

**BOARD MEMO**

Date: December 14, 2023

For ACTION   x  

For INFORMATION       

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

**THROUGH:** Melanie Kay-Wyatt, Ed.D., Superintendent of Schools

**TO:** The Honorable Michelle Rief, Chair, and  
Members of the Alexandria City School Board

**TOPIC:** Preliminary FY 2024 Monthly Financial Report for the fiscal year-to-date period ending October 31, 2023

**ACPS 2025 STRATEGIC PLAN GOAL:**

Goal 4: Strategic Resource Allocation

**SY 2023-2024 FOCUS AREA:**

All

**FY 2024 BUDGET PRIORITY:**

All

**SUMMARY:**

Preliminary year- to-date report of revenue and expenditures as of October 31, 2023.

**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 2024 Final Budget as adopted by the School Board on June 01, 2023, the revised budget of record as of October 31, 2023 including all adjustments and transfers, all actual revenue earned and expenditures incurred, 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 19 budget transfers meeting this criterion in October. Funds were transferred within schools and/or departments for the following reasons:

Operating Fund

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- Within Facilities and Operations to support fire system, life safety repairs and maintenance at the schools, playground repairs and maintenance, and for temporary staffing services
- Within Mount Vernon to support tutoring services
- Within Lyles-Crouch for temporary staffing services to support special education
- Within Technology Services to pay for Tyler Technologies invoices
- Within Human Resources to pay for Washington Post invoices

### Grant and Special Projects Fund

- Within ESSER III Grant Funds to Instructional Support for instructional services, demo kits, textbooks, online subscriptions and software, map and global source kits, and instrument purchases;
- Within ESSER III Grant Funds to EL for realignment of translation services, consumable text, and instructional supplies;
- Within ESSER III Grant Funds to Technology Services for Adlumin security, Managed Detection & Response services, and security operations;
- Within ESSER III Grant Funds to Community Partnerships & Engagement for intermittent pay, to cover negative balance accounts, and grant funded position
- Within ESSER III Grant Funds to Specialized Instruction to support summer program and for temporary staffing services
- Within ESSER II and ESSER III Grant Funds to fund grant positions

### School Nutrition Fund

- Within School Nutrition Services to support modernization projects

### **RECOMMENDATION:**

The Superintendent recommends that the School Board accept the Preliminary FY 2024 Monthly Financial Report for the fiscal year-to-date period ending October 31, 2023.

### **IMPACT:**

These reports help inform the Board and the public on ACPS financial activities through October 31, 2023.

### **ATTACHMENTS:**

1. Preliminary FY 2024 Monthly Financial Report for the fiscal year-to-date period ending October 31, 2023
2. FY 2024 Monthly Budget Transfer Over \$25,000 Report, October 2023

### **CONTACT:**

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