



Budget Adjustment Summary K-12/ROPs/JPs

PERIOD AFFECTED:	
<input type="checkbox"/> Adopted Budget	
<input checked="" type="checkbox"/> First Interim	
<input type="checkbox"/> Second Interim	
<input type="checkbox"/> Third Interim	
<input type="checkbox"/> Unaudited Actuals	

Submit via e-mail a copy of the signed form.

DISTRICT NUMBER 40154	GL JOURNAL ID NUMBER BA004	FUND NUMBER 01.0
FISCAL YEAR 21-22	FUND NAME General	<input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> RESTRICTED

DATE OF SUMMARY 12/15/2021	NAME OF SCHOOL DISTRICT East San Gabriel Valley ROP
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A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$
2. Federal Revenue	8100-8299			
3. Other State Revenue	8300-8599			(10,831.50)
4. Other Local Revenue	8600-8799			(103,975.62)
5. Interfund Transfers In	8900-8929			
6. All Other Financing Sources	8930-8979			
7. Contributions	8980-8999			
8. Total Revenues/Other Financing Sources				\$ (114,807.12)

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$ (2,667,581.02)
2. Classified Personnel Salaries	2000-2999		(829,626.87)
3. Employee Benefits	3000-3999		(1,554,518.53)
4. Books and Supplies	4000-4999		130,224.12
5. Services and Other Operating Expenditures	5000-5999		(129,724.12)
6. Capital Outlay	6000-6999		(500.00)
7. Tuition	7100-7199		
8. Interagency Transfers Out	7200-7299		
9. Transfers of Indirect Costs	7300-7399		
10. Debt Service	7430-7439		
11. Interfund Transfers Out	7600-7629		
12. All Other Financing Uses	7630-7699		
13. Total Expenditures/Other Financing Uses			\$ (5,051,726.42)

C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]	\$ 4,936,919.30
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NOTES: Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.
Line A7 - Contributions must net to zero at the total fund level.

D. Narrative Explanation for this Revision - Must be Completed

The budget adjustments are being made to the operating budget to develop projected revenues and expenditures for 1st interim 21-22 with the guidance of our LacoE fiscal advisors.

E. School District Certification - Must be Completed

NAME OF SCHOOL DISTRICT CONTACT PERSON Maura Murabito, Ed.D.	TELEPHONE NUMBER OF CONTACT PERSON (626) 347-3230	EMAIL ADDRESS OF CONTACT PERSON mdowning@esgvrop.org	
DATE OF BOARD APPROVAL 12/15/2021	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD	PRINT NAME AND TITLE	DATE SIGNED

Submit one (1) copy via e-mail:

SFSAccountingGroup@lacoE.edu

BUDGET ADJUSTMENT SUMMARY INSTRUCTIONS

GENERAL

Use this form to make revisions to your adopted budget. 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 per Education Code Section 42600, 42601, 42602, 42603, and 42610.

As required by California Department of Education's (CDE) Standardized Account Code Structure (SACS), 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 the 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).

Please submit a copy of the signed form directly to the Division of School Financial Services (SFS). SFS will release the applicable budget adjustments previously entered by the district in the PeopleSoft Financial System (PeopleSoft). 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 in PeopleSoft to approve or deny.

Form Heading (Must be completed)

- **Period Affected** - Select the period the Budget Adjustment is affecting.
- **District 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 PeopleSoft 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 Adjustment Summary.
- **Fiscal Year** - List the fiscal year which the Budget Adjustment Summary applies to.
- **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.
- **Date of Summary/Name of School District** - Self-explanatory.

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 Increase/(Decrease) column. Show decreases as negative figures, 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 (object 8900-8929) must equal total outgoing transfers (object 7600-7629).

Budgeted Contributions from Unrestricted or Restricted Resources (8980-8999) should net to zero at the total fund level.

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 Adjustment Summary for the other fund(s) affected. At the district level, outgoing transfers (object 7600-7629) must equal total incoming transfers (object 8900-8929).

Section C - Subtotal

Section A - minus Section B equates to the subtotal.

Section D - Narrative Explanation (Must be Completed)

Please provide a short, but specific explanation of the transaction(s) being summarized. Example: "The district is reducing Other State Revenue due to a drop in lottery income of \$6 per ADA. This is being offset with a matching decrease in Expenditures-Books and Supplies."

Section E - School District Certification (Must be Completed)

This section must be completed. Please be sure that the signature of the authorized signatory of the Board or designee, and that the board approval date is correct. SFS will also accept any certified electronic signatures (i.e., Adobe Sign, Docusign).