



March 30, 2021

TO: Business Administrators
Los Angeles County School Districts

FROM: Alyssa Martinez, Manager
Business Advisory Services

Sachiko Enomoto, School Accounting and Finance Manager
Division of School Financial Services

SUBJECT: Revision to Form No. 503-056A Budget Adjustment Summary for PeopleSoft
Financial System (PSFS) Districts

Form No. 503-056A, Budget Adjustment Summary, has been revised for the PeopleSoft Financial System (PSFS) districts. The previous versions of the form were used to process revisions to your adopted budget and required internal routing and approvals by the County Office. This included increases or decreases in the revenue accounts, expenditure accounts, transfers to and from ending balances, and adjustments to the components of ending balances. Your governing board must approve all budget revisions prior to submission to the County Office per Education Code (EC) 42600, 42601, 42602, 42603 and 42610.

Effective April 1, 2021, Business Advisory Services will no longer be involved in the internal routing and approval process for Budget Adjustments. As such, **Districts will now submit the Budget Adjustment Summary form directly to the Division of School Financial Services for processing as below noted.**

A single Budget Adjustment Summary form must be submitted for each fund, summarizing the adjustments approved at a specific board meeting. The Budget Adjustment Summary lists the amounts of the adjustment only, not the total revised budget amounts for each financing source or use.

A copy of the new form is attached. Please read the Budget Adjustment Summary Instructions for detailed information on how to complete the form. The form is also available on the Los Angeles County Office of Education's (LACOE) website under Business Services Documents & Forms found here:

<https://www.lacoe.edu/BusinessServices/DocumentsForms.aspx>

Type “**503-056A**” in the “Search” box in the Business Documents section to download the form.

Please discard the previous form and replace it with the revised one. Budget adjustments provided on the previous form will no longer be accepted.

PROCEDURE

Districts may submit one (1) signed copy to School Financial Services via email to:

SFSAccountingGroup@laoe.edu

School Financial Services will also accept certified electronic signatures (i.e. Adobe Sign, Docusign) on this form.

IMPORTANT: Budget adjustments to "Interfund Transfers In" will require filing a Budget Adjustment Summary for all 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 Resources (8980), or Contributions from Restricted Resources (8990), must net to zero at the total fund level.

This bulletin is posted on the LACOE website at:

<https://www.laoe.edu/Bulletins.aspx>

Use the "Search" box in the Bulletins section to locate a specific bulletin by number or keyword.

If you have questions, please contact us by e-mail at Martinez_Alyssa@laoe.edu or Enomoto_Sachiko@laoe.edu.

Approved:
Octavio Castelo, Director
Business Advisory Services

Nkeiruka Benson, Director
Division of School Financial Services

AM/SE:lt
Attachment

SFS-A41-2020-2021



**Los Angeles County
Office of Education**

Serving Students ■ Supporting Communities ■ Leading Educators

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

PERIOD AFFECTED:

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

Submit via e-mail a copy of the signed 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.

D. Narrative Explanation for this Revision - Must be Completed

E. 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) copy via e-mail:

SFSAccountingGroup@laoe.edu

BUDGET ADJUSTMENT SUMMARY INSTRUCTIONS**GENERAL**

Use this form to make revisions to your adopted budget. 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 per Education Code Section 42600, 42601, 42602, 42603, and 42610.

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).

Please submit a copy of the signed form directly to the Division of School Financial Services (SFS). 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.

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. At the district level, outgoing transfers (object 7600-7629) must equal total incoming transfers (object 8900-8929).

Section C - Subtotal

Section A - minus Section B equates to the subtotal.

Section D - Narrative Explanation (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 E - School District Certification (Must be Completed)

This section must be completed. Please be sure that the signature of the authorized signatory of the Board or designee, and that the board approval date is correct. SFS will also accept any certified electronic signatures (i.e., Adobe Sign, DocuSign).

Attachment to:
Info. Bul. No. 5350
SFS-A41-2020-2021