



April 30, 2025

TO: Business and Accounting Administrators
BEST Advantage – Financial Districts
Los Angeles County K-12 School Districts,
Regional Occupational Programs/Centers (ROP/Cs) and
Select Charter Schools

FROM: Anthony Diep, Enterprise Financial Systems Consultant
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Division of School Financial Services (SFS)

SUBJECT: Fiscal Year 2025-26 District Budget and Estimated Actuals Using BEST Advantage

IMPORTANT INFORMATION – DISTRICT ACTION REQUIRED

Districts using BEST Advantage – Financial (FIN) must have a budget in FIN by July 1st, 2025, in order to be operational for FY 2025-26. Budgets must be uploaded into BEST Advantage – Budget (BUD) by June 30th, which will interface over to FIN by July 1st.

For procurement agencies interested in entering FY 2025-26 requisitions and purchase orders starting April 14th, please refer to the [BEST BUD Insider Developmental Budget](#) for further details.

Summary of Steps

- 1) Create budget by using the Budget and Actuals (GL-0131) Report in infoAdvantage
- 2) Upload budget and Estimated Actuals in BUD by June 30th
- 3) Adopted budget in BUD to be automatically interfaced to FIN by July 1st

Budget Planning

One suggested method for districts to start planning their FY 2025-26 budget by using the Budgets and Actuals (GL-0131) report in infoAdvantage. This report can be exported into Excel and displays the FY 2024-25 adopted budget, current operating budget, and actual revenue and expenditure balances from FIN. The spreadsheet can then be modified to create a FY 2025-26 budget.

Budget Upload into BUD

Districts are responsible for uploading and finalizing their budgets in BUD by June 30th, 2025, in order for the budget to be interfaced over to FIN by July 1st, 2025. Please refer to the Fast Function: BUD-BF-005 guide for a detailed walkthrough of the process.

To access the Fast Function BUD-BF-005 document, click [here](#).

Estimated Actuals Upload into BUD

Districts are responsible for uploading their Estimated Actuals into BUD as part of the budget adoption process. Please refer to the fast function guide on how to create and upload Estimated Actuals into BUD. To access the fast function document on how to upload your Estimated Actuals, click [here](#)

For a Quick Guide on running the GL-0131 report, budget timelines, and access to the documents mentioned above, click [here](#) and click the *infoAdvantage Quick Guide: How to run your Budget and Actuals Report link*.

What Format Should be Presented for Budget Adoption?

We remind districts that California Education Code Section 42126 requires that budgets be prepared in a format (or on forms) prescribed by the Superintendent of Public Instruction (SPI). The following opinion was given by the California Department of Education in March of 2001:

“The budget that is submitted to the county office or SPI must be the document that was actually adopted by the board. It is perfectly fine to provide the board with a budget that is in a different format, along with any assumptions, working documents, or other information to help explain how your budget was built. The board must also be presented with a budget prepared in one of our California Department of Education prescribed formats, because that is the budget that they must actually adopt.”

State SACS Web System

The California Department of Education’s (CDE) Standardized Account Code Structure (SACS) Software is a web-based client that contains the necessary components for K-12 and other SACS compliant agencies to prepare the budget and Estimated Actuals, as well as the submission of unaudited actuals after closing the books. For more information, please visit the CDE link below:

<http://www.cde.ca.gov/fg/sf/fr/>

SFS Assistance

For questions regarding any BUD_or FIN processes and security access, please contact the BEST Helpdesk at (562) 922-8888 or via e-mail at HelpDesk@lacoedu.

For questions related to this bulletin, email Diep_Anthony@lacoedu

Approved by:

Nkeiruka Benson, Director

Division of School Financial Services

AD:ei

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