

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 as shown on the table here.

<u>State Categories</u>
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

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.

The below table shows the distribution of budget transfers by quarter for FY 2018 through FY 2023. A total of 219 budget transfers have been processed during the third quarter (Q3) of FY 2023.

In this Q3 of FY 2023, the number of budget transfers decreased by 4.4 percent compared to the same quarter last year (Q3 FY 2022). 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.

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 greater than \$25,000 processed during the Q3 of FY 2023 is shown in the table on the following pages.

PERIOD	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Q1	111	159	202	114	127	163
Q2	144	154	180	104	142	197
Q3	179	258	225	140	229	219
Q4	297	300	132	267	310	
YTD Total	731	871	607	625	808	579

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

Over \$25K Budget Transfers - For Fiscal Year 2023 and Fiscal Period Between 07 and 09

JE No	Transfer	Fund Title	Department Title	Function Group Title	Program Group Title	Object Title	Total	Comments		
70038	To	VPI VA Preschool Initiative	Pre-Kindergarten Programs	Classroom Instruction	Regular Preschool	Other Technical Intermittent	9,170.52	For mileage reimbursement, payment of two Early Childhood administrator's course work, four new VPI classrooms Curriculum Cloud access, promotional items used at PreK fairs, parking validation for VPI families, and intermittent pay due to expanded enrollment.		
				Improvement of Instruction		Course/ Event Fees	5,000.00			
						Other Operating Supplies	4,981.98			
				Promotional Items		2,664.10				
				Software/Online Charges		12,079.00				
				Travel - Mileage		3,571.26				
From			Planning Services		FICA	568.57				
					Medicare	132.97				
			Classroom Instruction		Instructional Supplies	(38,168.40)				
70038 Total								-		
70138	To	Operating Fund	Technology Services	Tech - Instructional Support	Technology Services	Wireless Comm Services	37,270.00	To pay our district's Verizon wireless monthly charges.		
	From			Tech - Management & Admin		Management	Telecommunications		(19,770.00)	
							Software/Online Charges		(17,500.00)	
70138 Total								-		
70228	To	FEMA-COVID Protective Measures	Facilities & Operations	Ed Facilities - Management	Maintenance & Custodial Svcs	Cleaning Services	107,964.57	Adjust previously submitted budget transfer as it was ineligible to use with the FEMA HVAC account		
	From			Ed Facilities - Buildings		Educ Facilities	HVAC Maint Contract		(107,964.57)	
70228 Total								-		
70230	To	Operating Fund	Pupil Transportation	Pupil Transp Operations	Other Special Education	Public Carriers	105,000.00	To pay for upcoming invoices.		
	From			Pupil Transp Maintenance		Transportation	Gas/Diesel		(40,000.00)	
							Parts & Supplies For Vehicles		(20,000.00)	
							Bus Monitor Intermittent		(25,000.00)	
							Pupil Transp Monitoring			
	Pupil Transp Operations		Public Carriers	(20,000.00)						
70230 Total								-		
70241	To	Operating Fund	Human Resources	Personnel Services	Employment Services	Advertising	30,000.00	To support the LinkedIn Advertising project and other upcoming needs for the Recruitment Department.		
	From		Division-Wide Human Resources	Executive Administration		Executive Administration	Other Prof Intermittent		(30,000.00)	
70241 Total								-		
80009	To	American Rescue Plan ESSER III	Technology Services	Tech - Instructional Support	Technology Services	Cap Repl-Tech Hardware	100,000	For replacement hardware, such as TCU PA crash kits for schools.		
	From						Management		Other Professional Services	(100,000)
80,009 Total								-		
80063	To	Operating Fund	Facilities & Operations	Ed Facilities - Buildings	Maintenance & Custodial Svcs	Fire Equip Maint & Repair	30,000	For fire alarm and fire system operations at ACPS schools.		
	From								Cleaning Services	(30,000)
80,063 Total								-		
80067	To	Operating Fund	Facilities & Operations	Ed Facilities - Buildings	Maintenance & Custodial Svcs	Sewer Services	54,000	Sewer service for all ACPS schools.		
	From								Water Services	(32,000)
										Natural Gas/Propane
80,067 Total								-		
80090	To	ESSER II	Facilities & Operations	Ed Facilities - Buildings	Maintenance & Custodial Svcs	HVAC Maint Contract	76,362	For inspection, testing, maintenance, repair, replacement, and upgrade projects to improve indoor air quality in school facilities.		
	From					Insurance & Risk Management			Health Safety Supplies/Equip	(76,362)
80,090 Total								-		
80218	To	Title I, Part A FY 2023	Ferdinand T. Day ES	Classroom Instruction	Elementary Core	Instructional Supplies	26,934	Transfer carry over funds to spend down.		
	From					Tech - Classroom Instruction			Software/Online Charges	(26,934)
80,218 Total								-		

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JE No	Transfer	Fund Title	Department Title	Function Group Title	Program Group Title	Object Title	Total	Comments	
80219	To	Title I, Part A FY 2022	Ferdinand T. Day ES	Classroom Instruction	Extended Learning Opport	Other Professional Services	30,000	For literacy lab.	
	From					Elementary Core	Instructional Supplies		(30,000)
80,219 Total							-		
80221	To	Early Reading Intervention	Ferdinand T. Day ES	Classroom Instruction	Elementary Core	Instructional Supplies	26,629	For instructional supplies.	
	From					Reading	FICA		(1,534)
							Medicare		(359)
							Supplmt Teacher		(24,737)
80,221 Total							-		
80319	To	Operating Fund	Facilities & Operations	Ed Facilities - Buildings	Maintenance & Custodial Svcs	Other Maint. Repairs/Supplies	40,000	For various repairs, installations, and materials needed throughout the division, as well as picnic tables for schools.	
	From					Flooring Repair & Installation	(40,000)		
80,319 Total							-		
80343	To	Operating Fund	Pupil Transportation	Pupil Transp Operations	Other Special Education Transportation	Public Carriers	55,000	To pay pending invoices.	
	From					Public Carriers	(55,000)		
80,343 Total							-		
80351	To	American Rescue Plan ESSER III	Student Services	Improvement of Instruction	Student Services	FICA	1,550	Supplemental pay for teachers to support disciplinary students outside of contract hours.	
	From					Medicare	363		
						Supplmt Teacher	25,000		
						Testing & Evaluation	(26,913)		
80,351 Total							-		
80382	To	Operating Fund	Pupil Transportation	Pupil Transp Operations	Other Special Education Transportation	Public Carriers	645,000	Public Carrier account for Out of District SPED students	
	From					Bus Driver	(375,000)		
							VRS Benefits Hybrid Plan		(30,000)
							Hospital/Medical Plans		(200,000)
							VRS Retirement		(40,000)
80,382 Total							-		
80449	To	Operating Fund	Communications	Information Services	Information Services	Travel - Conf/Other Educ	5,000	To cover cost of upcoming conferences & services rendered by outside AV vendors	
	From					Other Professional Services	22,000		
							Clerical/Technical Temp		(27,000)
80,449 Total							-		
90002	To	ESSER II	Specialized Instruction Instructional Support	Classroom Instruction	Other Special Education Regular Summer School	Professional Temp	248,000	Increase professional temp for Specialized Instruction.	
	From					FICA	(14,283)		
							Medicare		(3,340)
							Teacher Intermittent		(230,376)
90,002 Total							-		
90030	To	CSLFRF ARP Ventilation	Facilities & Operations	Ed Facilities - Buildings	Educ Facilities	HVAC Maint Contract	3,155,225	To perform HVAC improvements at CB and WR.	
	From					HVAC Maint Contract	(165,500)		
							Health		Cap Addl-Building Improve.
90,030 Total							-		
90053	To	Operating Fund	Ofc. of Schl. Bus. & Com Partn	Improvement of Instruction	Improvement of Instruction-Reg	Travel - Conf/Other Educ	1,500	For J. Porter contracted consulting services.	
	From					Other Prof Intermittent	36,000		
				Division-Wide Human Resources		Division-Wide	Division-Wide		Division-Wide Salanes
90,053 Total							-		
90054	To	American Rescue Plan ESSER III	School Leadership	Classroom Instruction	Secondary Core	Pupil Services	324,000	For instructional assistants in school classrooms.	
	From		Instructional Support	Improvement of Instruction	English Learner Services	Instructional Services	(300,000)		
				Classroom Instruction	Classroom Instruction	Middle Core	FICA		(1,382)
							Medicare		(323)
							Teacher Intermittent		(22,294)
90,054 Total							-		
90129	To	Operating Fund	Alexandria City HS King St	Office of the Principal	School Administration	Graduation	40,000	For graduation expenses such as robe cleaning, programs,	

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JE No	Transfer	Fund Title	Department Title	Function Group Title	Program Group Title	Object Title	Total	Comments
	From			Classroom Instruction	Regular Summer School	Teacher Intermittent	(40,000)	tickets, and etc.
90,129 Total							-	
90226	To	Operating Fund	Division-Wide Human Resources	Personnel Services	Compensation and Benefits	Clerical/Technical Temp	60,000	To pay clerical technical temp invoices.
	From					Human Resources Management	Supplmt Teacher	
90,226 Total							-	
90250	To	Operating Fund	Pupil Transportation	Pupil Transp Maintenance	Transportation	Vehicle Maint & Repair	10,500	Vehicle Maintenance and Parts and supply accounts.
	From					Parts & Supplies For Vehicles	24,000	
				Pupil Transp Operations	Clerical/Technical Temp	(5,000)		
				School Nutrition Services	Health	Environmental Services	(1,500)	
				Pupil Transp Maintenance	Transportation	Refreshments	(1,000)	
				Pupil Transp Management		Motor Oil	(5,000)	
						Paper Supplies	(1,000)	
						Internal Print Shop	(1,000)	
				Uniforms & Wearing Apparel	(20,000)			
90,250 Total							-	
90261	To	Food and Nutrition Services	School Nutrition Services	School Nutrition Services	Food Services	Meats	100,000	To increase meats line.
	From					Dairy Products	(100,000)	
90,261 Total							-	
90277	To	Title III, Part A FY 2023	English Learner Services	Classroom Instruction	English Learner Services	Staff Development Services	58,073	Staff development for the University of Virginia and WCEPS
	From					Instructional Supplies	(58,073)	
90,277 Total							-	
90290	To	Perkins V FY 2023	Career and Technical Education	Classroom Instruction	Other Technology Education	Travel - Conf/Other Educ	25,000	For travel expenses.
	From					Staff Development Services	(25,000)	
90,290 Total							-	
90320	To	American Rescue Plan ESSER III	English Learner Services	Improvement of Instruction	English Learner Services	Testing & Evaluation	25,000	For school physicals, TB screening, and immunization requirements for ACPS enrollment.
	From		Student Services	Classroom Instruction	Student Services	Testing & Evaluation	(25,000)	
90,320 Total							-	
90338	To	Operating Fund	School Board	Board Services	Board Services	Travel - Conf/Other Educ	11,000	For Thru Consulting PO and travel account.
	From					Management Services	28,000	
						Other Professional Services	(39,000)	
90,338 Total							-	
90429	To	Food and Nutrition Services	School Nutrition Services	School Nutrition Services	Food Services	Equipment Maint & Repair Serv	35,000	For equipment repairs as we have just finalized contact with Brothers Mechanical.
	From					Wholesale Groceries	(35,000)	
90,429 Total							-	
90436	To	Operating Fund	Division-Wide Human Resources	Personnel Services	Human Resources Management	Other Prof Intermittent	35,000	To fund Segal Consulting Services
	From			Division-Wide	Division-Wide	Division-Wide Salaries	(35,000)	
90,436 Total							-	
90440	To	Operating Fund	Technology Services	Tech - Instructional Support	Network and Infrastructure	Professional Temp	103,000	Estimated need for the remaining school year for Kforce temporary staffing.
	From				Help Desk	Computer and Network Support	(25,007)	
					Network and Infrastructure	Coordinator/ Program Manager	(77,993)	
90,440 Total							-	
90446	To	ESSER II	Student Services	Health Services	Health	Other Professional Services	82,600	Temporary staffing services in schools for CNAs, Nurses, Substance Abuse Counselors, Psychologists, and Social Workers.
	From					Other Operating Supplies	(82,600)	

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JE No	Transfer	Fund Title	Department Title	Function Group Title	Program Group Title	Object Title	Total	Comments
90,446 Total							-	
90590	To	American Rescue Plan ESSER III	Human Resources	Personnel Services	Employee Relations	Other Professional Services	1,250,000	To pay invoices from Temporary Solutions.
	From		Student Services	Classroom Instruction	Student Services	Other Technical Intermittent	(253,600)	
						Other Professional Services	(108,100)	
						Testing & Evaluation	(574,800)	
						Parent/Family Services	(313,500)	
90,590 Total							-	
90600	To	Operating Fund	Facilities & Operations	Ed Facilities - Buildings	Maintenance & Custodial Svcs	Equipment Maint & Repair Serv	10,000	For redistribution for Pest Control needs, pallet racking for warehouse, key and cylinders for replacements requested division wide, and LED lighting upgrades division wide.
	From					Other Maint. Repairs/Supplies	129,178	
						Cleaning Services	(25,000)	
						Staff Development Services	(5,000)	
						Elevators and Lifts Repair	(20,000)	
						Janitorial Supplies	(20,000)	
						Travel - Mileage	(781)	
						Uniforms & Wearing Apparel	(1,384)	
						Pest Control	(10,000)	
						Roofing Repair & Services	(20,000)	
				Flooring Repair & Installation		(12,477)		
				Windows/Glass Repair & Install		(350)		
				Ed Facilities - Equipment		Equipment Maint & Repair Serv	(22,041)	
				Ed Facilities - Management		Dues/ Association Memberships	(396)	
						Internal Print Shop	(500)	
Ed Facilities - Grounds	Grounds and Trees Maintenance	(1,248)						
90,600 Total							-	
90602	To	Operating Fund	AVID/College Readiness	Classroom Instruction	AVID Adv Via Ind Determination	Travel - Conf/Other Educ	26,287	For AVID Summer Institute Travel for ACPS AVID school teams during this fiscal year.
	From			Improvement of Instruction		Course/ Event Fees	(160)	
						Testing & Evaluation	(9,500)	
					EIP Early Ident Program	Course/ Event Fees	(13,235)	
				Classroom Instruction	AVID Adv Via Ind Determination	Paper Supplies	(75)	
						Internal Print Shop	(440)	
					Other Summer Programs	FICA	(127)	
					Medicare	(30)		
				Teacher Intermittent	(2,055)			
	Planning Services			AVID Adv Via Ind Determination	Travel - Mileage	(165)		
School Nutrition Services	EIP Early Ident Program	Refreshments	(500)					
90,602 Total							-	
Grand Total							-	