

Budget Development FY 2026-2027 Fiscal Specialist Checklist

- Completed School Budget Signature Form (SBSF) for each General Fund Program, electronically or manually signed by the Principal.
 - 10552 - TSP-Student Equity Needs Index
 - 10947 - TSP-Academic Excellence
 - 10948 - TSP-Joy and Wellness
 - 10949 - TSP-Engagement and Collaboration
 - 10673 - Equity Multiplier
 - 11266 - Community Schools Resolution
 - 11421 - Prop 28-Arts Program
 - 13027 - General Fund School Program
 - 13723 - Chrtr Sch Categorical Blk Grnt
 - 13724 - Chrtr Sch Alloc In Lieu Of EIA
 - 13938 - SDEP - Donations
 - 14154 - TIIPG-Magnet-Schs-Discretionary Fund
 - 14873 - BSAP-Sch Clim Wellness Pers Support (Sch Disc)
 - 14874 - BSAP-Cul Res Unt Dvt, Ind St Need Asmt (Sch Disc)
 - 17703 - ELOP-Cultural Arts Passport

- Completed School Budget Signature Form (SBSF) for each Categorical Program, electronically or manually signed by the Principal (SSC Chair signature is not required; compliant SSC meeting records will provide the necessary documentation in lieu of SSC Chair signature.) **UTLA Chapter Chair signature is required on all Categorical Program School Budget Signature forms.**
 - 7E046 - CE-NCLB T1 Sch-Parent Invlmnt
 - 7S046 - CE-NCLB T1 Schools
 - 70S46 - CE-NCLB-T1-Targeted Asst Schs, if applicable
 - 7T691 - CSI Schools only, if applicable
 - 7525T - LiteracyCoaches&ReadingSpecialistGrantProg2023-S
 - 7882T - LitCoachReadgSpec-S-Cohort 3
 - 7T368 - LiteracyCoaches&ReadingSpecialistGrantProg-S

- 2026-2027 School Plan for Student Achievement (SPSA) that specifically describes the actions/tasks with estimated costs
- Signed Employee Roster Memo
- Manual Budget Adjustment Request (BAR) for zero basis requests, grants, and other non-SFE programs
- Teacher Assistant Reduction in Force HR Form 5009 for Teacher Assistants whose positions will not be funded next fiscal year
- Prior approval from Personnel Commission if closing the Financial Manager or School Administrative Assistant positions
- A copy of the email approval from Edward Sanchez (edward.sanchez@lausd.net), and copy Christine Esto (christine.esto@lausd.net) and Anthony Durian(anthony.durian@lausd.net) attached to the budget adjustment if opting to change a custodial position.
- Completed Alternate Staffing Pattern (ASP) form for secondary schools that currently have ASP, to request approval for FY26
- The total cost budgeted to purchase itinerant resources should reflect the corresponding total number of days or Full Time Equivalent (FTE) shown in the Estimated Rate Sheet
- Toshiba Copier contract should be budgeted in commitment item 580002