

Date: June 07, 2018

For ACTION

For INFORMATION

Board Agenda: Yes
No

FROM: Michael R. Herbstman, Chief Financial Officer

THROUGH: Lois F. Berlin, Ed.D., Interim Superintendent of Schools

TO: The Honorable Ramee A. Gentry, Chair, and Members of the Alexandria City School Board

TOPIC: Preliminary FY 2018 Monthly Financial Report for the fiscal year-to-date period ending April 30, 2018

SUMMARY: Preliminary year- to-date report of revenue and expenditures as of April 30, 2018.

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.

DISCUSSION: These preliminary financial reports show the FY 2018 final budget as adopted by the School Board on May 25, 2017, the revised budget of record as of April 30, 2018 including all adjustments and transfers, all actual revenue earned and expenditures incurred as of April 30, 2018, 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 23 budget transfers meeting this criterion in April. As part of the year-end close, budget adjustments were necessary across various schools and departments to ensure accounts had sufficient funding to cover expenditures. A brief explanation for each transfer requested by department/school is as follows:

- Educational Facilities Department: For playground mulch and rut issue at Cora Kelly, paver repair at George Mason, drainage repair at Francis C. Hammond, long jump repair at T.C. Williams, additional camera licenses, division-wide sewer and water services, contract security services provided by SOS Security, division-wide plumbing services, fencing project at T.C. Williams, and flooring project at Lyles-Crouch
- Division-wide Human Resources: For temporary staffing services to support the Technology Services Department
- Office of Communications: For new camera and camera equipment for T.C. Williams' TV studio
- Office of AVID/College Readiness: For professional development opportunity for staff to attend the AVID Summer Institute 2018
- Technology Services Department: For content filter service, a program that prevents access during periods of time deemed harmful if opened, and to purchase Chromebooks for staff and students
- Technology Services Department (E-Rate Grant): For temporary staffing services to provide support during SOL testing
- George Washington and T.C. Williams King Street Campus: For the purchase and installation of nine SMART Boards at George Washington and 25 SMART Boards at T.C. Williams King Street Campus to assist in classroom instruction

- Office of Curriculum Design and Instructional Services: For the purchase of Read 180 Universal Upgrade Stage B (Tier III reading intervention), on site coaching, and license renewal
- Office of English Learner Services: For continued support through translation and interpretation services
- Office of English Learner Services (Title III, Part A Grant): To align budget with VDOE's Online Management of Education Grant Awards (OMEGA)
- Accountability Department: For testing proctors at T.C. Williams, software cost for NVivo (a data analysis tool), and for staff to attend the Improvement Science Summit and AERA annual meetings
- Office of Career Technical and Education (Carl Perkins Grant): For computer replacement at T.C. Williams' business lab
- Office of Student Services: For testing material for psychologist, staff training and material, PBIS awards and refreshments, and printing of postcards and posters
- Office of Title I Programs (Title I, Part A Grant): For transportation cost during the summer learning program
- Office of Specialized Instruction: For school-wide instructional supplies to support special education classrooms, paper and office supplies for day-to-day office operation, assessments and testing forms, professional development opportunities for staff, iPad accessories, and iPad software
- Transportation Department: For student transportation through Yellow Cab

RECOMMENDATION: The Superintendent recommends the School Board accept the Preliminary FY 2018 Monthly Financial Report for the fiscal year-to-date period ending April 30, 2018.

IMPACT: These reports help inform the Board and the public on ACPS financial activities through April 30, 2018.

ATTACHMENTS:

1. Preliminary FY 2018 Monthly Financial Report for the fiscal year-to-date period ending April 30, 2018
2. FY 2018 Monthly Budget Transfer Over \$25,000 Report, April 2018

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