

SCHOOL FISCAL SERVICES

BUDGET UPDATES

CARRY OVER

FY 2019-2020 carry over monies for the programs identified in MEM-2464.16 and select specially funded programs including the Low Performance Schools Block grant (7T696 and 7T607) and CSI funds (7T961) have been posted. Summary letters were emailed to principals.

NEW TSP PROGRAM CODES

During Budget Development last spring, schools were informed that the FY 2020-2021 monies allocated in TSP program 10552 would be moved to the five new program codes below. This is to align usage (expenditures) with the District's goals. Implementation occurred the week of October 12th. CoSAs can assist schools with identifying the appropriate TSP program code to use going forward.

#	Goal	Program Code
1	100% Graduation	10983
2	Proficiency for All	10984
3	100% Attendance	10985
4	Parent and Community Engagement	10987
5	School Safety	10988

Budget adjustments (also known as budget transfers) within a single program can be done using Schools Front End (SFE). Budget adjustments between two or more of these TSP programs requires the submission of a manual budget adjustment. Contact your fiscal specialist as needed for assistance with the latter.

NORM DATA

FY 2020-2021 Norm enrollment numbers have been finalized. Schools with Norm losses are to notify their HR specialist to displace or their fiscal specialist to re-fund positions as soon as possible.

BUDGET UPDATES

ORDERING DISTRICT FUNDED PPE

Procurement Services Division's COVID Site Safety Supplies page is now live. Schools may reference the job aid to order District funded Personal Protective Equipment (PPE) as needed.

TITLE I – SECOND ALLOCATION

Schools with approved SPSAs received a second allocation of Title I funding as well as the release of their potential funding variance in October. They should plan to meet with their School Site Council (SSC) to discuss how to best utilize these resources. Estimated Rate Sheets, which identify allowable items, are available on School Fiscal Services' web page (<https://sfs.lausd.net>).

DONATIONS

With fiscal staff continuing to work remotely, please follow the below process to submit donation checks.

DONATIONS – INSTRUCTIONS WHILE FISCAL STAFF ARE WORKING REMOTELY

- School scans a copy (or takes a picture) of the check
- School emails the check copy to their fiscal specialist along with a completed and signed Attachment A form from the Donations bulletin.
- Upon receipt of the copy of the check and the completed and signed Attachment A, the fiscal specialist will review, sign and return the form via email to the school.
- School mails the actual check along with completed/signed Attachment A (includes fiscal specialist's signature) to Cash Receipts (address shown below).

Los Angeles Unified School District
ATTN: Cash Receipts Unit – 26th Floor
333 South Beaudry Avenue
Los Angeles, CA 90017