

The purpose of this preliminary budget transfer report is to allow the Board to monitor large budget transfers that shift funds across major expenditure groups as defined by the State Categories shown below.

There are many factors that impact budget transfers from one year to the next, such as grant amendments and reconciliations, organizational changes, unforeseen expenditures, account code corrections and allocations to schools of centrally budgeted items including positions.

**State Categories**

- 1 – Instruction
- 2 – Administration, Attendance, and Health
- 3 – Pupil Transportation
- 4 – Operations and Maintenance
- 5 – School Food Services and Other Non-Instructional Operations
- 6 – Facilities
- 7 – Debt Service and Fund Transfers
- 8 – Technology
- 9 – Contingency Reserves

A total of 382 budget transfers have been processed during the second quarter of FY 2020, as shown in the table here and on the following page.

In this second quarter (Q1) of FY 2020, the number of budget transfers increased by 14.4 percent compared to the same quarter last year (Q1 FY 2019). Budget Office staff continue to work with schools and departments to perform regular budgetary reviews throughout the year in an effort to minimize the budget adjustments needed throughout the fiscal year.

The following table shows the distribution of budget transfers by quarter for FY 2017 through FY 2020.

PERIOD	FY 2017	FY 2018	FY 2019	FY 2020
Q1	171	111	159	202
Q2	135	144	154	180
Q3	236	179	258	0
Q4	376	297	300	0
<b>YTD</b>	<b>918</b>	<b>731</b>	<b>871</b>	<b>382</b>

Budget transfers must net to zero. To measure the value of budget transfers, only one “side” (to or from) of the transaction is measured.

A summary of the budget transfers processed during the second quarter of FY 2020 is shown in the table on the following pages.

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Details of the budget transfers meeting the reporting criteria are shown on the following pages.

<b>Over \$25K Budget Transfers that Cross Function Groups - For Fiscal Year 2020 and Fiscal Period Between 04 and 06</b>										
JE No	Transfer	Fund	Department Title	Function Group	Program Group	Object Title	Total	Comments		
40136	FROM	Operating Fund	Division-Wide Human Resources	Admin, Attendance, and Health	Human Resources	Teacher Intermittent	(60,000.00)	Transferring funds to cover expenses for temporary help from an agency when support staff is out on FMLA		
	TO	Operating Fund	Division-Wide Human Resources	Admin, Attendance, and Health	Human Resources	Clerical/Technical Temp	60,000.00			
<b>40136 Total</b>							-			
40140	FROM	Title IV, Part B FY2019	Partnerships & Community Engag	Instruction	Exemplary Programs	Teacher Intermittent	(54,280.00)	Transfer funds from teacher intermittent to paraprofessional intermittent and for Intermittent Teacher from fund 5419/ project FM012 (old account) into fund 5420/project FM012 (new account).		
		Title IV, Part B FY 2020				Teacher Intermittent	(47,840.00)			
	TO	Title IV, Part B FY 2020	Partnerships & Community Engag	Instruction	Exemplary Programs	Teacher Intermittent	54,280.00			
						Paraprofessional Intermittent	47,840.00			
<b>40140 Total</b>							-			
40142	FROM	Title I, Part A FY 2020	Francis C. Hammond MS	Instruction	Instructional Core	Instructional Supplies	(6,392.56)	To purchase (3) copiers, (2) 3D Printers, IXL Software and new student desk/chair combos.		
						Improvement of Instruction	Other Professional Services		(35,000.00)	
	TO	Title I, Part A FY 2020	Francis C. Hammond MS	Instruction	Improvement of Instruction	Equip/ Furn Supplies <\$5000	2,776.80			
						Technology	Instructional Core		Other Technology Equip <\$5000	6,795.76
									Cap Addl-Oth Equip	20,820.00
						Technology Services	Software/Online Charges		11,000.00	
<b>40142 Total</b>							-			
40212	FROM	Operating Fund	Division-Wide Human Resources	Admin, Attendance, and Health	Human Resources	Supplmt Teacher	(46,250.00)	Funding for contracted Consulting Services, not to exceed 275 hours including up to \$5,000 for expenses.		
	TO	Operating Fund	Ofc. of Schl, Bus. & Com Partn	Instruction	Improvement of Instruction	Other Prof Intermittent	46,250.00			
<b>40212 Total</b>							-			
40274	FROM	Operating Fund	Educational Facilities	Operations and Maintenance	Operation and Maintenance	Equipment Maint & Repair Serv	(186,702.32)	To fund FY20 Cleaning Contract with Associated Building Maintenance Co.		

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						Janitorial Supplies	(24,984.00)	at the respective school and use of savings in janitorial supplies to fund grounds and trees maintenance at all schools with Brightview.	
	TO	Operating Fund	Educational Facilities	Operations and Maintenance	Operation and Maintenance	Cleaning Services	186,702.32		
						Grounds and Trees Maintenance	24,984.00		
<b>40274 Total</b>								-	
4028 2	FROM	Operating Fund	Technology Services	Technology	Technology Services Management	Software/Online Charges	(22,000.00)	To provide funds for Software Productivity Strategists.	
						Other Operating Supplies	(11,000.00)		
						Cap Repl-Tech Hardware	(11,000.00)		
	TO	Operating Fund	Technology Services	Technology	Technology Services Management	Other Professional Services	44,000.00		
<b>40282 Total</b>								-	
4039 2	FROM	Operating Fund	Ferdinand T. Day	Instruction	Exemplary Programs	Suplmt Teacher	(27,596.42)	To increase the other prof. services account because we will be paying for two tutors from Literacy Lab to help our students.	
						FICA	(1,710.98)		
						Medicare	(400.15)		
			Instructional Core	Instructional Supplies	(292.45)				
	TO	Operating Fund	Ferdinand T. Day	Instruction	Exemplary Programs	Other Professional Services	30,000.00		
<b>40392 Total</b>								-	
4052 3	FROM	Federal Miscellaneous Funds	Ofc. of Schl, Bus. & Com Partn	Instruction	Enrichment and Electives	Awards and Grants	(29,541.21)	Funds to be moved to private schools accounts.	
						TO	Federal Miscellaneous Funds		Ofc. of Schl, Bus. & Com Partn
						Software/Online Charges	1,250.00		
				Technology	Exemplary Programs	Other Technology Equip <\$5000	16,087.21		
<b>40523 Total</b>								-	
4053 4	FROM	VPI VA Preschool Initiative	James K. Polk ES	Instruction	Kindergarten and Pre-Kindergarten	Hospital/Medical Plans	(19,000.00)	Entry is to re-allocate excess benefits budget to non personnel expenses for VPI program.	
			Jefferson-Houston School	Instruction	Kindergarten and Pre-Kindergarten	Hospital/Medical Plans	(6,813.25)		
			William Ramsay ES	Instruction	Kindergarten and Pre-Kindergarten	Hospital/Medical Plans	(12,000.00)		
			Early Childhood Center	Instruction	Kindergarten and Pre-Kindergarten	Hospital/Medical Plans	(19,000.00)		
				Instruction		Overtime	(1,000.00)		

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			Pre-Kindergarten Programs	Admin, Attendance, and Health	Kindergarten and Pre-Kindergarten	Staff Development Services	(15,154.97)	
						Course/ Event Fees	(577.36)	
						FICA	(62.00)	
						Medicare	(14.50)	
						Hospital/Medical Plans	(2,000.00)	
TO	VPI VA Preschool Initiative	Pre-Kindergarten Programs	Instruction	Kindergarten and Pre-Kindergarten	Kindergarten and Pre-Kindergarten	Other Technical Intermittent	14,115.00	
						Teacher Substitutes	5,965.69	
						Paraprofessional Substitutes	3,879.41	
						Supplmt Teacher	14,416.38	
						Supplmt Paraprofessional	1,026.30	
						FICA	2,442.97	
						Medicare	503.80	
						Advertising	1,360.93	
						Testing & Evaluation	830.48	
						Other Printing & Binding	1,245.66	
						Internal Print Shop	72.66	
						Internal Transportation	2,242.19	
						Postal Services	319.89	
						Lease/Rent - Equipment	157.83	
						Travel - Conf/Other Educ	4,235.25	
						Travel - Mileage	296.42	
						Dues/ Association Memberships	443.11	
						Refreshments	633.63	
						Consumable Texts	1,248.92	
						Instructional Supplies	9,707.52	
						Library Books and Supplies	1,953.28	
						Software/Online Charges	2,367.52	
						Office Supplies	1,362.64	
						Paper Supplies	498.26	
						Promotional Items	915.22	
						Other Operating Supplies	118.35	
						Equip/ Furn Supplies <\$5000	2,650.34	
			Technology	Kindergarten and Pre-Kindergarten	Kindergarten and Pre-Kindergarten	Other Technology Equip <\$5000	612.43	
<b>40534 Total</b>							-	
40607	FROM	Carl Perkins Voc Ed FY 2020	Career and Technical Education	Instruction	Career and Technical Education	Cap Addl-Oth Equip	(43,036.41)	To have the MUNIS budget match the

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				Technology	Career and Technical Education	Software/Online Charges	(11,000.00)	Perkins grant budget.	
						Cap Addl-Audio Visual	(10,000.00)		
TO	Carl Perkins Voc Ed FY 2020	Career and Technical Education	Instruction	Career and Technical Education	Supplmt Admin Asst/ Clerical		43,480.00		
					FICA		2,695.76		
					Medicare		630.46		
					Travel - Conf/Other Educ		6,521.64		
					Indirect Costs		1,708.03		
				Technology	Career and Technical Education	Cap Repl-Tech Hardware	9,000.52		
<b>40607 Total</b>								-	
50039	From	Operating Fund	Safety & Security Services	4 - Operations and Maintenance	Operations and Maintenance	Health Safety Supplies/Equip	(32,373)	To fund the yearly insurance premiums with VRSA as the premiums have increased for 2019-2020.	
						Other Insurance	(32,373)		
	To	Operating Fund	Safety & Security Services	4 - Operations and Maintenance	Operations and Maintenance	Other Insurance	64,745		
<b>50039 Total</b>									
50279	From	Operating Fund	Educational Facilities	4 - Operations and Maintenance	Operations and Maintenance	Cap Repl-Furniture and Fixt	(6,000)	To fund monthly cleaning contract with SSC. The amounts have increased for FY20 and additional locations have been added to the contract. Also \$36k has been transferred to the HVAC account in order to fund pipe repairs at TC Williams.	
						Cleaning Services	(204,216)		
						Equipment Maint & Repair Serv	(155,000)		
						General Maint & Repair Service	(27,997)		
						Janitorial Supplies	(30,000)		
	To	Operating Fund	Educational Facilities	4 - Operations and Maintenance	Operations and Maintenance	Cleaning Services	381,213		
						Fencing Repair & Installation	6,000		
						HVAC Maint Contract	36,000		
<b>50279 Total</b>									
50345	From	Title I, Part A FY 2020	James K. Polk ES	1 - Instruction	Instructional Core	Dental Insurance	(639)	Account code correction. To transfer benefits into the correct program and function accounts.	
						FICA	(6,608)		
						Hospital/Medical Plans	(16,578)		
						LT Disability Insurance	(75)		
						Medicare	(1,545)		
						VRS Group Life Insurance	(277)		
						VRS Retirement	(15,794)		
						VRS RHIC	(1,311)		
						Short-Term Disability	(114)		
	To	Title I, Part A FY 2020	James K. Polk ES	1 - Instruction	Instructional Core	Dental Insurance	639		
						FICA	6,608		

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						Hospital/Medical Plans	16,578	
						LT Disability Insurance	75	
						Medicare	1,545	
						VRS Group Life Insurance	277	
						VRS Retirement	15,794	
						VRS RHIC	1,311	
						Short-Term Disability	114	
50345 Total								
50443	From	Operating Fund	Safety & Security Services	4 - Operations and Maintenance	Operations and Maintenance	General Maint & Repair Service		To fund the yearly insurance premiums with VRSA as the premiums have increased for 2019-2020.
	To	Operating Fund	Safety & Security Services	4 - Operations and Maintenance	Operations and Maintenance	Other Insurance	(32,373)	
							32,373	
50443 Total								
50492	From	Early Reading Intervention	Elementary School Instruction	1 - Instruction	Instructional Core	FICA	(10,516)	Entry is to load allocations for PALS Early Reading Intervention fund 2500 to schools.
						Medicare	(2,459)	
						Supplmt Teacher	(156,630)	
	To	Early Reading Intervention	Charles Barrett ES	1 - Instruction	Instructional Core	FICA	736	
						Medicare	172	
						Supplmt Teacher	10,964	
			Cora Kelly School	1 - Instruction	Instructional Core	FICA	805	
						Medicare	188	
						Supplmt Teacher	11,998	
			Douglas MacArthur ES	1 - Instruction	Instructional Core	FICA	437	
						Medicare	102	
						Teacher Intermittent	6,516	
			George Mason ES	1 - Instruction	Instructional Core	FICA	506	
						Medicare	118	
						Supplmt Teacher	7,534	
			James K. Polk ES	1 - Instruction	Instructional Core	FICA	966	
						Medicare	226	
						Supplmt Teacher	14,394	
			Jefferson-Houston School	1 - Instruction	Instructional Core	FICA	537	
						Medicare	126	
						Supplmt Teacher	8,004	

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			John Adams ES	1 - Instruction	Instructional Core	FICA	936	
						Medicare	219	
						Supplmt Teacher	13,940	
			Matthew Maury ES	1 - Instruction	Instructional Core	FICA	299	
						Medicare	70	
						Supplmt Teacher	4,448	
			Mount Vernon Community School	1 - Instruction	Instructional Core	FICA	1,166	
						Medicare	273	
						Supplmt Teacher	17,370	
			Patrick Henry ES	1 - Instruction	Instructional Core	FICA	721	
						Medicare	169	
						Supplmt Teacher	10,745	
			Samuel W. Tucker ES	1 - Instruction	Instructional Core	FICA	782	
						Medicare	183	
						Supplmt Teacher	11,653	
			William Ramsay ES	1 - Instruction	Instructional Core	FICA	1,427	
						Medicare	334	
						Supplmt Teacher	21,255	
			Lyles-Crouch Traditional Acad	1 - Instruction	Instructional Core	FICA	245	
						Medicare	57	
						Supplmt Teacher	3,649	
			Ferdinand T Day ES	1 - Instruction	Instructional Core	FICA	951	
						Medicare	222	
						Supplmt Teacher	14,159	
50492 Total								
50526	From	Title I, Part A FY 2020	Francis C. Hammond MS	1 - Instruction	EL	Dental Insurance	(12)	Entry is to reallocate salary and benefit funding for Title I FCH grant in FY 2020 fund 5120. Salary and benefits for August and Sept were already paid from the carryover so funds are reallocated to non salary expenses.
						FICA	(146)	
						Hospital/Medical Plans	(223)	
						LT Disability Ins-Hybrid	(4)	
						Medicare	(34)	
						Paraprofessional	(1,067)	
						Teacher	(2,419)	
						VRS Benefits Hybrid Plan	(426)	

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					VRS Group Life Insurance	(15)	
					VRS RHIC	(35)	
					Short-Term Disability - Hybrid	(5)	
				Improvement of Instruction	Dental Insurance	(133)	
					FICA	(2,018)	
					Hospital/Medical Plans	(3,061)	
					Medicare	(472)	
					Teacher Specialist/Coach	(32,542)	
					VRS Retirement	(5,376)	
					VRS RHIC	(271)	
				Instructional Core	Dental Insurance	(12)	
					FICA	(218)	
					Hospital/Medical Plans	(308)	
					LT Disability Insurance	(65)	
					Medicare	(51)	
					Teacher Specialist/Coach	(3,575)	
					VRS Group Life Insurance	(270)	
					VRS Retirement	(673)	
					VRS RHIC	(51)	
					Short-Term Disability	(77)	
				Special Education	Dental Insurance	(31)	
					FICA	(52)	
					Hospital/Medical Plans	(923)	
					LT Disability Ins-Hybrid	(2)	
					Medicare	(12)	
					VRS Benefits Hybrid Plan	(156)	
					VRS Group Life Insurance	(7)	
					VRS RHIC	(15)	
					Short-Term Disability - Hybrid	(2)	
To	Title I, Part A FY 2020	Francis C. Hammond MS	1 - Instruction	Improvement of Instruction	Equip/ Furn Supplies <\$5000	4,163	
					Internal Transportation	15,000	
				Instructional Core	Instructional Supplies	25,597	
			8 - Technology	Technology Services	Software/Online Charges	10,000	



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50526 Total								
60005	From	Operating Fund	Pupil Transportation	3 - Pupil Transportation	Transportation	Vehicle Maint & Repair	(50,000.00)	Funds being transfer to Public Carriers Account to be able to pay pending invoices.
	To	Operating Fund	Pupil Transportation	3 - Pupil Transportation	Transportation	Public Carriers	50,000.00	
60005 Total								
60006	From	Operating Fund	Pupil Transportation	3 - Pupil Transportation	Transportation	Parts & Supplies For Vehicles	(50,000.00)	Funds are being transfer to Public Carriers to pay outstanding invoices.
	To	Operating Fund	Pupil Transportation	3 - Pupil Transportation	Transportation	Public Carriers	50,000.00	
60006 Total								
60033	From	Operating Fund	Division-Wide Human Resources	2 - Admin, Attendance, and Health	Human Resources	Teacher Intermittent	(30,000.00)	Transferring funds to cover expenses for temporary help in various schools/offices.
	To	Operating Fund	Division-Wide Human Resources	2 - Admin, Attendance, and Health	Human Resources	Clerical/Technical Temp	30,000.00	
60033 Total								
60060	From	Operating Fund	Technology Services	8 - Technology	Technology Services Management	Audiovisual Supplies <\$5000	(6,250.00)	To provide funds for monthly billing from Nortec, for phone services that Atlantech no longer supports. Atlantech will remain just for phone lines.
						Computer Network Services	(6,250.00)	
						Other Operating Supplies	(6,250.00)	
						Software/Online Charges	(6,250.00)	
	To	Operating Fund	Technology Services	8 - Technology	Technology Services Management	Telecommunications	25,000.00	
60060 Total								
60172	From	Title I, Part A FY 2020	Francis C. Hammond MS	1 - Instruction	Improvement of Instruction	Travel - Conf/Other Educ	(16,147.50)	To pay the salary for a new hire casual employee as Counselor at Francis Hammond.
					Instructional Core	Instructional Supplies	(16,147.50)	
	To	Title I, Part A FY 2020	Francis C. Hammond MS	1 - Instruction	Student Services	Counselor Intermittent	29,824.43	
						FICA	2,002.29	
						Medicare	468.28	
60172 Total								
60177	From	Operating Fund	Technology Services	8 - Technology	Technology Services Management	Audiovisual Supplies <\$5000	(441.71)	Funds for PowerSchool Audit and for Pearson SchoolNet renewal. \$21,009.34 is for the PowerSchool Audit. \$85,083.72 is for the Pearson SchoolNet renewal.
						Cap Addl-Audio Visual	(7,962.02)	
						Cap Addl-Tech Hardware	(21,270.93)	
						Computer Network Services	(25,472.80)	
	To	Operating Fund	Technology Services	8 - Technology	Technology Services Management	Software Maintenance	106,093.06	
60177 Total								
60258	From	State Miscellaneous Funds	Non Department	9 - Division-Wide	Division-Wide	Appropriations	(60,000.00)	Entry to load FY 2020 budget for STEM Teacher Recruitment and Retention Incentive Award.
						Other State Funds	(60,000.00)	
	To		Francis C. Hammond MS	1 - Instruction	Exemplary Programs	FICA	863.92	

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					Medicare	202.04	
					Supplmt Teacher	13,934.05	
		George Washington MS			FICA	633.53	
					Medicare	148.17	
					Supplmt Teacher	10,218.30	
		Jefferson-Houston School			FICA	1,094.28	
					Medicare	255.92	
					Supplmt Teacher	928.94	
		Non Department	9 - Division-Wide	Division-Wide	Estimated Revenues	60,000.00	
		T.C. Williams King St Campus	1 - Instruction	Exemplary Programs	FICA	863.91	
					Medicare	202.04	
					Supplmt Teacher	13,934.05	
		T.C. Williams Minnie Howard			Supplmt Teacher	16,720.85	
<b>60258 Total</b>							
<b>Grand Total</b>							