



**Business Advisory Services
Annual Budget of Personnel Commission
Fiscal Year 2019-2020
Education Code Section 45253 (K-12 Districts) or 88073 (CC Districts)**

_____, Los Angeles County, California.
Name of Local Educational Agency (LEA)

Notice of Public Hearing by the Personnel Commission - Completed by LEA Personnel Commission

To: Governing Board and District Administration

The Public Hearing on this proposed budget will be held at

(Place)

on _____, 20__ at _____ o'clock ____ M.

You are invited to attend and present your views.

Signature of Chairman or Director of Personnel Commission

Print Name

Title

Adopted Annual Budget of Personnel Commission - Completed by LEA Personnel Commission

To: Los Angeles County Office of Education

The Annual Budget of Personnel Commission was adopted on:

Date of meeting _____, 20__

Signature of Chairman or Director of Personnel Commission

Print Name

Title

Approval of Annual Budget of Personnel Commission - For LACOE Use Only

To: Governing Board and Personnel Commission

This report has been examined and approved by

Date _____

Annual Financial and Budget Report

Fiscal Year 2019-2020

Name of Local Educational Agency: _____

Expenditure by Object	2017-2018 Actual*	2018-2019 Actual or Estimated*	2019-2020 Budget*
2000 Classified Salaries ⁽¹⁾			
Commission Members ⁽²⁾	\$	\$	\$
Director			
Secretaries, Clerks			
Other			
3000 Employee Benefits			
Subtotal			
4000 Supplies and Equipment Replacement			
5000 Operating Expenses			
6000 Equipment			
Subtotal			
Appropriation for Contingencies ⁽³⁾			
Total Expenditures	\$	\$	\$

* Round to the nearest dollar.

(1) Include expenditures only directly attributable to the activities of the Commission and their employees.
For example: salaries of administrators having a line responsibility for all district operations **should not** be prorated even though some time may be spent working with the personnel director.

(2) Salaries for Commission members should not be included without prior and specific authorization by the Governing Board. (Education Code Section 45250)

(3) Include in Appropriation for Contingencies only amounts that may seem necessary for unforeseen requirements.