



Los Angeles Unified School District



School Spending Report

User Manual

Updated 9/13/2013

Overview



- The School Spending Report provides schools with an easy to use report that helps them monitor and manage their spending.
- The School Spending Report is available at each school's Portal Page.
 - You can search for school Portal Pages here: <http://notebook.lausd.net/schoolsearch/selector.jsp>

A screenshot of a school portal page for "SAMPLE ELEMENTARY". The page has a left-hand navigation menu with orange buttons for "District Initiatives", "Facilities", "Learning Standards", "Curriculum", "Beyond the Bell", "Board of Education", "Special Education", "KLCs", "Digital Library", and "Safety (OEHS)". The main content area is titled "SAMPLE ELEMENTARY" and includes a "Print Preview" button in the top right. Below the title is a photograph of a school building. To the right of the photo is an "About Our School" section with fields for "Principal:", "Address:", "Telephone:", "Fax:", "Email:", and "Website:". Below this is a "School Budget Summary" section, which is highlighted with a red arrow. This section contains links for "School Spending Report" and "Introduction to the School Budget Summary Report", followed by a dropdown menu labeled "Please select from here" and a "Go" button. Below that is a "How Do I" section with another dropdown menu and "Go" button. At the bottom is a "Tell Me More About" section with a third dropdown menu and "Go" button. On the right side of the page, there are sections for "Performance Indicators" (with a dropdown menu), "School Profile" (with a "Demographics" link and text "The school calendar is: SINGLE-TRACK"), and "Pedestrian Routes to School" (with a link "Click here and select your school to view Pedestrian Routes to School").

- The report is populated with data from SAP. It will be updated nightly.
- No sign-on is required.

Home Page

Los Angeles Unified School District School Spending Report

Cost Center and school name will appear here.

Programs and Commitment Items will be automatically loaded. No input is necessary.

School Name: **123401 SCHOOL A** Group by:

#	Program Name	Program Code	Commitment Item	Commitment Item Description	Carryover	Budget	Payroll Encumbrances	Commitments (Encumbrances)	Actuals (Expenditures)	Available Balance (Payroll Encumbrance Deducted)	% Available (Payroll Encumbrance Deducted)	
☐	Accelerated Academic Literacy											
	<i>Total</i>					\$0	\$46,401	\$46,401	\$0	\$0	\$0	
☐	Accreditation - Schools											
	<i>Total</i>					\$0	\$810	\$0	\$810	\$0	\$0	
☐	Advanced Placement Boost Prog											
	<i>Total</i>					(\$2,085)	(\$2,085)	\$0	\$0	\$0	(\$2,085)	
☐	Alterations & Imprv-Meas Y Ex											
	<i>Total</i>					\$0	\$19,230	\$0	\$19,230	\$0	\$0	
☐	Athletics Sal/FB/TR/OE-Sch											
	<i>Total</i>					\$0	\$59,506	\$56,381	\$0	\$6,005	(\$2,880)	
☐	Brd Mbr Priority(Alt/Im)-MY Ex											
	<i>Total</i>					\$0	\$54,357	\$0	\$53,621	\$0	\$736	
☐	Cafe Fd-Cafe Wkrs-S/B/T-Sch											
	<i>Total</i>					\$0	\$313,302	\$281,699	\$0	\$31,799	(\$196)	
☐	Cafe Supplies											
	<i>Total</i>					\$0	\$0	\$0	\$0	\$3,205	(\$3,205)	
☐	Cafeteria-Food											
	<i>Total</i>					\$0	\$0	\$0	\$896	\$15,074	(\$15,970)	

Definitions

Los Angeles Unified School District

School Spending Report

School Name: 123401 SCHOOL A

Group by:

#	Program Name	Program Code	Commitment Item	Commitment Item Description	Carryover	Budget	Payroll Encumbrances	Commitments (Encumbrances)	Actuals (Expenditures)	Available Balance (Payroll Encumbrance Deducted)	% Available (Payroll Encumbrance Deducted)
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- Program Name:** Programs identify specific services or tasks being performed by one or more areas or organizations of the District to accomplish District's strategic objectives. Programs are used to track entity-wide actions that are likely to affect various organizations in the District. Program code may be used for budgeting, reporting, and analysis purpose. Programs can cut across area boundaries.
 - Program Code:** A unique numerical code associated with each Program.
- Commitment Item Description:** Commitment Item denotes the purpose of spending. Commitment Items are organized by category such as personal services (salaries for district employees), contractual services, commodities, equipment, etc. In general, it is any item or service on which funds are spent.
 - Commitment Item :** A unique numerical code associated with each Commitment Item.
- Carryover:** The balance (positive or negative) carried over from the prior school year. The carryover balance is included in the "Budget" amount.
- Budget:** The current budgeted amounts, including any adjustments/transfers.
- Payroll Encumbrances:** The total amount of funds reserved or "committed" for salary payments. These commitments/encumbrances become expenditures once they have been paid.
- Commitments (Encumbrances):** The total amount of funds reserved or "committed" for purchases. These commitments/encumbrances become expenditures once they have been paid.
- Actuals (Expenditures):** The total amount of expenditures that have been paid/posted so far in the school year.
- Available Balance (Payroll Encumbrance Deducted):** (Budget – Commitments (Encumbrances) – Payroll Encumbrances)
- % Available (Payroll Encumbrance Deducted):** (Available Balance (Payroll Encumbrance Deducted)/Budget)

Detailed View



Los Angeles Unified School District School Spending Report

Detail within each Program can be expanded by clicking here

School Name: **123401 SCHOOL A** Group by:

#	Program Name	Program Code	Commitment Item	Commitment Item Description	Carryover	Budget	Payroll Encumbrances	Commitments (Encumbrances)	Actuals (Expenditures)	Available Balance (Payroll Encumbrance Deducted)	% Available (Payroll Encumbrance Deducted)	
Accelerated Academic Literacy												
Total						\$0	\$15,467	\$15,467	\$0	\$0	\$0	
Accreditation - Schools												
Total						\$0	\$810	\$0	\$0	\$0	\$810	
Athletics Sal/FB/TR/OE-Sch												
	Athletics Sal/FB/TR/OE-Sch	11081	110004	Teacher Salaries - Supple/Other	\$0	\$28,258	\$27,497	\$0	\$761	\$0	0.00%	
	Athletics Sal/FB/TR/OE-Sch	11081	120044	Health Services	\$0	\$888	\$0	\$0	\$934	(\$46)	5.14%	
	Athletics Sal/FB/TR/OE-Sch	11081	310101		\$0	\$2,406	\$2,266	\$0	\$140	\$0	0.00%	
	Athletics Sal/FB/TR/OE-Sch	11081	330102		\$0	\$424	\$403	\$0	\$21	\$0	0.00%	
	Athletics Sal/FB/TR/OE-Sch	11081	350101		\$0	\$372	\$371	\$0	\$1	\$0	0.00%	
	Athletics Sal/FB/TR/OE-Sch	11081	360101		\$0	\$862	\$812	\$0	\$50	\$0	0.00%	
Total						\$0	\$33,210	\$31,349	\$0	\$1,907	(\$46)	
Beyond the Bell-Credit Recovery-Summer Sch												
Total						\$0	\$55,790	\$6,620	\$0	\$53,111	(\$3,941)	

Negative Available Balances show up in parenthesis at the Commitment Item level and at the "Total" Program level.

Negative available balances may require budget adjustments.

Detailed View (cont.)

School Spending Report

Detail for *all* Programs can be expanded by clicking here.

School Name: **123401 SCHOOL A** Group by: [Expand All](#) [Collapse All](#) [Export](#) [?](#)

Collapse all by clicking here.

#	Program Name	Program Code	Commitment Item	Commitment Item Description	Carryover	Budget	Payroll Encumbrances	Commitments (Encumbrances)	Actuals (Expenditures)	Available Balance (Payroll Encumbrance Deducted)	% Available (Payroll Encumbrance Deducted)
Accelerated Academic Literacy											
	Accelerated Academic Literacy	11448	110001	Teacher Salaries - Reg Assignment	\$0	\$13,576	\$13,576	\$0	\$0	\$0	0.00%
	Accelerated Academic Literacy	11448	310101	STRS - Certificated	\$0	\$1,120	\$1,120	\$0	\$0	\$0	0.00%
	Accelerated Academic Literacy	11448	330102	Medicare - Certificated	\$0	\$197	\$197	\$0	\$0	\$0	0.00%
	Accelerated Academic Literacy	11448	350101	Unemploy Insur - Certificated	\$0	\$173	\$173	\$0	\$0	\$0	0.00%
	Accelerated Academic Literacy	11448	360101	Workers Comp - Certificated	\$0	\$401	\$401	\$0	\$0	\$0	0.00%
	Total				\$0	\$15,467	\$15,467	\$0	\$0	\$0	
Accreditation - Schools											
	Accreditation - Schools	14418	530001	Dues and Membership	\$0	\$810	\$0	\$0	\$0	\$810	100.00%
	Total				\$0	\$810	\$0	\$0	\$0	\$810	
Athletics Sal/FB/TR/OE-Sch											
	Athletics Sal/FB/TR/OE-Sch	11081	110004	Teacher Salaries - Supple/Other	\$0	\$28,258	\$27,497	\$0	\$761	\$0	0.00%
	Athletics Sal/FB/TR/OE-Sch	11081	120044	Health Services Salaries - Supple	\$0	\$888	\$0	\$0	\$934	(\$46)	-5.14%
	Athletics Sal/FB/TR/OE-Sch	11081	310101	STRS - Certificated	\$0	\$2,406	\$2,266	\$0	\$140	\$0	0.00%
	Athletics Sal/FB/TR/OE-Sch	11081	330102	Medicare - Certificated	\$0	\$424	\$403	\$0	\$21	\$0	0.00%
	Athletics Sal/FB/TR/OE-Sch	11081	350101	Unemploy Insur - Certificated	\$0	\$372	\$371	\$0	\$1	\$0	0.00%
	Athletics Sal/FB/TR/OE-Sch	11081	360101	Workers Comp - Certificated	\$0	\$862	\$812	\$0	\$50	\$0	0.00%
	Total				\$0	\$33,210	\$31,349	\$0	\$1,907	(\$46)	

Group By

School Spending Report

School Name **123401 SCHOOL A**

Group by:
 Commitment Item Description
 Program Code
 Program Name
 Commitment Item
 Commitment Item Description

Expand All

Collapse All

Export



To group by Commitment Item Description instead of Program, select it from the dropdown. You can also group by Program Code and Commitment Item.

#	Commitment Item Description	Commitment Item	Program Code	Program Name	Carryover	Budget	Payroll Encumbrances	Commitments (Encumbrances)	Actuals (Expenditures)	Available Balance (Payroll Encumbrance Deducted)	% Available (Payroll Encumbrance Deducted)
Advisory Committee Expenses					Total	\$0	\$2,645	\$0	\$0	\$0	\$2,645
Bldgs & Improvement Of Bldgs					Total	\$490,548	\$1,349,647	\$0	\$0	\$0	\$1,349,647
Dues and Membership					Total	\$0	\$810	\$0	\$0	\$0	\$810
Food					Total	\$0	\$0	\$0	\$11,898	\$40,773	(\$52,671)
Food Services Salaries - Supple					Total	\$0	\$0	\$0	\$0	\$1,993	(\$1,993)
Food Services Salaries-Regular					Total	\$0	\$250,277	\$233,347	\$0	\$16,930	\$0
Food Services Salaries-Sub/Relf					Total	\$0	\$0	\$0	\$0	\$819	(\$819)
General Supplies					Total	\$4,826	\$49,910	\$0	\$26	\$414	\$49,470
Guidance/Welfare Salaries-Reg					Total	\$0	\$460,038	\$411,880	\$0	\$60,807	(\$12,648)
Guidance/Welfare Salaries-Subs					Total	\$0	\$0	\$0	\$0	\$123	(\$123)

This puts the Commitment Item Description column first. Now the "Total" line is at the Commitment Item Description level instead of the Program level.

Group By (cont.)

Los Angeles Unified School District School Spending Report

School Name: 1870001 WINTINGTON PARK 1234 SCHOOL A Group by: on

Now by expanding you'll see the detail within each Commitment Item (you'll see the different programs where this Commitment Item was budgeted or expended).

#	Commitment Item Description	Commitment Item	Program Code	Program Name	Carryover	Budget	Payroll Encumbrances	Commitments (Encumbrances)	Actuals (Expenditures)	Available Balance (Payroll Encumbrance Deducted)	% Available (Payroll Encumbrance Deducted)
<div style="background-color: #e0e0e0; padding: 5px;"> <p>Advisory Committee Expenses</p> <p style="text-align: right;">Total \$0 \$2,645 \$0 \$0 \$0 \$2,645</p> </div>											
<div style="background-color: #e0e0e0; padding: 5px;"> <p>Bldgs & Improvement Of Bldgs</p> <p style="text-align: right;">Total \$490,548 \$1,349,647 \$0 \$0 \$0 \$1,349,647</p> </div>											
<div style="background-color: #e0e0e0; padding: 5px;"> <p>Dues and Membership</p> <p style="text-align: right;">Total \$0 \$810 \$0 \$0 \$0 \$810</p> </div>											
<div style="background-color: #e0e0e0; padding: 5px;"> <p>Food</p> </div>											
<div style="background-color: #e0e0e0; padding: 5px;"> <p>Food Services Salaries - Supple</p> <p style="text-align: right;">Total \$0 \$0 \$0 \$11,898 \$40,773 (\$52,671)</p> </div>											
<div style="background-color: #e0e0e0; padding: 5px;"> <p>Food Services Salaries-Regular</p> <p style="text-align: right;">Total \$0 \$0 \$0 \$0 \$1,993 (\$1,993)</p> </div>											
<div style="background-color: #e0e0e0; padding: 5px;"> <p>Food Services Salaries-Sub/Relf</p> <p style="text-align: right;">Total \$0 \$250,277 \$233,347 \$0 \$16,930 \$0</p> </div>											
<div style="background-color: #e0e0e0; padding: 5px;"> <p>Food Services Salaries-Sub/Relf</p> <p style="text-align: right;">Total \$0 \$0 \$0 \$0 \$819 (\$819)</p> </div>											
<div style="background-color: #e0e0e0; padding: 5px;"> <p>General Supplies</p> </div>											
	General Supplies	430001	10641	Beyond the Bell-Credit Recovery-Summer Sch	\$0	\$250	\$0	\$0	\$0	\$250	100.00%
	General Supplies	430001	11476	Civic Center Permit Program	\$4,826	\$4,826	\$0	\$0	\$0	\$4,826	100.00%
	General Supplies	430001	13027	General Fund School Program	\$0	\$35,572	\$0	\$0	\$0	\$35,572	100.00%
	General Supplies	430001	13938	SDEP-Donations	\$0	\$1,750	\$0	\$0	\$0	\$1,750	100.00%
	General Supplies	430001	17120	Cafe Supplies	\$0	\$0	\$0	\$0	\$414	(\$414)	X
	General Supplies	430001	75536	CE-Eco Impact Aid/Dis Bil Dir	\$0	\$0	\$0	\$26	\$0	(\$26)	X
	General Supplies	430001	7V603	CE-EIA/LEP-Sup Intrvrvn Serv-Sch	\$0	\$7,512	\$0	\$0	\$0	\$7,512	100.00%
Total					\$4,826	\$49,910	\$0	\$26	\$414	\$49,470	

Export



Los Angeles Unified School District School Spending Report

To export the data to Excel, click on the "Export" button.

School Name: **1234 SCHOOL A**
 1070001 HORTINGTON PARK SH

Group by: 

#	Commitment Item Description	Commitment Item	Program Code	Program Name	Carryover	Budget	Payroll Encumbrances	Commitments (Encumbrances)	Actuals (Expenditures)	Available Balance (Payroll Encumbrance Deducted)	% Available (Payroll Encumbrance Deducted)
⊞ Advisory Committee Expenses											
				<i>Total</i>	<i>\$0</i>	<i>\$2,645</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$2,645</i>	
⊞ Bldgs & Improvement Of Bldgs											
				<i>Total</i>	<i>\$490,548</i>	<i>\$1,349,647</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$1,349,647</i>	
⊞ Dues and Membership											
				<i>Total</i>	<i>\$0</i>	<i>\$810</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$810</i>	
⊞ Food											
				<i>Total</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$11,898</i>	<i>\$40,773</i>	<i>(\$52,671)</i>	
⊞ Food Services Salaries - Supple											
				<i>Total</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$1,993</i>	<i>(\$1,993)</i>	
⊞ Food Services Salaries-Regular											
				<i>Total</i>	<i>\$0</i>	<i>\$250,277</i>	<i>\$233,347</i>	<i>\$0</i>	<i>\$16,930</i>	<i>\$0</i>	
⊞ Food Services Salaries-Sub/Relf											
				<i>Total</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$819</i>	<i>(\$819)</i>	
⊞ General Supplies											
				<i>Total</i>	<i>\$4,826</i>	<i>\$49,910</i>	<i>\$0</i>	<i>\$26</i>	<i>\$414</i>	<i>\$49,470</i>	
⊞ Guidance/Welfare Salaries-Reg											
				<i>Total</i>	<i>\$0</i>	<i>\$460,038</i>	<i>\$411,880</i>	<i>\$0</i>	<i>\$60,807</i>	<i>(\$12,648)</i>	