

**BOARD MEMO**

Date: January 23, 2020  
For ACTION   x    
For INFORMATION         
Board Agenda: Yes   x    
No       

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

**THROUGH:** Gregory C. Hutchings, Jr., Ed.D., Superintendent of Schools

**TO:** The Honorable Cindy Anderson, Chair, and  
Members of the Alexandria City School Board

**TOPIC:** Preliminary FY 2020 Monthly Financial Report for the fiscal year-to-date period ending November 30, 2019

**ACPS 2020 STRATEGIC PLAN GOAL:**

Goal 6: Effective and Efficient Operations

**SY 2019-2020 FOCUS AREA:**

Focus Area 2: Budget Process

Focus Area 5: Strategic Plan

**FY 2020 BUDGET PRIORITY:**

Communications and Customer Service for External Stakeholders

Communications and Customer Service for Internal Stakeholders

**SUMMARY:** Preliminary year- to-date report of revenue and expenditures as of November 30, 2019.

**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 2020 final budget as adopted by the School Board on June 06, 2019, the revised budget of record as of November 30, 2019 including all adjustments and transfers, all actual revenue earned and expenditures incurred as of November 30, 2019, 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 six budget transfers meeting this criterion in November. Operating Funds were transferred within Safety and Security Services to fund the yearly insurance premium with VRSA and within Educational Facilities for monthly cleaning services, pipe repairs at T.C. Williams, and fencing repairs.

Grant funds for Title I, Part A, were transferred within James K. Polk to adjust account codes to the correct program and function codes and within Francis C. Hammond to reallocate grant funds to non-compensation accounts. Additionally, grant funds for Early Reading Intervention were transferred to the

## BOARD MEMO

elementary schools as part of their tutoring allocation.

**RECOMMENDATION:** The Superintendent recommends the School Board accept the Preliminary FY 2020 Monthly Financial Report for the fiscal year-to-date period ending November 30, 2019.

**IMPACT:** These reports help inform the Board and the public on ACPS financial activities through November 30, 2019.

**ATTACHMENTS:**

1. Preliminary FY 2020 Monthly Financial Report for the fiscal year-to-date period ending November 30, 2019
2. FY 2020 Monthly Budget Transfer Over \$25,000 Report, November 2019

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