



Budget Adjustment Summary K-12/ROPs/JPA's

PERIOD AFFECTED:

- ☐ Adopted Budget
☐ First Interim
☐ Second Interim
☐ Third Interim
☐ Unaudited Actuals

Submit one (1) certified original of this form.

DISTRICT NUMBER	GL JOURNAL ID NUMBER	FUND NUMBER
FISCAL YEAR	FUND NAME	<input type="checkbox"/> UNRESTRICTED <input type="checkbox"/> RESTRICTED

DATE OF SUMMARY	NAME OF SCHOOL DISTRICT
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A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$
2. Federal Revenue	8100-8299			
3. Other State Revenue	8300-8599			
4. Other Local Revenue	8600-8799			
5. Interfund Transfers In	8900-8929			
6. All Other Financing Sources	8930-8979			
7. Contributions	8980-8999			
8. Total Revenues/Other Financing Sources				\$

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$
2. Classified Personnel Salaries	2000-2999		
3. Employee Benefits	3000-3999		
4. Books and Supplies	4000-4999		
5. Services and Other Operating Expenditures	5000-5999		
6. Capital Outlay	6000-6999		
7. Tuition	7100-7199		
8. Interagency Transfers Out	7200-7299		
9. Transfers of Indirect Costs	7300-7399		
10. Debt Service	7430-7439		
11. Interfund Transfers Out	7600-7629		
12. All Other Financing Uses	7630-7699		
13. Total Expenditures/Other Financing Uses			\$

C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]	\$
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NOTES: Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.
Line A7 - Contributions must net to zero at the total fund level.
If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. Nonspendable Amounts Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
Total Nonspendable Amounts			
2. Restricted Amounts Restricted	9740		\$
Total Restricted Amounts			
3. Committed Amounts Stabilization Arrangements	9750		\$
Other Commitments	9760		
Total Committed Amounts			
4. Assigned Amounts Other Assignments	9780		\$
Total Assigned Amounts			
5. Unassigned/Unappropriated Amounts Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		
Total Unassigned/Unappropriated Amounts			
6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)			\$

E. Narrative Explanation for this Revision - Must be Completed

F. School District Certification - Must be Completed

NAME OF SCHOOL DISTRICT CONTACT PERSON		TELEPHONE NUMBER OF CONTACT PERSON ()	EMAIL ADDRESS OF CONTACT PERSON	
DATE OF BOARD APPROVAL	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD	PRINT NAME AND TITLE		DATE SIGNED

Submit one (1) certified original of this form to:

Los Angeles County Office of Education
Business Advisory Services
9300 Imperial Highway
Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.
Los Angeles County
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED

BUDGET ADJUSTMENT SUMMARY INSTRUCTIONS**GENERAL**

Use this form to file revisions to your adopted budget which require County Office approval under Education Code Section 42600, 42601, 42602, 42603, or 42610. This includes increases or decreases in the revenue accounts, expenditure accounts, transfers to and from ending balances, and adjustments to the components of ending balances.

All budget revisions must be approved by your governing board prior to submittal to the County Office. Submit one budget adjustment for each fund summarizing the adjustments approved from one board meeting. The Budget Adjustment Summary lists the amounts of the adjustment only, not the total revised budget amounts for each financial source, use or ending fund balance component.

As required by California Department of Education's (CDE) Standardized Account Code Structure (SACS), the resource code has been added on the Budget Adjustment Summary form. More than one resource may be listed on the form, but each resource code must be balanced between revenues, expenditures, and components of ending fund balance. List the specific resource code under the appropriate column.

When an increase or decrease to the budget is warranted, districts must submit this form as approved by the governing board within a reasonable time (i.e., 30 days or the next board meeting, whichever is sooner).

Submit a properly completed and certified original form to Business Advisory Services (BAS). Once revision is approved by BAS, School Financial Services (SFS) will release the applicable budget adjustments previously entered by the district in the PeopleSoft Financial System (PeopleSoft). SFS will use the five-digit GL Journal ID Number listed in the upper right hand corner of page 1 of the form to determine which budget transaction in PeopleSoft to approve or deny.

Form Heading (Must be completed)

- **Period Affected** - Select the period the Budget Adjustment is affecting.
- **District Number** - Use the five-digit number assigned to your district from the State (PeopleSoft ID).
- **GL Journal ID Number** - List the five-digit GL Journal ID Number of the budget transactions you have entered into PeopleSoft in which this budget revision covers. SFS will use this information to determine which transactions to approve or deny.
- **Fund Number/Fund Name** - List the name and number of the fund affected by this budget revision. Only one fund is to be reported on each Budget Adjustment Summary.
- **Fiscal Year** - List the fiscal year which the Budget Adjustment Summary applies to.

- **Unrestricted/Restricted** - For General Fund only, select "Unrestricted" for those resource codes which do not have reporting requirements. Select "Restricted" for those resource codes that have reporting requirements, or are specified as restricted.
- **Date of Summary/Name of School District** - Self-explanatory.

Section A - Revenues/Other Financing Sources

Use this section for:

- the correction of revenue/other financing sources;
- recognition of new revenue/other financing sources; and
- decreases of previously budgeted revenue/other financing sources.

List the specific object and resource code for the revenue/other financing sources being increased/(decreased) in the space provided. If more space is required, attach a supplemental sheet. Enter the amount of the adjustment in the Budget Adjustment Increase/(Decrease) column. Show decreases as negative figures, in brackets (). The net amount of revenue/other financing sources increases/(decreases) is reported on the "Total Revenues/Other Financing Sources" line.

If a district is budgeting new revenue/other financing sources, there must be a corresponding entry in another section of the document indicating where the money is to be placed (i.e., expenditures, reserves or unappropriated fund balance).

Budgeted adjustments to "Interfund Transfers In" will also necessitate the filing of a Budget Adjustment Summary for the other fund(s) affected. At the district level, total incoming transfers (object 8900-8929) must equal total outgoing transfers (object 7600-7629).

Budgeted Contributions from Unrestricted or Restricted Resources (8980-8999) should net to zero at the total fund level.

There are instances when revenue/other financing sources are increased or decreased without a corresponding increase or decrease in expenditures/other financing uses. If in these instances the increase or decrease results in adding to or subtracting from the unappropriated fund balance, the amount must be reported in Section D3 of the Budget Adjustment Summary form.

However, please note that the amount reported in Section D3 is a memo entry, and is not entered into PeopleSoft. In PeopleSoft, the unappropriated fund balance is not identified by an account number, but rather a calculated amount.

Section B - Expenditures/Other Financing Sources

Use this section for:

- the correction of expenditures/other financing uses;
- recognition of new expenditures/other financing uses; and
- decreases of previously budgeted expenditures/other financing uses.

Report amounts of increases and decreases by major objects only. Decreases must be shown in brackets ().

If a district is increasing or decreasing an expenditure/other financing use category, there must be a corresponding entry in another section of the document indicating where the money is to be placed or taken from (e.g., revenues, reserves, or unappropriated fund balance). Adjustments to "Interfund Transfers Out" will also necessitate the filing of a Budget Adjustment Summary for the other fund(s) affected. Interagency Transfers Out require explanation in Section E. At the district level, outgoing transfers (object 7600-7629) must equal total incoming transfers (object 8900-8929).

There are instances when expenditures/other financing uses are increased or decreased without a corresponding increase or decrease on revenues/other financing sources. If in these instances the increase or decrease results in adding or subtracting from the unappropriated fund balance, the amount must be reported in Section D3 of the Budget Adjustment Summary form. However, please note that the amount reported in Section D3 is a memo entry, and is not entered into PeopleSoft. In PeopleSoft, the unappropriated fund balance is not identified by an account number, but rather a calculated amount.

Section C - Subtotal

Section A - minus Section B equates to the subtotal. If Section C does not equal zero, then Section D must be completed. The total in Section C must equal the total in Section D6.

Section D - Components of Ending Fund Balance

The purpose of this section is to report the adjustments to the components (i.e., classifications) that make up the district's projected ending balance. The five classifications are:

1. **Nonspendable Amounts** - The nonspendable fund balance classification reflects amounts that are not in spendable form. Examples include inventory, prepaid items, the long-term portion of loans receivable, and nonfinancial assets held for resale. This classification also reflects amounts that are in spendable form but that are legally or contractually required to remain intact, such as the principal of a permanent endowment.

2. **Restricted Amounts** - The restricted fund balance classification reflects amounts subject to externally imposed and legally enforceable constraints. Such constraints may be imposed by creditors, grantors, contributors, or laws or regulations of other governments, or may be imposed by law through constitutional provisions or enabling legislation. These are the same restrictions used to determine restricted net assets as reported in the government-wide, proprietary fund, and fiduciary fund statements.

3. **Committed Amounts** - The committed fund balance classification reflects amounts subject to internal constraints self imposed by formal action of the governing board. The constraints giving rise to committed fund balance must be imposed no later than June 30, the end of the reporting period. The actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements. Committed fund balance may be redirected by the governing board to other purposes as long as the original constraints are removed or modified in the same manner in which they were imposed.

4. **Assigned Amounts** - The assigned fund balance classification reflects amounts that the LEA intends to be used for specific purposes. Assignments may be established either by the governing board or by a designee of the governing board, and are subject to neither the restricted nor committed levels of constraint. The assignment need not be made before the end of the reporting period, but rather may be made any time prior to the issuance of the financial statements.

5. **Unassigned/Unappropriated Amounts** - In the General Fund only, the unassigned fund balance classification reflects the residual balance that has not been assigned to other funds and that is not restricted, committed or assigned to specific purposes. In any fund other than the General Fund, a positive unassigned fund balance is never reported because amounts in any other fund are assumed to have been assigned, at least, to the purpose of that fund. However, deficits in any fund, including the General Fund, that cannot be eliminated by reducing or eliminating amounts assigned to other purposes are reported as negative unassigned fund balance.

6. The total in Section C must equal the total in Section D6.

Section E - Narrative Explanation (Must be Completed)

This section must be completed. Please provide a short, but specific explanation of the transaction(s) being summarized. Example: "The district is reducing Other State Revenue due to a drop in lottery income of \$6 per ADA. This is being offset with a matching decrease in Expenditures-Books and Supplies."

Section F - School District Certification (Must be Completed)

This section must be completed. Please be sure that the signature is an original signature, of the authorized signatory of the Board or designee, and that the board approval date is correct.