



# BULLETIN

**SUBJECT:** 2019-2020 Carryover **2019-20 NO. BS - 33**

**TO:** Principals and Office Managers

**DATE:** April 7, 2020

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Budget Supervisor

**REVIEWED BY:** Kami Kalay **APPROVED:** Rose Ramos  
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## **PURPOSE:**

The purpose of this memorandum is to provide carryover policies for fiscal year 2019-20

## **GUIDELINES:**

### **Current year funds are intended to benefit current year students.**

Instructional materials and other school allocations are intended to provide resources and services for a school's student population in the year of allocation.

### **Expenditures must always be recorded in the fiscal year the goods or services are received.**

- I. To guide schools and offices with regards to cut-off dates for ordering, please refer to [2019-20 NO. BS-29, "2019-2020 Year-End Closing Timelines"](#), dated February 14, 2020.
- II. "Received Online", as used in this memorandum, is to record the receipt of materials and/or services in Escape. Upon receipt of materials or services, it is of extreme importance that school site and department staff enter and post the "Received Online" in Escape to ensure that expenditures are charged in the fiscal year they are received. "Received Online" should only be processed upon actual delivery of materials or services. Processing of "Received Online" prior to actual delivery is a violation of District policy and may result in disciplinary action. If materials or services are received on or before June 30, 2020 but the "Received Online" is not entered and posted in Escape by June 30, 2020, the expenditure will be charged against the following fiscal year's funds. This will impact funds that do not carryover because the 2019-20 purchase will reduce the 2020-21's available balance. Therefore, if an order is placed late in the fiscal year, schools should allow sufficient time for the delivery of goods and services, as well as the posting of the "Received Online" no later than June 30, 2020.

III. ACCOUNTS WITH LESS THAN FULL CARRYOVER OR NO CARRYOVER

**The maximum carryover for Title I (Resource 3010) is 10% of the final allocation per school. School sites are expected to spend their current allocation on their current students.**

**There will be no carryover for Local Control Funding Formula (LCFF) (Resources 0007 & 0009) from the 2019-2020 school year into the 2020-2021 school year. Carryover for site specific grants are dependent upon individual grant deadlines and conditions. These grant deadlines and conditions must be adhered to.**

IV. ACCOUNTS WITH FULL CARRYOVER FROM 2019-20 TO 2020-21

The following resources will have full carryover:

Lost Books	0005
Donations	0812
Rotary	0813
AP Testing	9020
Civic Permit	9064
Donations Restricted	9125