



**Los Angeles County  
Office of Education**

Leading Educators • Supporting Students • Serving Communities

**Division of Business Advisory Services  
9300 Imperial Highway • Downey, CA 90242-2890**

Submit to Business Advisory Services -- EC Room 201

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

DISTRICT (UNIT) 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. Revenue Limit	8010-8099			\$
2. Federal	8100-8299			
3. State	8300-8599			
4. Local	8600-8799			
5. Interfund Transfers in	8900-8929			
6. Other Financing Sources	8930-8979			
7. Contributions to Restricted Programs	8980-8999			
<b>8. Total Revenues/Other Financing Sources</b>				\$

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, Other Operating Expenses	5000-5999		
6. Capital Outlay	6000-6999		
7. Other Outgoing	7100-7299		
8. Transfers of Indirect Costs	7300-7399		
9. Other Debt Services	7400-7499		
10. Interfund Transfers Out	7600-7629		
11. Other Financing Uses	7630-7699		
<b>12. Total Expenditures, Transfers and Other Uses</b>			\$

<b>C. Subtotal A8 - B12 (will increase/decrease Ending Fund Balance)</b>	\$
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**NOTE: If C is zero, go to narrative section on reverse side of form. Narrative and certification sections must be completed.**  
 DISTRIBUTION: Original to Business Advisory Services; Copy to School Financial Services - Accounting Section; Copy returned to district upon approval.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. <b>Nonspendable Amounts</b>			\$
a. Revolving Cash	9711		
b. Stores	9712		
c. Prepaid Expenses	9713		
d. All Others	9719		
	<b>Total Nonspendable</b>	<b>Amounts</b>	
2. <b>Restricted Amounts</b>			\$
a. Restricted	9740		
a. Restricted	9740		
a. Restricted	9740		
	<b>Total Restricted</b>	<b>Amounts</b>	
3. <b>Committed Amounts</b>			\$
a. Stabilization Arrangements	9750		
a. Stabilization Arrangements	9750		
b. Other Commitments	9760		
b. Other Commitments	9760		
	<b>Total Committed</b>	<b>Amounts</b>	
4. <b>Assigned Amounts</b>			\$
a. Other Assignments	9780		
a. Other Assignments	9780		
a. Other Assignments	9780		
	<b>Total Assigned</b>	<b>Amounts</b>	
5. <b>Unassigned/Unappropriated Amounts</b>			\$
a. Reserve for Economic Uncertainties	9789		
b. Unassigned/Unappropriated Amount	9790		
	<b>Total Unassigned</b>	<b>Unappropriated</b>	<b>Amounts</b>

**E. Narrative Explanation for this Revision - Must be Completed.**

**F. School District Certification - Must be Completed**

NAME OF SCHOOL DISTRICT'S CONTACT PERSON		TELEPHONE NUMBER OF CONTACT PERSON (      )
DATE OF BOARD APPROVAL	SIGNATURE OF THE SECRETARY OF THE BOARD	DATE SIGNED (MONTH/DAY/YEAR)

Submit one (1) certified original and two (2) copies of this summary to: Division of Business Advisory Services, EC Room 201  
Los Angeles County Office of Education  
9300 Imperial Highway  
Downey, CA 90242-2890

Approved:

Arturo Delgado, Ed.D.  
Los Angeles County  
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY	DATE SIGNED (MONTH/DAY/YEAR)
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## 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 revisions list the amounts of the adjustment only, not revised amounts.

### NEW ITEM ON FORM:

As required by California Department of Education's (CDE) Standard Account Code Structure, 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 its 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 and two copies of the form to the Division of Business Advisory Services, EC Room 201.

Show decreases as negative figures, in brackets ( ).

Once revision is approved by the Division of Business Advisory Services (BAS), the Division of School Financial Services (SFS) will release the applicable budget adjustments previously entered by the district. (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 of PeopleSoft to approve or deny.

### Form Heading

Please be sure the heading portion of the form is properly completed. Instructions regarding the elements are as follows:

- Date of Summary/Name of School District - Self-explanatory.
- (NEW) Fiscal Year - List the fiscal year of the Budget Adjustment Summary apply to.
- District (Unit) 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 the county PeopleSoft system 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 revision summary.
- 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.

### 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's Increase/(Decrease) column. Show Decrease decreases 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 (accounts 8900-8929) must equal total outgoing transfers (accounts 7600-7629).

Budgeted contributions from Unrestricted Resources (8980) or Contributions from Restricted Resources (8990) should net to zero at the total fund level.

No transfers under Budget Transfer Summary would be used in this section. However, if errors have been made in the adoption of the budget, they must be corrected on the Budget Transfer Summary under the Appropriation or Organization Budget Journal (Expenditures) or Revenue Estimate Journal (Income) and in such cases the increases/(decreases) should equal zero.

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 for input into the PeopleSoft system. 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 revision summary for the other fund(s) affected. At the district level, outgoing transfers (accounts 7600-7629) must equal total incoming transfers (accounts 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 for input to the PeopleSoft system. 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 C is zero, there is no effect on the fund balance; therefore, do not complete the rest of this form except for the narrative and certification sections.

### **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.

### **Narrative Explanation**

To aid in the proper processing of this form, the district must provide a short but specific explanation of the transaction(s) being summarized on this form. (Example: The district is reducing Other State Income due to a drop in lottery income of \$6 per ADA. This is being offset with a matching decrease in the 4000 expenditures-books and supplies.)

### **Certification Section**

This section must be completed. Please be sure that the signature is an original signature and that the board approval date is correct. Also, please be sure the contact person and telephone number sections are filled in.