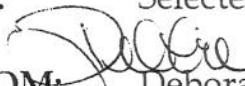


LOS ANGELES UNIFIED SCHOOL DISTRICT
Inter-Office Correspondence

TO: Selected Principals

DATE: February 26, 2007

FROM:  Deborah S. Ernst, Director
Specially Funded Programs Branch

SUBJECT: TIME REPORTING OF SPECIALLY FUNDED STAFF

Occasionally, teachers or categorical program advisers funded from state categorical resources are required to substitute in regular teaching assignments on a temporary basis. When this occurs, charges for the funded positions must be transferred to the appropriate District-teacher account.

To ensure the proper crediting of program charges, please follow the steps indicated:

1. Use the appropriate District account to charge the time of the funded teacher when a specially funded person substitutes for a District-funded teacher. In most instances this program code is 11020 (formerly known as 1020).
2. Use the attached form to identify the specially funded teacher who substitutes for a District-funded teacher. The completed form is used to audit payroll records.

By following these steps, we can ensure that specially funded programs are not charged for District-related responsibilities, thus avoiding future audit exceptions.


If there are questions regarding this process, please contact the Local District Fiscal Services Unit.

Enclosure

c: K. Payne
Y. Takahashi

H. Riel
R. Rasmussen

A. Sanchez

APPROVED:  Rita P. Caldera, Assistant Superintendent
Specially Funded and Parent/Community Programs
Division

