

**TITLE:** Preliminary Student Body Budgets

**NUMBER:** REF-1656.21

**ISSUER:** Ernie Thomas  
Controller  
Accounting and Disbursements Division

Saman Bravo-Karimi  
Chief Financial Officer  
Finance Division

**ROUTING**  
Region  
Administrator of Operations  
Principals  
Financial Managers  
School Administrative Assistants  
Office Managers

**DATE:** March 30, 2026

**DUE DATE:** Last Business Day of February

**PURPOSE:** The purpose of this Reference Guide is to provide schools with information pertaining to the timing and preparation of the Student Body Preliminary Budget for the following school year.

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 accounting pronouncement necessitates the inclusion of the Student Body Budget in the overall LAUSD Budget.

This revision replaces REF-1656.20 issued on April 18, 2025.

**MAJOR CHANGES:** The major update to this reference guide is that it will no longer be revised or published annually when the only required changes are updated dates. Moving forward, the due date for the preliminary budget will be the last business day of February.

**INSTRUCTIONS:** The attached student body budget forms shall be completed and emailed to your Coordinating Financial Manager **on or before the last business day of February.**

When preparing the preliminary budgets, it's essential to consider the financial trends from January – December actuals, expected revenues, growth projections, and specific planned activities. The budgets should be realistic and accurately reflect the conditions under which student body activities will take place in the upcoming year.

Ensure that the projected expenditure does not exceed the anticipated revenues and provide an explanation if there is a projected deficit. Planning and adjustments are essential to maintain a balanced financial operation.

Please use [Attachment A](#) and [Attachment B](#) budget worksheets when developing your budget. The Excel templates for both attachments can be accessed at the links provided below.

Please print a copy of the completed Preliminary Budget Worksheet and obtain all required school site signatures. Once all signatures have been collected, email the signed document to your Coordinating Financial Manager (CFM) on or before the last business day of February.

Once your budget has been reviewed and approved by the Student Body Finance Section, your CFM will email you the approved copy. The signed copy must be retained and maintained by the school for audit purposes for a period of five years.

Administrators are reminded of the following:

1. The preliminary budget must be reviewed and approved by the student body finance committee and/or student body council and the following individuals:
  - ASB President
  - ASB Treasurer or Secretary
  - Financial Manager
  - Principal
  - Student Body Finance Section
2. The following resources can serve as a guide when developing the budget:
  - [Publication 464 for Elementary Schools](#)
  - [Publication 465 for Secondary Schools](#)
  - [Publication 469 for Community Adult Schools, Regional Occupational Centers, and Skills Centers](#)
  - [BUL-4624.0, Elementary Permitted & Prohibited 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. Please be aware that School Police at athletic events require authorization from Interscholastic Athletic Department.

4. Cheer at the high school level is recognized as a California Interscholastic Federation (CIF) Sport and, therefore, may be included under the school's athletic program.
5. Drill Team expenses should be classified under the "Expenses-Student Activities" section and should **not** be included in athletics budget.
6. All club income and expenditures must be projected and included on the line "Club Dept. 150" on page 2 of the budget worksheet based on the prior year's activities.

In the Fall, Student Body Finance Support will issue a reference guide that includes the final budget forms to schools to allow the newly elected finance committee and/or student body council to ratify or amend the preliminary budget.

**RELATED  
RESOURCES:****Secondary Schools**

[Publication 465 - Student Body Policies and Accounting Procedures  
BUL -4591.0 Permitted & Prohibited Expenditures](#)

**Elementary / Other Schools**

[Publication 464 - Student Body Policies and Accounting Procedures  
BUL-4624.0 Elementary Permitted & Prohibited Expenditures](#)

[Publication 469 - Student Body Policies and Accounting Procedures -  
CAS, ROC and Skills Centers](#)

**ATTACHMENTS:** [Attachment A Preliminary Student Body Budget Worksheet Middle, Senior and Adult Schools](#)  
[Attachment B Preliminary Student Body Budget Worksheet Elementary, Continuation, Opportunity, and Special Ed. Schools](#)

**ASSISTANCE:** For assistance or further information please contact your [Coordinating Financial Manager](#).

# TYPE SCHOOL NAME HERE

## PRELIMINARY STUDENT BODY BUDGET

**Type Fiscal Year Here e.g., 2026-2027**

**Secondary and Adult Schools**

**\*\*Due Date: Last Business day of February\*\***

**Budget Summary**

Total Estimated Profit: (Line 1) <small>(From Page 2, Attachment A)</small>	\$ -
Total Estimated Expenses: (Line 2) <small>(From Worksheet Below)</small>	\$ -
Estimated Net Profit or (Loss) for 19-20 (Line 1 less Line 2)	\$ -
<b>Surplus as of June 30</b>	_____

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 kept on file)

ASB President: \_\_\_\_\_

ASB Treasurer or Secretary: \_\_\_\_\_

Financial Manager: \_\_\_\_\_

Principal: \_\_\_\_\_

Student Body Finance Office CFM: \_\_\_\_\_

**By signing this document, you confirm that you have reviewed the data contained within it and agree to the allocation for the various activities.**

### Estimated Expenses Worksheet

**Athletics Losses - SH Only@**

Men's (from detail page 3)	\$ -
Women's (from detail page 4)	\$ -
CIF Dues	_____
<b>Total Athletic Losses</b>	\$ -

**Free Entertainment**

Danes, Parties, etc.	_____
Holiday Program	_____
<b>Total Free Entertainment</b>	\$ -

**Student Activities**

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	_____
_____	_____
_____	_____
_____	_____
<b>Total Student Activities</b>	\$ -

**Equipment Purchases**

_____	_____
_____	_____
_____	_____
<b>Total Equipment Purchase</b>	\$ -

**Finance Office/Student Store**

Armored Car Service	_____
Postage	_____
Printing, Supplies, etc.	_____
Telephone	_____
Health Insurance- Adult Assistant	_____
Office Salaries	_____
Payroll Taxes	_____
Repair/Maint. of Equip	_____
Burglar Alarms	_____
Workers Compensation	_____
LTE Access/Wifi	_____
_____	_____
_____	_____
_____	_____
<b>Total Office</b>	\$ -

**Student Body - General**

Academic Decathlon-Pentathlon	_____
Beautification	_____
Dues(Ephebians, etc.)	_____
General Expense	_____
Hospitality	_____
Library	_____
Newspaper Expense	_____
Yearbook loss	_____
Publicity (Posters, Art materials)	_____
Security/Police Officers-non athletic	_____
Mileage/Transportation	_____
_____	_____
_____	_____
_____	_____
<b>Total Student Body General</b>	\$ -

**TOTAL ESTIMATED EXPENSES** \$ -

(Transfer to Attachment A, Page 1-Line 2)

# TYPE SCHOOL NAME HERE

## PRELIMINARY STUDENT BODY BUDGET

Type Fiscal Year Here e.g., 2026-2027

### INCOME PROJECTIONS

Secondary and Adult Schools

Income Generating Activities	Total Estimated Sales/Revenues	Total Estimated Purchases/Expenses	Estimated Profit
Athletics - Men's*			\$ -
Athletics - Women's*			\$ -
Beverage Sales (Over-the-counter)			\$ -
Snack Sales (Over-the-counter)			\$ -
After School Sales (Snacks / Beverage)			\$ -
Commission Beverage			\$ -
Commission Snacks			\$ -
Concessions			\$ -
PE Clothes			\$ -
Student Store / Spirit Wear			\$ -
Entertainment Collections (e.g., Dances, Prom, etc.)			\$ -
Photography Commissions / Sales			\$ -
Club / Class Fundraising (Gen ASB Share)			\$ -
Interest Income			\$ -
Yearbook			\$ -
Club Activities (All Department 150)			\$ -
Agriculture, Crafts, & Shops			\$ -
Cards & Announcements			\$ -
Jewelry			\$ -
Newspaper			\$ -
Rentals of ASB Equipment			\$ -
Salvage Drives			\$ -
Special Sales			\$ -
			\$ -
			\$ -
<b>TOTAL ESTIMATED PROFIT</b>			
(Transfer to Attachment A, Page 1- Line 1)	\$ -	\$ -	\$ -

Note: The Athletics' profits will automatically populate from pages 3 and 4. If there is a loss, it will be reflected on page 1.

**TYPE SCHOOL NAME HERE**  
**PRELIMINARY STUDENT BODY BUDGET**  
**Type Fiscal Year Here e.g., 2026-2027**  
**MEN'S ATHLETIC PROJECTIONS**  
 Schools with Athletics

Programs	Estimated Revenues	Estimated Expenses			Estimated Profit or (Loss)
		Officials	Salaries	General	
Baseball					\$ -
Basketball					\$ -
Cross Country					\$ -
Football					\$ -
Golf					\$ -
Lacrosse					\$ -
Swim					\$ -
Soccer					\$ -
Tennis					\$ -
Track					\$ -
Volleyball					\$ -
Wrestling					\$ -
Water Polo					\$ -
Program Sales					\$ -
Athletic Officials' Reimbursement					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>TOTALS</b>	\$ -	\$ -	\$ -	\$ -	\$ -

Note: The overall projected profits in cell K54 will copy to page 2 and if a loss it will copy to page 1.

\_\_\_\_\_  
**Signature of Athletic Director**                      **Date**

**TYPE SCHOOL NAME HERE**  
**PRELIMINARY STUDENT BODY BUDGET**  
**Type Fiscal Year Here e.g., 2026-2027**  
**WOMEN'S ATHLETIC PROJECTIONS**  
 Schools with Athletics

Programs	Estimated Revenues	Estimated Expenses			Estimated Profit or (Loss)
		Officials	Salaries	General	
Basketball					\$ -
Cheerleading					\$ -
Cross Country					\$ -
Flag Football					\$ -
Golf					\$ -
Lacrosse					\$ -
Soccer					\$ -
Softball					\$ -
Swim					\$ -
Tennis					\$ -
Track & Field					\$ -
Volleyball					\$ -
Water Polo					\$ -
Wrestling					\$ -
Athletic Officials' Reimbursement					\$ -
					\$ -
					\$ -
<b>TOTALS</b>	\$ -	\$ -	\$ -	\$ -	\$ -

Note: The overall projected profits in cell K51 will copy to page 2 and if a loss it will copy to page 1.

\_\_\_\_\_  
**Signature of Athletic Director**                      **Date**



# SCHOOL NAME HERE

PRELIMINARY STUDENT BODY BUDGET

Type Fiscal Year Here e.g., 2026-2027

Elementary, Continuation, Opportunity, & Special Education Schools

\*\*Due Date: Last Business day of February\*\*

Revenues/Expenses:	Estimated Revenues	Estimated Expenses	Net Estimated Revenue
1 Special Sales Fundraisers	_____	_____	_____
2 Salvage Drive	_____	_____	_____
3 Donation	_____	_____	_____
4 Total Net Estimated Revenues (add lines 1,2, 3)	_____	_____	_____
<b>Additional Revenues/Expenses</b>			
5 Entertainment	_____	_____	_____
6 Augmentation and Enrichment	_____	_____	_____
7 Equipment Purchase	_____	_____	_____
8 General Student Body Expense	_____	_____	_____
9 Total Estimated Expenditures (add lines 5, 6, 7, 8)	_____	_____	_____
10 Estimated Net Profit or (Loss) Line 4 less Line 9			\$ _____ -
11 Student Body Surplus			_____
12 Estimated Ending Surplus (add lines 10 and 11)			_____

SAA/OM Name: \_\_\_\_\_

SAA/OM Office Number: \_\_\_\_\_

Principals Name: \_\_\_\_\_

Principals Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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