



LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM

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

**NUMBER:** MEM-4243.4

**ISSUER:** Joy Mayor, Controller  
Accounting and Disbursements Division

**DATE:** May 24, 2021

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

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

Date: May 25, 2021  
Time: 8:00 a.m. – 11:00 a.m.  
Place: Zoom Meeting  
<https://lausd.zoom.us/j/86492982689?pwd=QlVDMXQ2NU5FL2tWQXgvdTdER1V4Zz09>  
Meeting ID: 864 9298 2689  
Passcode: 155907

The tentative agenda items include:

- Deputy Chief Financial Officer's Updates
- Procurement Contracts–Yearbook, Photography, E-wallet and Credit Card
- Cyma-Trust/Club/Class/Scholarship Accounts
- Athletics
- Risk Management
- Year-End Closing Procedures – Accounting & Disbursements

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

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