



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

**TITLE:** Annual Financial Managers'  
In-Service Meeting

**NUMBER:** MEM-4243.3

**ISSUER:** V. Luis Buendia, Controller  
Accounting and Disbursements Division

**DATE:** May 8, 2019

**ROUTING**  
LD Administrator  
of Operations  
Principals  
Secondary Schools  
Adult Schools  
Financial Managers

**INSTRUCTIONS:** The annual Financial Managers' in-service meeting has been scheduled as follows:

Date: May 21, 2019  
Time: 7:30 a.m. – 1:00 p.m.  
Place: LD East  
2151 North Soto Street  
Los Angeles, CA 90032

The tentative agenda items include:

- Controller's Updates
- Procurement – ASB Contracts
- Risk Management
- Facilities Use
- Athletics
- Year-End Closing Procedures – Accounting & Disbursements

Please be advised that this is a mandatory meeting for all Financial Managers. For any compelling and extreme circumstances that may prevent attendance, please contact your Coordinating Financial Manager immediately.

Participants are to park at designated visitors' parking area only, at the left side of the entrance.

**ASSISTANCE:** For assistance or further information, please contact your Coordinating Financial Manager.