFF	110004			0.00	2.822							0.00	2.822				
10376 TUTOR TCHR X TIME	110004	0.00										0.00	15,322				
10701 TCHR AST RELIEF	110005	0.00	1.091									0.00	1.091				
107782 TCHR AST DEG TK NW/2	110005	7.00										7.00	131,338				
11267 CAT PROG AD X INDRCT	160004	0.00	(I)									0.00	4,034				
11681 CRD DIF CAT PRG ADV	160004	0.00	(I)									0.00	1,468				
117380 CAT PRG AD C1T 27/10	160001	0.50										0.50	65,927				
11759 INTVN/PREV SUPC DIFF	160004	0.00	1,468									0.00	1,468				
11772 INTRVN SUP CORD X TM	160001	1.00	4,034									1.00	4,034				
118781 INTRVN/PREV SUP COOR	160001	1.00	114,417									1.00	114,417				
12106 ITIN NURSE	120041	0.00	45,062									0.00	45,062				
13114 ITIN PSYCH SOC WKR C	120021	0.00	47,111									0.00	47,111				
21720 COMMUNITY REP.	260004	0.00		0.00	4,335							0.00	13,362				

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- COFE Budget Report – displays budget details from Central Office Front End (COFE), includes all program codes including SFE programs

BUDGET SERVICES and FINANCIAL PLANNING DIVISION BUDGET REPORT Central Office Front-End (COFE)				BUDGET MAINTENANCE Fiscal Year 2017 Version CMO Current Modified Version															
Line Type	Der Div	S Grp	Fund	Fund	Functional	Cmnt Itm	CI Description	Grant	Grw	Pos	Job	PA	PS Ar/Lv	Hrs/Day	FTE	Start Date	Salary	F Benefits	Total Amt
Line #	SubDiv	Op/Ad	Center	Rsrc	Area	Bud Itm	Bl Description	Fund Pgm	Cd	Status		PSA	Ty/Grp	Days/Wk	Fund%	End Date		Health	
30TH-L 00012				010 3010	1110-1000-75046 CE-NCLB T1 Schools	580020 50243	Software Licns Maint SOFTWARE LICNS MAINT	110001 OPR00000	Z							07/01/2016 06/30/2017	0 0	0 0	14,100 0
30TH-L 00013				010 3010	1110-2700-75046 CE-NCLB T1 Schools	590001 50199 (I)	Tel.Pager.Postage PHONE/POSTAGE EXP	110001 OPR00000	Z							07/01/2016 06/30/2017	0 0	0 0	200 0
30TH-L 00014				010 3010	1110-1000-75046 CE-NCLB T1 Schools	430006 40330	Inst Mat&Suppl-Bud SAL INC-SEIU	110001 OPR00000	Z							07/01/2016 06/30/2017	0 0	0 0	8 0
20THS-L 00017				010 3010	1110-2100-75046 CE-NCLB T1 Schools	260004 21720	Other Class-Supple COMMUNITY REP.	110001 OPR00000	Z							07/01/2016 06/30/2017	8,626 0	1,229 0	9,855 0
20THS-L 00018				010 3010	1110-3110-75046 CE-NCLB T1 Schools	120021 13222	Guidance/Wel Sal-Reg ITIN PSYCH SCHOOL C	110001 OPR00000	Z							07/01/2016 06/30/2017	8,543 1,913	1,441 1,913	11,897 0
20THS-L 00019				010 3010	1110-3110-75046 CE-NCLB T1 Schools	120021 13114	Guidance/Wel Sal-Reg ITIN PSYCH SOC WKR C	110001 OPR00000	Z							07/01/2016 06/30/2017	16,886 3,824	2,846 3,824	23,556 0
20THS-L 00020				010 3010	1110-3140-75046 CE-NCLB T1 Schools	120041 12106	Health Svcs Sal-Reg ITIN NURSE	110001 OPR00000	Z							07/01/2016 06/30/2017	16,021 3,825	2,700 3,825	22,546 0
20THS-L 00021				010 3010	1110-3110-75046 CE-NCLB T1 Schools	120021 12103	Guidance/Wel Sal-Reg ITIN COUNS PSA C	110001 OPR00000	Z							07/01/2016 06/30/2017	16,886 3,824	2,846 3,824	23,556 0
20THS-L 00022				010 3010	1110-1000-75046 CE-NCLB T1 Schools	110001 10377	Tchr Sal-Reg Assgmt TCHR RELEASE DAY	110001 OPR00000	Z							07/01/2016 06/30/2017	875 0	150 0	1,025 0

How to input the beginning balances

- User will be able to input data only on YELLOW cells
- Cells in BLUE have a dropdown selection and require the user to select a Budget Item Description
- Hyperlinked Control Sheet cells are protected to prevent users from deleting formulas

Commitment Item	Budget Item Description	* Program	Program Name	Budgeted Amount	Amount Available	Available Hours/Days	Control Sheet - Tab
110001	Teacher Release Day	75046	CE-NCLB T1 Schools	\$ 1,025.00	\$ 1,025.00	2.23	Tchr Regular/Ltd Contract Tchr
	PD Teacher Regular						
	Teacher Release Day						
	Ltd Contract Tchr						
	LTD Cont Tchr Inrv						
				Total Tchr Regular/Ltd Contract Tchr		2.23	Days
110004		75046	CE-NCLB T1 Schools	\$ 15,322.00	\$ 15,322.00	200.34	Teacher X-Z time
				Total X, Z, Aux., Replacement Time Available @ \$76.48/hour		200.34	Hours
430001	Gen.Supplies	13027	General Fund School Program	\$ 5,000.00	4,675.00		General Supplies
				General Supplies \$ Available		4,675.00	
580020	Software License and Maintenance	75046	CE-NCLB T1 Schools	\$ 14,100.00	14,100.00		Software Licns and Maintenance
				Software Licenses and Maintenance \$ Available		14,100.00	
590001	Tel. & Postage Expense	75046	CE-NCLB T1 Schools	\$ 200.00	200.00		Tel. & Postage Expense
				Tel. & Postage Expense \$ Available		200.00	

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How to filter the report

- After the data has been entered, click on the REPORTS filter icon to display only active control sheets
- To add additional data once the report is filtered, click on the Reports filter and check the “Blanks” box

Fiscal Year:	2016-2017						
Cost Center:	1234501						
Cost Center Name:	ABC School						
Balances as of:	July 27, 2016						

Commitment Item	Budget Item Description	* Program	Program Name	Budgeted Amount	Amount Available	Available Hours/Days	Control Sheet - Tab
110001	Teacher Release Day	75046	CE-NCLB T1 Schools	\$ 1,025.00	\$ 1,025.00	2.23	
				Total Tchr Regular/Ltd Contract Tchr		2.23	
110004	Teacher XZ time	75046	CE-NCLB T1 Schools	\$ 15,322.00	\$ 15,322.00	200.34	
				Total X, Z, Aux., Replacement Time Available @ \$76.48/hour		200.34	
430001	Gen.Supplies	13027	General Fund School Program	\$ 5,000.00	4,675.00		
				General Supplies \$ Available		4,675.00	
580020	Software License and Maintenance	75046	CE-NCLB T1 Schools	\$ 14,100.00	14,100.00		
				Software Licenses and Maintenance \$ Available		14,100.00	
590001	Tel. & Postage Expense	75046	CE-NCLB T1 Schools	\$ 200.00	200.00		
				Tel. & Postage Expense \$ Available		200.00	

Sort A to Z
Sort Z to A
Sort by Color
Clear Filter From "(Column D)"
Filter by Color
Text Filters

Search

(Select All)
 Report
 (Blanks)

OK Cancel

How to use the hyperlink

- Click on the adjacent hyperlink to view/input control record transactions

Fiscal Year:	2016-2017						
Cost Center:	1234501						
Cost Center Name:	ABC School						
Balances as of:	July 27, 2016						

Commitment Item	Budget Item Description	* Program	Program Name	Budgeted Amount	Amount Available	Available Hours/Days	Control Sheet - Tab
110001	Teacher Release Day	75046	CE-NCLB T1 Schools	\$ 1,025.00	\$ 1,025.00	2.23	Tchr Regular/Ltd Contract Tchr
				Total Tchr Regular/Ltd Contract Tchr		2.23	Days
110004	Teacher XZ time	75046	CE-NCLB T1 Schools	\$ 15,322.00	\$ 15,322.00	200.34	Teacher X-Z time
				Total X, Z, Aux., Replacement Time Available @ \$76.48/hour		200.34	Hours
430001	Gen.Supplies	13027	General Fund School Program	\$ 5,000.00	4,675.00		General Supplies
				General Supplies \$ Available		4,675.00	
580020	Software License and Maintenance	75046	CE-NCLB T1 Schools	\$ 14,100.00	14,100.00		Software Licns and Maintenance
				Software Licenses and Maintenance \$ Available		14,100.00	
590001	Tel. & Postage Expense	75046	CE-NCLB T1 Schools	\$ 200.00	200.00		Tel. & Postage Expense
				Tel. & Postage Expense \$ Available		200.00	

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Control Sheet Details

- Data entered by the user in the Table of Contents will auto-fill information fields in the Control Record worksheets
- Supplemental salary amounts are converted into Balance in Hours and Balance in Dollars
- Non-salaries (Operational expenses) are displayed as Balance in Dollars
- Each control sheet has a hyperlink that will take you back to the Table of Contents

Los Angeles Unified School District																		
Salaries Control Record																		
Fiscal Year 2016-2017																		
SCHOOL:	ABC School										Table of Contents							
PROGRAM TITLE:	CE-NCLB T1 Schools										FUND:	010-3010						
POSITION TITLE:	Teacher XZ time @\$76.48/hr										FUNCTIONAL AREA:	1110-1000-7S046						
NO. POSITIONS:	0										JOB CODE:							
											Hours (or) Amount:	26						
											Days:	76.48						
											Budget Amount:	\$ 2,000						
Employee Name	Employee No.	Rate/Hour	Adj. +/- (dollars)	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Expended in Hours	Balance in Hours	Balance in Dollars
BEGINNING BALANCE IN AMOUNT OR HOURS																		
Jane Doe	1234567			2.00												(2.00)	26.15	\$ 2,000.00
John Doe	869012			1.00												(1.00)	23.15	\$ 1,770.56
Budget Adjustment			\$ 1,000.00													13.08	36.23	\$ 2,770.56
Budget Adjustment			\$ (500.00)													(6.54)	29.69	\$ 2,270.56
																-	29.69	\$ 2,270.56

Los Angeles Unified School District							
Non-salaries Control Record							
Fiscal Year 2016-2017							
						Table of Contents	
SCHOOL:	ABC School				FUND:	010-0000	
PROGRAM TITLE:	General Fund School Program				FUNCTIONAL AREA:	1110-1000-13027	
COMMITMENT TITLE:	Gen.Supplies				COMMITMENT ITEM:	430001	
DATE	Requested By	Vendor Name	Requisition or Imprest Check Number	Activity Description	Expenditure in Dollars	Adjustment in Dollars	Balance in Dollars
BEGINNING BALANCE							
							\$ 5,000
07/21/16	John Doe	Grainger	10000123	Power Drill	\$ 250.00		\$ 4,750.00
07/25/16	John doe	Warehouse	10000234		\$ 575.00		\$ 4,175.00
07/25/16	Jane Doe		Budget Adjustment			\$ 500.00	\$ 4,675.00
							\$ 4,675.00
							\$ 4,675.00
							\$ 4,675.00
							\$ 4,675.00