

MANAGEMENT OF FUNDS

The Alexandria City School Board (Board) manages and controls the funds made available to it for the public schools and may incur costs and expenses.

The Superintendent or designee is responsible for administering the Division budget in accordance with Board policies and applicable state and federal regulations and laws. The Superintendent or designee uses appropriate fiscal planning and management methods, modeled after the best accepted business practices and directed toward the educational goals of the Division.

The Board may establish reserve funds to support the sound fiscal management of the school division. The Superintendent develops regulations on the use of any Board reserves so established.

If the Alexandria City Council (Council) approves the City Appropriations request by total amount, funds may be transferred by the Board from one major classification to another. If funds are appropriated to the Board by major classifications, no funds are expended by the Board except in accordance with such classifications without the consent of the Council.

The Board and Council have agreed that the ACPS budget is approved by total amount.

The Superintendent is authorized by the Board to make budget transfers in all funds subject to the following requirements:

- CIP budget transfers greater than \$50,000 that cross major project categories and/or sites/locations as defined in the adopted CIP Budget must be approved by the School Board

A report detailing all budget transfers greater than or equal to \$25,000 will be provided to the Board each quarter.

- Adopted: October 24, 1996
- Amended: April 20, 2006
- Amended: March 27, 2008
- Amended: May 29, 2008
- Amended: July 2, 2012
- Amended: December 3, 2015
- Amended: December 5, 2019

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

Cross Refs.:	DAB	Operating Fund Balance
	DB	Annual Budget
	DG	Custody and Disbursement of School Funds
	DI	Financial Accounting and Reporting

46	DJ	Small Purchasing
47	DJA	Purchasing Authority
48	DJF	Purchasing Procedures
49	DK	Payment Procedures
50	DL	Payroll Procedures

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MANAGEMENT OF FUNDS

The Alexandria City School Board (Board) shall manage and control the funds made available to it for the public schools and may incur costs and expenses.

The Superintendent or designee is responsible for administering the Division budget in accordance with School Board policies and applicable state and federal regulations and laws. Therefore, The Superintendent or designee uses appropriate fiscal planning and management methods, modeled after the best accepted business practices and directed toward the educational goals of the Division.

The School Board may establish reserve funds to support the sound fiscal management of the school division. The Superintendent shall develop regulations on the use of any Board reserves so established.

The School Board shall prescribe the following major classifications for expenditures of school funds: (i) instruction, (ii) administration, attendance and health, (iii) pupil transportation, (iv) operation and maintenance, (v) school food services and other noninstructional operations, (vi) facilities, (vii) debt and fund transfers, (viii) technology, and (ix) contingency reserves.

If the Alexandria City Council (Council) approves the City Appropriations request, School Board budget by total amount expenditures, funds may be transferred by the Board from one major classification to another. the Board has the authority to transfer amounts within the operating fund between line items. If funds for the operating budget are appropriated to the School Board by major classifications, no funds are expended by the Board except in accordance with such classifications without the consent of the Alexandria City Council.

The Board and Council have agreed that the ACPS budget is approved by total amount.

The Superintendent is authorized by the School Board to make budget transfers in all funds subject to the following requirements:

- CIP budget transfers greater than \$50,000 that cross major project categories and/or sites/locations as defined in the adopted CIP Budget must be approved by the School Board

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

- The Superintendent must approve budget transfers for all amounts equal to or greater than \$25,000.
- The Superintendent's designee may approve budget transfers up to \$25,000.

Capital Improvement Program Fund:

Commented [1]: should we put Chief Financial Officer or designee?

Commented [2]: Can we add with a focus on redistribution of wealth in the system to promote educational equity and access?

Commented [3]: Not in the model policy, the use of reserves is in DAB. Breadcrumbs added to the cross references section.

Commented [4]: Not in the model policy. Moved to the new regulation.

Commented [5]: The modification would be applicable to all Combined Funds - Operating, Grant and Special Projects, and School Nutrition Fund, respectively

Commented [6]: I need some clarification. There are nine major classifications listed, but this doesn't seem to match the Combined Funds concept. It seems like the major classifications are, perhaps, too detailed. Should we develop the structure in the Regulation (might make it easier for people to follow and understand).

Commented [7]: Is this correct? I think the intent is between major classifications not down to the line item level. The wording is also inconsistent with the remainder of the paragraph. Revised to match the VSBA model policy.

Commented [8]: This excludes the capital budget, but the capital budget is listed below. Revised to align with the model policy and remove the inconsistency.

Commented [9]: The City Council doesn't approve the ACPS budget. The City's appropriation to ACPS does not have restrictions with regard to major classifications.

Commented [10]: OK, this is code. Added another sentence to clarify.

- ~~● CIP budget transfers greater than \$50,000 that cross major project categories and/or sites/locations as defined in the adopted CIP Budget must be approved by the School Board.~~
- ~~● All other CIP transfers, not meeting the requirement above, must be approved by the Superintendent or Chief Financial Officer.~~

A report detailing all budget transfers ~~in the Operating Fund, School Nutrition Fund, and Grants and Special Projects Fund~~ greater than or equal to \$25,000 will be provided to the ~~School~~ Board each quarter.

~~The School Board manages and controls the funds made available to it for the public schools and incurs costs and expenses.~~

Commented [11]: Removed as this is a duplicate of the first paragraph.

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- DJA Purchasing Authority
- DJF Purchasing Procedures
- DK Payment Procedures
- DL Payroll Procedures