

Alexandria City Public Schools Budget Transfer Report

**First Quarter
FY 2018**

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 shown below.

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.

State Categories

- 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

A total of 111 budget transfers have been processed during the first quarter of FY 2018, as shown in the table here and on the following page.

In this first quarter (Q1) of FY 2018, the number of budget transfers decreased by 35.1 percent compared to the same quarter last year (Q1 FY 2017). 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.

The following table shows the distribution of budget transfers by quarter for FY 2015 through FY 2018.

PERIOD	FY 2015	FY 2016	FY 2017	FY 2018
Q1	177	209	171	111
Q2	178	186	135	
Q3	244	224	236	
Q4	376	443	376	
YTD	975	1,062	918	111

Budget transfers must net to zero. To measure the value of budget transfers, only one “side” (to or from) of the transaction is measured.

The total one-sided value of budget transfer in the first quarter is equal to \$0.685 million or 0.24 percent of the FY 2018 final combined funds budget.

A summary of the budget transfers processed during the first quarter of FY 2018 is shown in the table on the following page.

There were 35 budget transfers that crossed state categories which is equivalent to 31.5 percent of all budget transfers for the first quarter.

There were two budget transfers that met the reporting threshold of \$25,000 or more and crossed state reporting categories. Both of these transfers occurred in the Operating Fund. There were no transfers that met this reporting threshold in either the Grants and Special Projects Fund or the School Nutrition Fund.

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QUARTERLY BUDGET TRANSFER REPORT				
First Quarter - FY 2018				
	NUMBER OF BUDGET TRANSFERS		VALUE OF BUDGET TRANSFERS (ONE-SIDED)	
	NUMBER	PERCENT OF TOTAL BTs	TOTAL FOR Q1	AVERAGE VALUE PER TRANSFER
ALL FUNDS				
TOTAL BT'S	111	100.0%	\$685,045	\$6,172
ALL BT'S ACROSS CATEGORIES	35	31.5%	270,703	7,734
BT's ACROSS CATEGORIES >\$25,000	2	1.8%	62,295	31,148
OPERATING FUND				
TOTAL BT'S	99	100.0%	\$522,769	\$5,280
ALL BT'S ACROSS CATEGORIES	31	31.3%	232,312	7,494
BT's ACROSS CATEGORIES >\$25,000	2	2.0%	62,295	31,148
SCHOOL NUTRITION FUND				
TOTAL BT'S	1	100.0%	\$5,999	\$5,999
ALL BT'S ACROSS CATEGORIES	0	0.0%	0	0
BT's ACROSS CATEGORIES >\$25,000	0	0.0%	0	0
GRANTS & SPECIAL PROJECTS FUND				
TOTAL BT'S	11	100.0%	\$156,277	\$14,207
ALL BT'S ACROSS CATEGORIES	4	36.4%	38,391	9,598
BT's ACROSS CATEGORIES >\$25,000	0	0.0%	0	0

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

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Over \$25K Budget Transfers that Cross Function Groups - For Fiscal Year 2018 and Fiscal Period Between 01 and 03

JE No	Transfer	Fund	Department Title	Function Group	Program Group	Object Title	Total	Comments
10156	FROM	Operating Fund	Chief Operating Officer	Admin, Attendance, and Health	Executive Administration	Executive Director	(24,115.01)	BT to allow Facilities to utilize vacancy-savings in order to support work, including oversight and quality assurance support for custodial and pest control contract work
						FICA	(1,099.31)	
						Medicare	(349.66)	
						VRS Retirement	(3,935.57)	
						VRS RHIC	(296.61)	
						VRS Group Life Insurance	(126.15)	
						LT Disability Insurance	(26.06)	
	Short Term Disability	(51.63)						
TO	Operating Fund	Educational Facilities	Operations and Maintenance	Operation and Maintenance	Clerical/Technical Temp	30,000.00		
10156 Total							-	
30505	FROM	Operating Fund	Pupil Transportation	Pupil Transportation	Summer Learning	Bus Driver Intermittent	(30,000.00)	Transferring available funding from Pupil Transportation Summer program to cover cost of Psychology interns for the Office of Student Services.
						FICA	(1,860.00)	
						Medicare	(435.00)	
	TO	Operating Fund	Student Services	Admin, Attendance, and Health	Attendance and Health	Psychologist Intermittent	30,000.00	
	FICA	1,860.00						
Medicare	435.00							
30505 Total							-	
Grand Total							-	