



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Final Student Body Budgets for 2021-2022

NUMBER: REF-1316.17

ISSUER: Joy Mayor, Controller
Accounting and Disbursements Division

DATE: September 13, 2021

Due Date: October 8, 2021

ROUTING

LD Administrators of
Operations
LD Community of Schools
Administrators
Principals
Financial Managers
School Administrative Assistants
Office Managers

PURPOSE: The purpose of this reference guide is to provide schools with information pertaining to the timing and preparation of the Student Body Final Budget for the 2021-22 school year.

In the Spring, each school prepares a Preliminary Student Body Budget for the following school year. This preliminary budget must then be ratified or amended in the Fall. The purpose of this Reference Guide is to provide schools with copies of forms for the Final Student Body Budget for 2021-2022 and to provide related information for their completion.

MAJOR CHANGES: Los Angeles Unified School District (LAUSD) is required to comply with the requirements of the Governmental Accounting Standards Board (GASB) Statement No. 84, Fiduciary Activities. Compliance with this new accounting pronouncement necessitates the inclusion of the Student Body Final Budget in the overall LAUSD budget. This, in effect, moved the submission of the Student Body Final Budget to an earlier deadline to follow LAUSD's overall timeline, which is compliant with Education Code requirements.

There are no major changes to procedures. The Student Body forms and the due date have been updated to reflect the current fiscal year.

INSTRUCTIONS: The attached Final Student Body Budget forms for 2021-2022 should be used to indicate any changes made to the Preliminary Student Body Budget submitted in March 2021. If no changes are made, the "No Changes from Preliminary Budget" box should be checked. If changes will be made, check the "Revisions Made to Preliminary Budget" box and follow the procedures used for preparing the Preliminary Budget found in REF- 1656.16, "Preliminary Student Body Budgets for 2021-22", dated March 15, 2021. In either case, the proper signatures as indicated on the budget forms should be obtained for secondary schools. A copy of the scanned final budget in electronic version (Excel format) must be emailed to the Coordinating Financial Manager on or before October 8, 2021.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

In preparing the final budget for 2021-2022, please consider the financial revenue and expenditure pattern of the past few years, including the first quarter of this school year and any additional specific planned events. The budgets should be realistic and should attempt to reflect the conditions under which student body activities will be undertaken in the current school year.

Administrators are reminded of the following:

1. Publication 465, “Student Body Policies and Accounting Procedures – Secondary Schools”, requires that the budgets should be approved by, among others, the Student Body Finance Committee and/or the Student Body Council.
2. The items that can be purchased with Student Body funds are discussed in Publication 465 and BUL-4591.0, “Secondary Student Body Organizations – Permitted and Prohibited Expenditures”. Three signatures are required for all Student Body expenditures.
3. The budget for athletics should include the total revenue, total expense, and income or loss for each sport to allow flexibility within each department. The cost of officials and doctors should be included in EACH SPORT INVOLVED.
4. Drill Team expenses are to be considered as part of “Expenses-Student Activities”; these should NOT be included in athletics.
5. If the Budget shows a Loss, and if the school does not have a general ASB surplus, an explanation and plan of action must be provided.

RELATED RESOURCES:

Publication 465, “Student Body Policies and Accounting Procedures – Secondary Schools”

BUL-4591.0, “Secondary Student Body Organizations – Permitted and Prohibited Expenditures”, January 7, 2009, Accounting and Disbursements Division

REF-1656.15, “Preliminary Student Body Budgets for 2020-2021”, May 11, 2020, Accounting and Disbursements Division

BUL-6264.0, “School Athletics”, March 31, 2014, Interscholastic Athletics Office / Accounting and Disbursements Division

ASSISTANCE:

If there are any questions on these revised budgets or attachments, please contact your Coordinating Financial Manager.

FINAL STUDENT BODY BUDGET FOR FISCAL YEAR 2021-2022 (For use by MS, SH and Adult Schools only)

Due Date: October 8, 2021
Submit to: Coordinating Financial Manager

Name of School: _____
 Financial Manager's Name: _____
 Financial Manager's Phone Number: _____

Budget Summary

Total Estimated Profit: (Line 1) _____
 (From Page 2, Attachment A)

Total Estimated Expenses: (Line 2) _____
 (From Worksheet Below)

Estimated Net Profit or (Loss) _____
 for 2021-2022 Line 1 less Line 2)

Surplus as of June 30, 2021 _____
 (Latest available)

The Student Council has reviewed this budget and its supporting details. It was approved at the Student Council meeting held on _____.

Signatures:
(Certified original copy of budget with all signatures must be submitted)

ASB President: _____
 ASB Treasurer or Secretary: _____
 Financial Manager: _____
 Principal: _____
 Community of Schools Administrator _____
 Student Body Finance Office: _____

Estimated Expenses Worksheet

| | <u>Amount</u> |
|-------------------------------------------|---------------|
| <u>Athletics Losses - SH Only@</u> | |
| Men's (from detail page 3) | _____ |
| Women's (from detail page 4) | _____ |
| CIF Dues | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| <u>Entertainment - Free</u> | |
| Include Dances, Parties | _____ |
| Holiday Program | _____ |
| <u>Equipment Purchases*</u> | |
| _____ | |
| <u>Student Activities</u> | |
| Cabinet or Council | _____ |
| Cheerleaders (Middle School Only) | _____ |
| Debate | _____ |
| Drama & Speech | _____ |
| Drill/Flag Team | _____ |
| Graduation | _____ |
| Homecoming Day | _____ |
| Music | _____ |
| Open House | _____ |
| Orientation | _____ |
| Svc Grps (Ladies, Knights, etc.) | _____ |
| Students' Leagues | _____ |
| _____ | _____ |
| _____ | _____ |
| <u>Total Student Activities</u> | _____ |

| | |
|----------------------------------|-------|
| <u>ASB Finance Office</u> | |
| Armored Car Service | _____ |
| Postage | _____ |
| Printing, Supplies, etc. | _____ |
| Telephone | _____ |
| Health Insurance- AA | _____ |
| Office Salaries | _____ |
| Payroll Taxes | _____ |
| Repair/Maint. of Equip. | _____ |
| Burglar Alarms | _____ |
| Insurance | _____ |
| Misc. Expenses | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| <u>Total Office</u> | _____ |

| | |
|------------------------------------------|-------|
| <u>Student Body - General</u> | |
| Academic Decathlon-Pentathlon | _____ |
| Beautification | _____ |
| Dues (Ephebian, etc.) | _____ |
| General Expense | _____ |
| Hospitality | _____ |
| Library | _____ |
| Newspaper Expense | _____ |
| Yearbook Loss | _____ |
| Publicity (Posters, Art materials) | _____ |
| Security/Police Officers-Non Athletic | _____ |
| Mileage/Transportation | _____ |
| _____ | _____ |
| _____ | _____ |
| <u>Total Student Body General</u> | _____ |

* List planned purchases below (Use reverse side if needed)

@ Profits should be shown on page 2.

TOTAL ESTIMATED EXPENSES _____
 (Transfer to Attachment A, Page 1-Line 2)

Name of School: _____

Due Date: October 8, 2021
Submit to: Coordinating Financial Manager

FINAL ESTIMATED PROFIT FOR FISCAL YEAR 2021-2022
(For use by MS, SH and Adult Schools only)

| <u>Activity</u> | Total Estimated Sales/Revenues | Total Estimated Purchases/Expenses | Estimated Profit |
|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------|---------------------------------------|---------------------|
| Athletics - Men's* <small>(profit will automatically come from page 3)</small> | _____ | _____ | _____ |
| Athletics - Women's* <small>(profit will automatically come from page 4)</small> | _____ | _____ | _____ |
| * Summary from pages 3 & 4 | | | |
| Agriculture, Crafts, and Shops | _____ | _____ | _____ |
| Beverage Commissions/Sales | _____ | _____ | _____ |
| Bus Card Commissions/Sales | _____ | _____ | _____ |
| Cards and Announcements | _____ | _____ | _____ |
| Club/Class Fundraising <small>(Student Body Share of 50% or higher)</small> | _____ | _____ | _____ |
| Concessions/After School Sales | _____ | _____ | _____ |
| Interest Earned | _____ | _____ | _____ |
| Jewelry | _____ | _____ | _____ |
| Pay Entertainment <small>(Includes dances, parties)</small> | _____ | _____ | _____ |
| Photography Commissions/Sales | _____ | _____ | _____ |
| Purchase Discounts | _____ | _____ | _____ |
| Rentals of ASB Equipment | _____ | _____ | _____ |
| Salvage Drives | _____ | _____ | _____ |
| Special Sales | _____ | _____ | _____ |
| Snacks Commissions/Sales <small>(Include Yogurt, Ice Cream)</small> | _____ | _____ | _____ |
| Student Store/PE Clothes <small>(*Adult School: Photo ID, Books,Supplies)</small> | _____ | _____ | _____ |
| Yearbook <small>(If a loss, then show loss under expenses- pg. 1 and leave page 2 blank for income and expenses)</small> | _____ | _____ | _____ |
| Catering | _____ | _____ | _____ |
| Other Income | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| TOTAL ESTIMATED PROFIT <small>(Transfer to Attachment A, Page 1- Line 1)</small> | _____ | _____ | _____ |

NOTE: Activity card revenue should be distributed pro rata to the appropriate activities, (i.e., athletics, entertainment, yearbook, etc.)

Name of School: _____

Due Date: October 8, 2021
Submit to: Coordinating Financial Manager

**FINAL MEN'S ATHLETIC BUDGET FOR FISCAL YEAR 2021-2022
(For use by Senior High Schools only)**

| Activity* | Total Estimated Revenues | Total Estimated Expenses | Estimated Profit or (Loss) |
|------------------|-----------------------------|-----------------------------|-------------------------------|
| Baseball | _____ | _____ | _____ |
| Basketball | _____ | _____ | _____ |
| Cross Country | _____ | _____ | _____ |
| Football | _____ | _____ | _____ |
| Golf | _____ | _____ | _____ |
| Lacrosse | _____ | _____ | _____ |
| Swim | _____ | _____ | _____ |
| Soccer | _____ | _____ | _____ |
| Tennis | _____ | _____ | _____ |
| Track | _____ | _____ | _____ |
| Volleyball | _____ | _____ | _____ |
| Wrestling | _____ | _____ | _____ |
| Water Polo | _____ | _____ | _____ |
| Program Sales | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| TOTALS | _____ | _____ | _____ |

(Profit will automatically transferred to Attachment A - Page 2;
and loss to Attachment A - Page 1 under
Athletics Losses - Men)

***If admission is charged to the athletic activity, but is included in the Activity Card, then a pro rate share of Activity Card revenues should be included in the sports' estimated revenues.**

Signature of Athletic Director Date

Name of School: _____

Due Date: October 8, 2021
Submit to: Coordinating Financial Manager

FINAL WOMEN'S ATHLETIC BUDGET FOR FISCAL YEAR 2021-2022
(For use by Senior High Schools only)

| Activity* | Total Estimated Revenues | Total Estimated Expenses | Estimated Profit or (Loss) |
|---------------------------------|-----------------------------|-----------------------------|-------------------------------|
| Basketball | _____ | _____ | _____ |
| Cheerleading (High School Only) | _____ | _____ | _____ |
| Cross Country | _____ | _____ | _____ |
| Golf | _____ | _____ | _____ |
| Lacrosse | _____ | _____ | _____ |
| Soccer | _____ | _____ | _____ |
| Softball | _____ | _____ | _____ |
| Swim | _____ | _____ | _____ |
| Tennis | _____ | _____ | _____ |
| Track & Field | _____ | _____ | _____ |
| Volleyball | _____ | _____ | _____ |
| Water Polo | _____ | _____ | _____ |
| Wrestling | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| TOTALS | _____ | _____ | _____ |

(Profit will automatically transferred to Attachment A - Page 2;
and loss to Attachment A - Page 1 under
Athletics Losses - Women)

***If admission is charged to the athletic activity, but is included in the Activity Card, then
a pro rate share of Activity Card revenues should be included in the sports' estimated revenues.**

Signature of Athletic Director Date

**FINAL STUDENT BODY BUDGET FOR FISCAL YEAR 2021-2022
(For use by Elementary, Continuation, Opportunity, and Special Education Schools only)**

Due Date: October 8, 2021
Submit to: Coordinating Financial Manager

Name of School: _____
SAA/Office Manager's Name: _____
SAA/Office Manager's Phone Number: _____

Budget Summary

| Revenues/Expenses: | Total Estimated Revenues | Total Estimated Expenses | Net Estimated Revenue |
|-----------------------------------------------------------------------------|--------------------------|--------------------------|-----------------------|
| 1 Special Sales Fundraisers | _____ | _____ | _____ |
| 2 Salvage Drive | _____ | _____ | _____ |
| 3 Donation | _____ | _____ | _____ |
| 4 Total Net Estimated Revenues (add lines 1,2, 3) | _____ | _____ | _____ |
| | | | |
| Additional Revenues/Expenses | | | |
| 5 Entertainment | _____ | _____ | _____ |
| 6 Augmentation and Enrichment | _____ | _____ | _____ |
| 7 Equipment Purchase | _____ | _____ | _____ |
| 8 General Student Body Expense | _____ | _____ | _____ |
| 9 Adjustments | _____ | _____ | _____ |
| 10 Total Estimated Expenditures (add lines 5, 6, 7, 8,9) | _____ | _____ | _____ |
| 11 Estimated Net Profit or (Loss) for 2021-2022 Line 4 less Line 10) | | | - |
| 12 Student Body Surplus from June 2021 | | | _____ |
| 13 Estimated Ending Surplus 6/30/22 (add lines 11 and 12) | | | _____ |

Signatures: **(Certified original copy of budget with all signatures must be kept on file)**

Principal

Date

Community of Schools Administrator

Date