

**BOARD MEMO**

Date: May 09, 2024  
For ACTION   x    
For INFORMATION       

**FROM:** Dominic B. Turner, Chief Financial Officer

**THROUGH:** Melanie Kay-Wyatt, Ed.D., Superintendent of Schools

**TO:** The Honorable Michelle Rief, Chair, and  
Members of the Alexandria City School Board

**TOPIC:** Preliminary FY 2024 Monthly Financial Report for the fiscal year-to-date period  
ending March 31, 2024

**ACPS 2025 STRATEGIC PLAN GOAL:**  
Goal 4: Strategic Resource Allocation

**SY 2023-2024 FOCUS AREA:**  
All

**FY 2024 BUDGET PRIORITY:**  
All

**SUMMARY:**  
Preliminary year- to-date report of revenue and expenditures as of March 31, 2024.

**BACKGROUND:**  
School Board Policy DI, Financial Accounting and Reporting, requires the preparation and issuance of monthly financial reports. Monthly reports are provided to the School Board for the three primary funds covering school division operations: Operating Fund, Grants and Special Projects Fund, and School Nutrition Fund.

These preliminary financial reports show the FY 2024 Final Budget as adopted by the School Board on June 01, 2023, the revised budget of record as of March 31, 2024 including all adjustments and transfers, all actual revenue earned and expenditures incurred, and all encumbrances booked in this same period. Also included are the remaining balances for each revenue and expenditure line item. These reports are considered preliminary because the accounting period was not officially closed at the time this report was prepared.

A separate report showing all budget transfers exceeding \$25,000 for the reporting month is attached. There are 13 budget transfers meeting this criterion in March. Funds were transferred within schools and/or departments for the following reasons:

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### Operating Fund

- Within Specialized Instruction for sign language services
- Within Alexandria City High School King Street to provide professional development for APSI training, PBL conference and leadership retreat
- Within Ferdinand T. Day to purchase promotional items, refreshments, instructional supplies, and for staff to attend the National Association of School Nurses Conference
- Within Facilities and Operations for plumbing repair and fire system maintenance at all schools

### Grant and Special Projects Fund

- Within ESSER III Grant Funds to Student Services for temporary staffing services and 504 program software
- Within ESSER III Grant Funds to Pupil Transportation for public carriers to support SPED students
- Within NIH-AIM-AHEEAD Grant Funds to the Office of School, Business and Community Partnerships for technology equipment
- Within ESSER III Grant Funds to various schools and departments for temporary staffing services to support SPED students
- Within ESSER III Grant Funds to Instructional Support for staff professional development
- Within ESSER III Grant Funds to Technology Services for temporary staffing services
- Within ESSER III Grant Funds to the Office of School, Business and Community Partnerships and Community Partnerships and Engagement for translation technology hardware, field trip fees, and overtime

### School Nutrition Fund

- Within School Nutrition Services to purchase dairy products through the end of the school year and equipment repair and services

### **RECOMMENDATION:**

The Superintendent recommends that the School Board accept the Preliminary FY 2024 Monthly Financial Report for the fiscal year-to-date period ending March 31, 2024.

### **IMPACT:**

These reports help inform the Board and the public on ACPS financial activities through March 31, 2024.

### **ATTACHMENTS:**

1. Preliminary FY 2024 Monthly Financial Report for the fiscal year-to-date period ending March 31, 2024
2. FY 2024 Monthly Budget Transfer Over \$25,000 Report, March 2024

### **CONTACT:**

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