



# School Budget Planning Tool

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## User Manual

Updated as of 3/21/2013

- Identify and prioritize school investments
- Align school investments with Performance Metrics and school goals
- Create budget scenarios to plan for potential funding changes
- Prepare reports to facilitate discussions with School Site Council and other school stakeholders
- Document school goals and budget priorities

# Login



1

Go to the Budget Planning Tool at the URL:  
**<http://bpt.lausd.net>**

2

Enter your Single Sign On Username and Password (email)

Login to School Budget Planning Tool	
Username:	<input type="text"/>  •Enter your Single Sign-On (email) username and password to Log In. e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net) •Do not add domain name (@lausd.k12.ca.us @lausd.net)
Password:	<input type="password"/> <input type="button" value="Login"/>

Session times out after 30 minutes.

**Note: Your Single Sign-On username and password is the same as your email username and password**

Having login or account creation problems?  
Please call the ITD Helpdesk at **(213) 241-5200** for assistance

**[Need Help? Click here for FAQ](#)**

3

Click "Login" to Login

# Home, User Manual, Help Text, FAQs, and Logout



In the upper right-hand corner, you will see a number of links

1

Clicking "Home" will bring you to the Budget Planning page

2

Click "Help" to access the help guide

3

Click "User Manual" to access a step-by-step instruction manual with screen shots

4

Click "FAQ" to see a list of frequently asked questions and answers

5

Click "Logout" to exit the Budget Planning Tool application

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Login User: DENISE PETRULIS

# Budget Planning Page



This is where most of the planning will take place. Continue on to learn about each section.

**Los Angeles Unified School District**

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**School Budget Planning Tool**

Login User: DENISE PETRULIS

School and Location Code:

School Year:

Budget Planning Reports

Minimum Staffing Requirements			
Description	# FTEs		Total Cost
ELEMENTARY TEACHER (6 hours)	30.00		\$2,890,347
PRINCIPAL, ELEMENTARY (8 hours)	1.00		\$142,396
DAY TO DAY SUBS	0.00		\$84,900
PLANT MANAGER I (8 hours)	1.00		\$65,842
ITIN NURSE	0.00		\$18,646
MAIN/OPER SUPPLIES	0.00		\$4,863
ITIN PSYCH SCHOOL C	0.00		\$4,504
<b>Total</b>			<b>\$3,211,894</b>

Recommended			
Description	# FTEs	Fullfilled	Total Cost
OFFICE TECHNICIAN (8 hours)	2.00	2.00	\$105,486
SCH ADMINISTRATIVE ASSIST (8 hours)	1.00	1.00	\$67,853
BLDG & GROUNDS WORKER (4 hours)	0.50	0.50	\$36,004
TEMP PERSONNEL ACCT	0.00	0.00	\$17,578
GENERAL SUPPLIES	0.00	0.00	\$12,529
IMA	0.00	0.00	\$11,872
DIFF, LONGEVITY-CLAS	0.00	0.00	\$2,938
<b>Total</b>			<b>\$255,655</b>

Total Budget				
Program Name	Funds	- Budgeted	= Remaining	Exceeds Indirect Limits
Unrestricted	\$3,467,549	\$3,467,549	\$0	
Title I	\$361,312	\$361,312	\$0	
Title III LEP	\$6,272	\$6,272	\$0	
EIA-LEP	\$258,224	\$258,224	\$0	
Program Improvement	\$40,146	\$40,146	\$0	
Title I Parent Involvement	\$5,792	\$5,792	\$0	
<b>Total :</b>	<b>\$4,139,295</b>	<b>\$4,139,295</b>	<b>\$0</b>	

[Edit Funds](#) [View Direct/Indirect](#)

Allocation Scenarios	Value (in %)	Action	Amount
Scenario 1 % (Range 60 - 75)	75	<button>Calculate</button>	\$3,104,471
Scenario 2 % (Range 76 - 99)	85	<button>Calculate</button>	\$3,518,401
Status Quo	100%	<button>Calculate</button>	\$4,139,295

Add New Budget Line

Hide Minimum Staffing Requirements

Row #	Priority	Purchase?	New/Existing	Budget Line Item	Performance Metric	Budgeted	Remaining	Funding Source(s)	Comments
1	<a href="#">Edit</a> <a href="#">Save</a> 1 Rec	Yes	Existing	1-Position BLDG & GROUNDS WORKER (4 hours) 0.50 FTE, Direct		\$36,004	\$891,397	Unrestricted (13027) 100 % \$36,004	
2	<a href="#">Edit</a> <a href="#">Save</a> 1 Rec	Yes	Existing	1-Position SCH ADMINISTRATIVE ASSIST (8 hours) Direct		\$67,853	\$823,544	Unrestricted (13027) 100 % \$67,853	
3	<a href="#">Edit</a> <a href="#">Save</a> 1 Rec	Yes	Existing	1-Position OFFICE TECHNICIAN (8 hours) Indirect		\$52,743	\$770,801	Unrestricted (13027) 100 % \$52,743	

# Review Minimum Staffing Requirements



Minimum Staffing Requirements		
Description	# FTEs	Total Cost
ELEMENTARY TEACHER (6 hours)	30.00	\$2,890,347
PRINCIPAL, ELEMENTARY (8 hours)	1.00	\$142,396
DAY TO DAY SUBS	0.00	\$84,900
PLANT MANAGER I (8 hours)	1.00	\$65,842
ITIN NURSE	0.00	\$18,646
MAIN/OPER SUPPLIES	0.00	\$4,863
ITIN PSYCH SCHOOL C	0.00	\$4,504
<b>Total</b>		<b>\$3,211,894</b>

- The Minimum Staffing Requirements section shows the minimum resources needed to operate your school, based on norm staffing ratios.
- The Minimum Staffing Requirements represents resources you cannot supplant.
- This section shows the 2013-14 resources for your school.
- All resources in this section are resources paid for with Unrestricted funds (13027 funds).
- The FTE calculation displayed in this section is based on the Type/Description of the budget item; it will not take into account the portion of the resource that may be "Shared" with another location or school.
- You cannot make changes to this section.

# Review Recommended Resources



Recommended			
Description	# FTEs	Fulfilled	Total Cost
OFFICE TECHNICIAN (8 hours)	2.00	2.00	\$105,486
SCH ADMINISTRATIVE ASSIST (8 hours)	1.00	1.00	\$67,853
BLDG & GROUNDS WORKER (4 hours)	0.50	0.50	\$36,004
TEMP PERSONNEL ACCT	0.00	0.00	\$17,578
GENERAL SUPPLIES	0.00	0.00	\$12,529
IMA	0.00	0.00	\$11,872
DIFF, LONGEVITY-CLAS	0.00	0.00	\$2,938
<b>Total</b>			<b>\$255,655</b>

-The “Recommended” section displays items that are recommended for your school. You do have some flexibility over whether you want to include these items in your budget.

-If a Recommended resource is not fulfilled (i.e., the number of FTE funded with unrestricted funds is less than the recommended number of FTE), the row will indicate that you are fulfilling only part of the recommendation via the # “FTEs” and “Fulfilled” columns. You may not supplant the “Unfulfilled” resource by purchasing it with categorical funds.

-Resources identified as Recommended will have a default priority of “1” and will also be labeled as “Rec.” You may change the numeric value for priority and these resources will be sorted accordingly. You will not be able to change the “Rec” value.

-The FTE calculation displayed in this section is based on the Type/Description of the budget item; it will not take into account the portion of the resource that may be “Shared” with another location or school.

# Review Total Budget



1

-The Program Name column lists your funding programs for the selected location code.

2

- The Funds column lists the 2013-14 allocation for each funding program

-The Budgeted column shows the sum of the budgeted dollar amounts for each program as identified on the Budget Planning page.

-The Remaining column shows the amount of money left in each funding program, after the budgeted amount has been subtracted from the amounts in the "Funds" column.

3

-The Exceeds Indirect Limits column will indicate whether the items you have budgeted exceed the indirect spending limits for Title I, EIA-LEP, and EIA-SCE.

-Click on the link in this column or the View Direct/Indirect link below this section to see more details.

Total Budget				
Program Name	Funds	- Budgeted	= Remaining	Exceeds Indirect Limits
Unrestricted	\$3,467,549	\$3,467,549	\$0	
Title I	\$361,312	\$361,312	\$0	
Title III LEP	\$6,272	\$6,272	\$0	
EIA-LEP	\$258,224	\$258,224	\$0	
Program Improvement	\$40,146	\$40,146	\$0	
Title I Parent Involvement	\$5,792	\$5,792	\$0	
<b>Total:</b>	<b>\$4,139,295</b>	<b>\$4,139,295</b>	<b>\$0</b>	
<a href="#">Edit Funds</a> <a href="#">View Direct/Indirect</a>				

4

-You may modify the "Funds" by clicking on the "Edit Funds" link below the Total Budget section. This will take you to a new screen (see next page) where you may edit the funding amounts for any of the programs, based on what you expect to receive for the upcoming school year.



# Edit Funds



1

Clicking on the "Edit Funds" link below the Total Budget section will bring you to this page where you may edit the funding amounts for any of the programs

2

Click the "Edit" link to edit the funds

## Total Budget - Edit Funds

School and Location Code :

135TH ST EL (1587701)

Total Budget - Edit Funds			
Program Name	Current Allocation	Budget Amount	#
Carryover (10002)	\$0	\$0	<a href="#">Edit</a>
Unrestricted (13027)	\$3,467,549	<input type="text" value="\$3,467,549"/>	<a href="#">Save</a> <a href="#">Cancel</a>
Donations/Other Funds (13938)	\$0	\$0	<a href="#">Edit</a>
QEIA (14310)	\$0	\$0	<a href="#">Edit</a>
QEIA-Waiver (14312)	\$0	\$0	<a href="#">Edit</a>
Program Improvement (70A56)	\$40,146	\$40,146	<a href="#">Edit</a>
EIA-EDY Hold Harmless (74V62)	\$0	\$0	<a href="#">Edit</a>
Title I Parent Involvement (7E046)	\$5,792	\$5,792	<a href="#">Edit</a>
Title I (7S046)	\$361,312	\$361,312	<a href="#">Edit</a>
Title III LEP (7S176)	\$6,272	\$6,272	<a href="#">Edit</a>
		<b>\$4,139,295</b>	

3

Enter the dollar value you expect for you school, then Click "Save" to save your work

# View Direct and Indirect Restrictions



1

Clicking on the “View Direct/Indirect” link below the Total Budget section will bring you to this page where you may view details of your direct and indirect budget selections

2

The Funds columns show the available funds for direct and indirect spending

## Direct and Indirect Limits

School and Location Code :

	%	Funds	%	Budgeted
<b>TITLE I (7S046)</b>				
Direct	90	\$325,181	91	\$328,752
Indirect - School	10	\$36,131	9	\$32,560
Total	100	\$361,312	100	\$361,312
<b>EIA-EDY (7V462)</b>				
Direct	95	\$0	0	\$0
Indirect - School	5	\$0	0	\$0
Total	100	\$0	0	\$0
<b>EIA-LEP (7S536)</b>				
Direct	95	\$245,313	100	\$257,497
Indirect - School	5	\$12,911	0	\$727
Total	100	\$258,224	100	\$258,224

3

-The Budgeted columns show you how much you have selected to budget for direct and indirect resources for your school.

- A message will be displayed in the “Total Budget” section when the funds budgeted for indirect school costs exceed the funds available for indirect school costs.

# Review Budget Lines



- Your budgeted items will be pre-populated in the School Budget Planning Tool.
- All items, including the Minimum Staffing Requirements, Recommended resources, and any additional budget items will be included. You will be able to edit budget items in this section. Edit capabilities include adding Performance Metrics, comments, or priorities to any item.
- For details on the content of each field, please refer to the Help Text available from the “Help” link at the top of the Budget Planning Tool.

Row #	Priority	Purchase?	New/Existing	Budget Line Item	Performance Metric	Budgeted	Remaining	Funding Source(s)	Comments
1	<a href="#">Edit</a> <a href="#">Save</a> 1 Rec	Yes	Existing	1-Position BLDG & GROUNDS WORKER (4 hours) 0.50 FTE, Direct		\$36,004	\$370,685	Unrestricted (13027) 100 % \$36,004	
2	<a href="#">Edit</a> <a href="#">Save</a> 1 Rec	Yes	Existing	1-Position SCH ADMINISTRATIVE ASSIST (8 hours) Direct		\$67,853	\$302,832	Unrestricted (13027) 100 % \$67,853	
3	<a href="#">Edit</a> <a href="#">Save</a> 1 Rec	Yes	Existing	1-Position OFFICE TECHNICIAN (8 hours) Indirect		\$52,743	\$250,089	Unrestricted (13027) 100 % \$52,743	
4	<a href="#">Edit</a> <a href="#">Save</a> 1 Rec	Yes	Existing	1-Position OFFICE TECHNICIAN (8 hours) Indirect		\$52,743	\$197,346	Unrestricted (13027) 100 % \$52,743	
5	<a href="#">Edit</a> <a href="#">Save</a> 1 Rec	Yes	Existing	2-Other Salary TEMP PERSONNEL ACCT Direct		\$15,642	\$181,704	Unrestricted (13027) 100 % \$15,642	

# Edit Existing Budget Items



The lower section shows your existing budget items and any new budget items you add.

1

Click “Edit” to access the edit screen where you can make changes to your budgeted item and assign Performance Metrics or comments. You can also choose to exclude the budget item from this year’s budget by changing the Purchase? option from Yes to No

2

You may also edit the Priority by typing your new priority in the text field on the Budget Planning page and clicking “Save” Your budget items will then be re-sorted automatically by Priority.

Row #	Priority	Purchase?	New/Existing	Budget Line Item
1	<a href="#">Edit</a> <a href="#">Save</a> 1 Rec	Yes	Existing	1-Position BLDG & GROUNDS WORKER (4 hours) 0.50 FTE, Direct
2	<a href="#">Edit</a> <a href="#">Save</a> 1 Rec	Yes	Existing	1-Position SCH ADMINISTRATIVE ASSIST (8 hours) Direct
3	<a href="#">Edit</a> <a href="#">Save</a> 1 Rec	Yes	Existing	1-Position OFFICE TECHNICIAN (8 hours) Indirect
4	<a href="#">Edit</a> <a href="#">Save</a> 1 Rec	Yes	Existing	1-Position OFFICE TECHNICIAN (8 hours) Indirect

# Edit Existing Budget Items (cont.)



1

You may change the Purchase? option (Yes to include, No to exclude an item from your budget) and the Priority level.

2

You may identify whether the item is a Shared Resource, assign a Performance Metric, or add Comments. When you check the Shared Resource check box, you can identify your school's share of the resource, which will adjust the Budgeted amount for your school accordingly.

**Budget Item Edit Screen**

Item Description

Purchase? Yes  Priority 1 New/Existing: Existing

Type/Description 1-Position - SCH ADMINISTRATIVE ASSIST (8 hours) 1.00 FTE, Direct

Shared Resource? ☒ Percentage 100 %

Performance Metric

Comments

**Note:** You must click "Save" to save your changes to the item description.

**Funding Sources**

Budgeted (in \$) 67,853

Program Name	Amount	%	
<a href="#">Unrestricted (13027)</a>	\$67,853	100 %	<a href="#">Delete</a>

[Add New Funding Source](#)

Total \$67,853 100 %

**Note:** To add or edit a funding source or percentage, please click on the "Program Name" link in the row you would like to change, edit the funding source and/or percentage, and then click Save.

Row # 2

3

Be sure to click the "Save" button in the upper section to save your changes.

Click "Close" to continue.

# Add New Budget Items



**Los Angeles Unified School District**

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**School Budget Planning Tool**
Login User: saman.bravo-karimi

**School and Location Code:** 135TH ST EL (1587701)
 **School Year:** 2013-2014

[Budget Planning](#)
[Reports](#)

**Minimum Staffing Requirements**

Description	# FTEs	Total Cost
ELEMENTARY TEACHER (6 hours/day, 5 days/week)	30.00	\$2,924,165
PRINCIPAL, ELEMENTARY (8 hours/day, 5 days/week)	1.00	\$144,395
SCH ADMINISTRATIVE ASSIST (8 hours/day, 5 days/week)	1.00	\$69,611
PLANT MANAGER I (8 hours/day, 5 days/week)	1.00	\$67,594
ITIN NURSE (0 hours/day, 0 days/week)	0.00	\$19,825
ITIN PSYCH SCHOOL C (0 hours/day, 0 days/week)	0.00	\$5,099
<b>Total</b>		<b>\$3,230,689</b>

**Recommended**

Description	# FTEs	Fulfilled	Total Cost
OFFICE TECHNICIAN (8 hours/day, 5 days/week)	2.00	2.00	\$108,908
DAY TO DAY SUBS (0 hours/day, 0 days/week)	0.00	0.00	\$94,200
BLDG & GROUNDS WORKER (8 hours/day, 5 days/week)	1.00	1.00	\$58,908
TEMP PERSONNEL ACCT	0.00	0.00	\$17,512
GENERAL SUPPLIES	0.00	0.00	\$13,532
IMA	0.00	0.00	\$11,824
<b>Total</b>			<b>\$310,513</b>

**Total Budget**

Program Name	Funds	- Budgeted	= Remaining	Exceeds Indirect Limits
Unrestricted	\$3,541,202	\$3,541,202	\$0	
Program Improvement	\$36,963	\$41,758	(\$4,795)	
Title I Parent Involvement	\$5,920		\$5,920	
Title I	\$332,667	\$279,867	\$52,800	
Title III LEP	\$5,277		\$5,277	
EIA-LEP	\$216,554	\$134,365	\$82,189	
EIA-SCE	\$34,040		\$34,040	
<b>Total :</b>	<b>\$4,172,623</b>	<b>\$3,997,192</b>	<b>\$175,431</b>	

[Edit Funds](#)
[View Direct/Indirect](#)

Allocation Scenarios	Value (in %)	Action	Amount
Scenario 1 % (Range 50 - 75)	75	<a href="#">Calculate</a>	\$3,129,467
Scenario 2 % (Range 76 - 99)	85	<a href="#">Calculate</a>	\$3,546,730
Status Quo	100%	<a href="#">Calculate</a>	\$4,172,623

[Add New Budget Line](#)

Hide Minimum Staffing Requirements

1

To add a new budget line item, click the "Add New Budget Line" button

# Add New Budget Items (cont.)



1

- Select the Type and Description of the item you wish to include
- If there is an average cost available for an item, the Budgeted Cost will be automatically populated
- Otherwise, enter the Cost of the new item if the Cost defaults to \$0
- You can also enter the Priority of the item

2

You may identify whether the item is a Shared Resource, assign a Performance Metric, or add Comments. When you check the Shared Resource check box, you can identify your school's share of the resource, which will adjust the Budgeted amount for your school accordingly.

**Budget Item Edit Screen**

Item Description

Purchase? Yes  Priority  New/Existing: New

Type/Description

Shared Resource? ☐

Performance Metric

Comments

Note: You must click "Save" to save your changes to the item description.

Funding Sources

Budgeted (in \$)

No Funding Allocations Found.

[Add New Funding Source](#) Funding must equal to 100% in order to close.

Total \$0 0 %

3

Be sure to click the "Save" button in the upper section to save your changes.

4

After you've selected and saved the Type/Description in the upper section, click on "Add New Funding Source" to identify your funding.

# Add New Budget Items (cont.)



**Budget Item Edit Screen**

**Item Description**

Purchase?  Priority  New/Existing:

Type/Description  1.00 FTE, Direct

Shared Resource? ☐

Performance Metric

Comments

Note: You must click "Save" to save your changes to the item description.

School Budget Line Item: 00053459 has been updated

**Funding Sources**

Budgeted (in \$)

No Funding Allocations Found.

Select  \$0

Funding must equal to 100% in order to close.

Total \$0 0%

1

Select the Funding Source

2

Identify the funding percentage and then click "Save"

3

Click "Close" to continue



# Multi-fund a Budget Item



**Budget Item Edit Screen**

**Item Description**

Purchase?  Priority  New/Existing: Existing

Type/Description  1.00 FTE, Direct

Shared Resource? ☐

Performance Metric

Comments

Note: You must click "Save" to save your changes to the item description.

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**Funding Sources**

Budgeted (in \$)

Program Name	Amount	%	
<a href="#">Program Improvement (70A56)</a>	\$23,447	25 %	<a href="#">Delete</a>
<a href="#">Title I (7S046)</a>	\$65,651	70 %	<a href="#">Delete</a>
<a href="#">Add New Funding Source</a> Funding must equal to 100% in order to close.			
Total	\$89,098	95 %	

Note: To add or edit a funding source or percentage, please click on the "Program Name" link in the row you would like to change, edit the funding source and/or percentage, and then click Save.

Row #9

1

Click on "Add New Funding Source" to add another funding source

2

Your funding percentages must add up to 100%

# Multi-fund a Budget Item (cont.)



**Budget Item Edit Screen**

**Item Description**

Purchase?  Priority  New/Existing: Existing

Type/Description  1.00 FTE, Direct

Shared Resource? ☐

Performance Metric

Comments

Note: You must click "Save" to save your changes to the item description.

Save

**Funding Sources**

Budgeted (in \$)

Program Name	Amount	%	
<a href="#">Program Improvement (70A56)</a>	\$23,447	25 %	<a href="#">Delete</a>
<a href="#">Title I (7S046)</a>	\$65,651	70 %	<a href="#">Delete</a>
<input type="text" value="Unrestricted (13027)"/>		0.0 %	<input type="text" value="5%"/> <a href="#">Save</a> <a href="#">Cancel</a>

Note: To add or edit a funding source or percentage, please click on the "Program Name" link in the row you would like to change, edit the funding source and/or percentage, and then click Save.

Funding must equal to 100% in order to close.

Total \$89,098 95 %

Close

1

Select the Funding Source

2

Identify the funding percentage and then click "Save"

3

Click "Close" to continue

# Filters

1

The filter defaults to "Hide Minimum Staffing Requirements"

Allocation Scenarios	Value (in %)	Action	Amount
Scenario 1 % (Range 50 - 75)	75 <input type="text"/>	<input type="button" value="Calculate"/>	\$2,612,426
Scenario 2 % (Range 76 - 99)	85 <input type="text"/>	<input type="button" value="Calculate"/>	\$2,960,750
Status Quo	100%	<input type="button" value="Calculate"/>	\$3,483,235

Add New Budget Line

Hide Minimum Staffing Requirements

Hide Minimum Staffing Requirements

All

Remaining Funding So

2

To show all of your resources including the Minimum Staffing Requirements, select the "All" filter

# Calculate Scenarios

You may want to create budget scenarios to plan for different potential funding totals.

1

Adjust the scenario percentage using the up or down arrows

Total Budget		
Program Name	Funds	- Budgeted
Unrestricted	\$3,467,549	\$3,467,549
Title I	\$361,312	\$361,312
Title III LEP	\$6,272	\$6,272
EIA-LEP	\$258,224	\$258,224
Program Improvement	\$40,146	\$40,146
Title I Parent Involvement	\$5,792	\$5,792
<b>Total :</b>	<b>\$4,139,295</b>	<b>\$4,139,295</b>

[Edit Funds](#) [View Direct/Indirect](#)

Allocation Scenarios	Value (in %)	Action	Amount
Scenario 1 % (Range 50 - 75)	75 <input type="button" value="up"/> <input type="button" value="down"/>	<input type="button" value="Calculate"/>	\$3,104,471
Scenario 2 % (Range 76 - 99)	85 <input type="button" value="up"/> <input type="button" value="down"/>	<input type="button" value="Calculate"/>	\$3,518,401
Status Quo	100%	<input type="button" value="Calculate"/>	\$4,139,295

2

Click the "Calculate" button to calculate the percentage of the Status Quo Total Allocation

# Calculate Scenarios (cont.)



After calculating the scenarios, budget items will be sorted by priority and shaded according to scenario

1

Budget items that would be included in scenario 1 are shaded in green

2

Budget items that would be included in scenario 2 are shaded in green and blue

3

Budget items that would be included in the status quo scenario are shaded in green, blue, and pink

Row #	Priority	Purchase?	New/Existing	Budget Line Item	Performance Metric	Budgeted	Remaining	Funding Source(s)	
16	<a href="#">Edit</a> <a href="#">MSR</a>	Yes	Existing	1-Position PLANT MANAGER I (8 hours) Direct		\$65,842	\$561,277	Unrestricted (13027)	100 % \$65,842
17	<a href="#">Edit</a> <a href="#">MSR</a>	Yes	Existing	2-Other Salary DAY TO DAY SUBS Direct		\$39,620	\$521,657	Unrestricted (13027)	100 % \$39,620
18	<a href="#">Edit</a> <a href="#">MSR</a>	Yes	Existing	2-Other Salary ITIN NURSE Direct		\$18,646	\$503,011	Unrestricted (13027)	100 % \$18,646
19	<a href="#">Edit</a> <a href="#">MSR</a>	Yes	Existing	2-Other Salary ITIN PSYCH SCHOOL C Direct		\$4,504	\$498,507	Unrestricted (13027)	100 % \$4,504
20	<a href="#">Edit</a> <a href="#">MSR</a>	Yes	Existing	3-Non-Salary MAIN/OPER SUPPLIES Indirect		\$3,841	\$494,666	Unrestricted (13027)	100 % \$3,841
21	<a href="#">Edit</a> <a href="#">Save</a> <a href="#">1</a> <a href="#">Rec</a>	Yes	Existing	1-Position BUDG & GROUNDS WORKER (4 hours) 0.50 FTE, Direct		\$36,004	\$458,662	Unrestricted (13027)	100 % \$36,004
22	<a href="#">Edit</a> <a href="#">Save</a> <a href="#">1</a> <a href="#">Rec</a>	Yes	Existing	1-Position SCH ADMINISTRATIVE ASSIST (8 hours) Direct		\$67,853	\$390,809	Unrestricted (13027)	100 % \$67,853
23	<a href="#">Edit</a> <a href="#">Save</a> <a href="#">1</a> <a href="#">Rec</a>	Yes	Existing	1-Position OFFICE TECHNICIAN (8 hours) Indirect		\$52,743	\$338,066	Unrestricted (13027)	100 % \$52,743
24	<a href="#">Edit</a> <a href="#">Save</a> <a href="#">1</a> <a href="#">Rec</a>	Yes	Existing	2-Other Salary TEMP PERSONNEL ACCT Direct		\$11,748	\$326,318	Unrestricted (13027)	100 % \$11,748
25	<a href="#">Edit</a> <a href="#">Save</a> <a href="#">1</a> <a href="#">Rec</a>	Yes	Existing	2-Other Salary DIFF.LONGEVITY-CLAS Direct		\$5,584	\$320,734	Unrestricted (13027)	100 % \$5,584
26	<a href="#">Edit</a> <a href="#">Save</a> <a href="#">1</a> <a href="#">Rec</a>	Yes	Existing	2-Other Salary CLERICAL SUBS Direct		\$623	\$320,111	Unrestricted (13027)	100 % \$623
27	<a href="#">Edit</a> <a href="#">Save</a> <a href="#">1</a> <a href="#">Rec</a>	Yes	Existing	3-Non-Salary GENERAL SUPPLIES Direct		\$6,035	\$314,076	Unrestricted (13027)	100 % \$6,035
28	<a href="#">Edit</a> <a href="#">Save</a> <a href="#">1</a> <a href="#">Rec</a>	Yes	Existing	3-Non-Salary IMA Direct		\$5,232	\$308,844	Unrestricted (13027)	100 % \$5,232
29	<a href="#">Edit</a> <a href="#">Save</a> <a href="#">1</a>	Yes	Existing	1-Position TEACHER ASST - DEGREE TRA (6 hours) Direct		\$12,951	\$295,893	EIA-LEP (75536)	100 % \$12,951


Budget items shaded in white will not be included in any budget scenario

# Reports



1

To get to the Reports page, click the "Reports" tab at the top of the page

**Los Angeles Unified School District**  
**School Budget Planning Tool**

**School and Location Code:** 74TH ST EL (1664401) ▼

Budget Planning **Reports**

**Minimum Staffing Requirements**

Description	# FTEs	Total Cost	
ELEMENTARY TEACHER (6 hours)	14.00	\$1,299,860	^
PRINCIPAL, ELEMENTARY (8 hours)	1.00	\$134,945	
PLANT MANAGER I (8 hours)	1.00	\$65,842	
DAY TO DAY SUBS	0.00	\$39,620	
ITIN NURSE	0.00	\$18,646	
ITIN PSYCH SCHOOL C	0.00	\$4,504	
MAIN/OPER SUPPLIES	0.00	\$3,841	▼
<b>Total</b>		<b>\$1,567,258</b>	

# Reports (cont.)



1

On the Reports page,  
click the link for the  
report you would like  
to generate

2

The Full Data Report  
will include all of your  
budget data as  
identified on the  
Budget Planning page



The screenshot shows the "Los Angeles Unified School District School Budget Planning Tool" interface. At the top, there is a header with the district logo and name. Below the header, there are two tabs: "Budget Planning" and "Reports". The "Reports" tab is selected. Under the "Reports" tab, there is a section titled "School and Location Code:" followed by a dropdown menu showing "74TH ST EL (1664401)". Below this, there is a list of report links: "Full Data Report", "Budget Performance Metric Report", "Budget Item Type Report", "Total Budget Report", and "Funding Program Report". The "Full Data Report" link is highlighted with a dashed blue oval, and a dashed line connects it to the callout box for step 1. Another dashed line connects the "Full Data Report" link to the callout box for step 2.

Los Angeles Unified School District  
School Budget Planning Tool

Budget Planning Reports

School and Location Code: 74TH ST EL (1664401)

[Full Data Report](#)  
[Budget Performance Metric Report](#)  
[Budget Item Type Report](#)  
[Total Budget Report](#)  
[Funding Program Report](#)

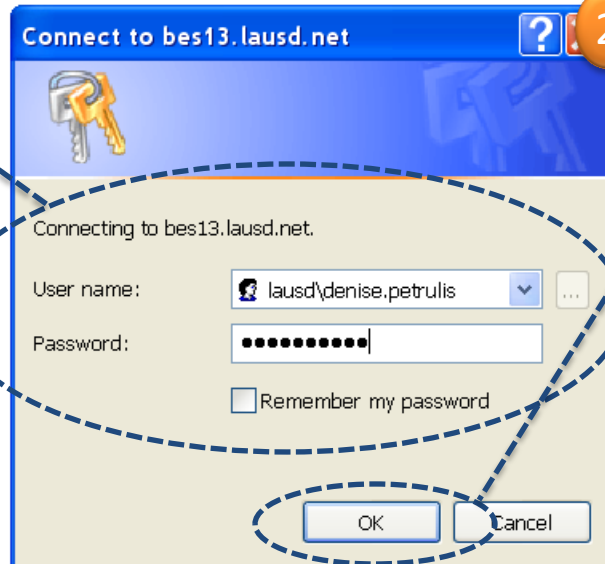
# Reports (cont.)

This is the Login for the Internet Explorer browser.

1

If prompted, enter your user name and password (Single Sign On) in the format displayed here.

Note: You will need to enter  
"lausd\first.lastname"  
in the User name field.



Click OK to generate the report




# Reports (cont.)

This is the Login for the Google Chrome browser.

1

If prompted, enter your user name and password (Single Sign On) in the format displayed here.

Note: You will need to enter  
"lausd\first.lastname"  
in the User name field.



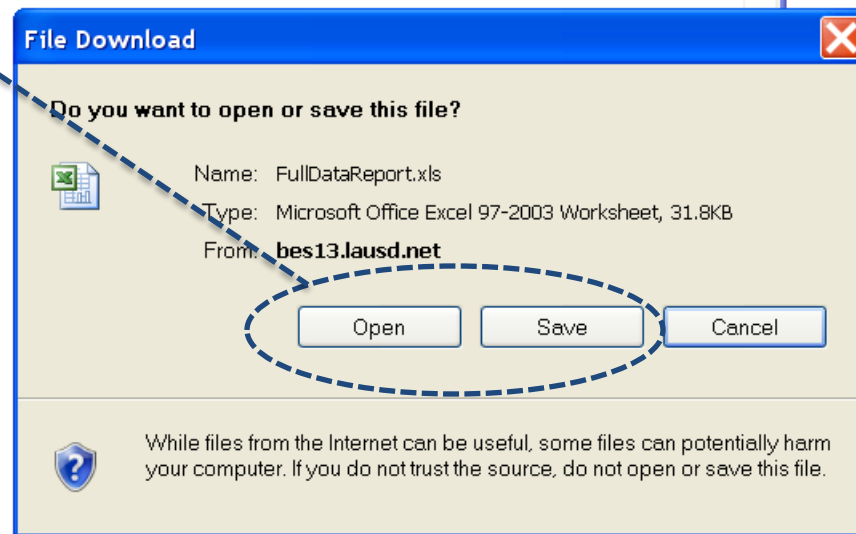
2

Click Log In to  
generate the report

# Reports (cont.)


1

Click "Open" to open the report or click "Save" to save a copy of your report.



# Reports (cont.)



**Los Angeles Unified School District**  
**School Budget Planning Tool**

Budget Planning

Reports

**School and Location Code:** 135TH ST EL (1587701)

[Full Data Report](#)  
[Budget Performance Metric Report](#)  
[Budget Item Type Report](#)  
[Total Budget Report](#)  
[Funding Program Report](#)

The “Budget Performance Metric Report” shows your school’s budget data, organized by the Performance Metric you have assigned to each budget item. This report will only include items with “Yes” identified in the “Purchase?” field.

The “Budget Item Type Report” shows your school’s budget data, organized by line item type, such as 1 Position, 2 Other Salary, and 3 Non-Salary. This report will only include items with “Yes” identified in the “Purchase?” field.

The “Total Budget Report” shows the information from the “Total Budget” section of the School Budget Planning Tool.

The “Funding Program Report” shows your school’s budget data, organized by funding program. This report will only include items with “Yes” identified in the “Purchase?” field.

# Things to Note



- The tool is pre-populated with your school's budget data
- If you have access to School Front End, you will have access to the Budget Planning Tool
  - If you do not have access, please send an email to [Saman.Bravo-Karimi@lausd.net](mailto:Saman.Bravo-Karimi@lausd.net)
    - Include your name, employee ID number, and school location code(s) so that you can be added as a user.

- Budgeting for Student Achievement (BSA)  
Website: <http://bsa.lausd.net/>
- Comments? Feedback?
  - Visit the BSA website and send us your comments
    - <http://bsa.lausd.net/feedback-form>