

1 **MANAGEMENT OF FUNDS REGULATIONS**

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3 **Major Classifications**

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5 The Alexandria City Public Schools (ACPS) has established the following three major  
6 classifications for expenditures of school funds:

- 7 ● Combined Funds
  - 8 ○ Operating Fund
  - 9 ○ Grant and Special Projects Fund
  - 10 ○ School Nutrition Fund
- 11 ● Capital Improvement Program (CIP) Fund
- 12 ● Contingency Reserves

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14 ACPS has established the following subcategories (functions) for the major classifications:

- 15 ● Operating and Grants and Special Projects Funds
  - 16 ○ instruction
  - 17 ○ administration, attendance and health
  - 18 ○ pupil transportation
  - 19 ○ operation and maintenance
  - 20 ○ debt and fund transfers
- 21  
22 ● School Nutrition Fund
  - 23 ○ school food services
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25 ● Capital Improvement Program Fund
  - 26 ○ land
  - 27 ○ construction in progress
  - 28 ○ buildings and building improvements

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30 **Approval of Transfers**

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32 For the Operating Fund, School Nutrition Fund, and Grants and Special Projects Fund:

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34 ● The Superintendent must approve budget transfers for all amounts equal to or greater than  
35 \$100,000
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37 ● The Superintendent’s designee may approve budget transfers up to \$100,000.

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39 Capital Improvement Program Fund:

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41 ● Per Policy DA, CIP budget transfers greater than \$50,000 that cross major project  
42 categories and/or sites/locations as defined in the adopted CIP Budget must be approved  
43 by the School Board.

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- 45 • All other CIP transfers, not meeting the requirement above, must be approved by the  
46 Superintendent or Chief Financial Officer.

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48 **Use of Reserves**

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50 The use of reserves is conducted in accordance with Policy DAB.

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53 Adopted: NEW

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56 Legal Refs.: Code of Virginia, 1950, as amended, §§22.1-78, 22.1-89, 22.1-94, 22.1-115.

57

58 Cross Refs.: DB

Annual Budget

59 DG

Custody and Disbursement of School Funds

60 DI

Financial Accounting and Reporting

61 DJ

Small Purchasing

62 DJA

Purchasing Authority

63 DJF

Purchasing Procedures

64 DK

Payment Procedures

65 DL

Payroll Procedures