

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Occupational Education

BULLETIN NO. 20
August 26, 1988

SUBJECT: ADULT EDUCATION FISCAL SERVICES SECTION

I. Background

II. Central Office

III. Community Adult Schools and Regional Occupational/Skills Centers

This revision supersedes the bulletin of the same number issued on July 1, 1981. The content has been updated to reflect changes in Division organization, policy, or procedure.

I. BACKGROUND

In January, 1986, The Board of Education approved the assignment of the Adult Education Fiscal Unit to the Budget Services Branch, Budget Services and Financial Planning Division. This move significantly strengthened the coordination and supervision of the Division's fiscal and statistical functions.

The Adult Education Fiscal Services Section is responsible for all fiscal activities of the Division of Adult and Occupational Education. These include the fiscal administration of the various programs in the Adult Education and Regional Occupational Center Programs funds. An area of prime responsibility is the development, implementation, and maintenance of the annual budget as it is administered by the Division of Adult and Occupational Education. Also included is the determination of school allocations as they relate to teacher hours, instructional materiel and other school-related resources and the monitoring of the Division's usage of funds to assure a positive ending balance at year-end in accordance with fiscal compliance.

II. CENTRAL OFFICE

Approval by the Adult Education Fiscal Services Section (Assistant Director of Budget Services) is required for the following:

- A. All supply and equipment requisitions
- B. Travel request, prior to transmittal to the division head
- C. Board Reports with financial implications
- D. Budget Adjustment Requests
- E. All Requests for Personnel Action "greenies"

**III. COMMUNITY ADULT SCHOOLS AND REGIONAL OCCUPATIONAL/
SKILLS CENTERS**

Approval by the Adult Education Fiscal Services Section (Assistant Director of Budget Services) is required for the following:

- A. Board Reports with financial implications
- B. Travel request, prior to transmittal to the division head
- C. Budget Adjustment Requests

- D. All Requests for Personnel Action "greenies"
- E. Request for custodial and security services
- F. Requests for rental of non-public space agreements
- G. Agreements requiring contracts (i.e., independent contracts, agreements with transportation companies other than pupil transportation).

For assistance, please telephone Marty Varon, Assistant Director of Budget Services, Adult Education Fiscal Services Section, at (213)625-6646.

**APPROVED: JAMES A. FIGUEROA, Assistant Superintendent
Division of Adult and Occupational Education**

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