

**BOARD MEMO**

Date: September 26, 2019

For ACTION   x  

For INFORMATION       

Board Agenda: Yes   x  

No       

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

**THROUGH:** Gregory C. Hutchings, Jr., Ed.D., Superintendent of Schools

**TO:** The Honorable Cindy Anderson, Chair, and  
Members of the Alexandria City School Board

**TOPIC:** Preliminary FY 2020 Monthly Financial Report for the fiscal year-to-date period ending July 31, 2019

**ACPS 2020 STRATEGIC PLAN GOAL:**

Goal 6: Effective and Efficient Operations

**SY 2019-2020 FOCUS AREA:**

Focus Area 2: Budget Process

Focus Area 5: Strategic Plan

**FY 2020 BUDGET PRIORITY:**

Communications and Customer Service for External Stakeholders

Communications and Customer Service for Internal Stakeholders

**SUMMARY:** Preliminary year- to-date report of revenue and expenditures as of July 31, 2019.

**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 2020 final budget as adopted by the School Board on June 06, 2019, the revised budget of record as of July 31, 2019 including all adjustments and transfers, all actual revenue earned and expenditures incurred as of July 31, 2019, 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 seven budget transfers meeting this criterion in July. Operating Funds were transferred within Technology Services for school-wide student Chromebook replacements, leasing of water cooler system, MCI long distance phone charges, and VOIP phones, and within Educational Facilities to fund temporary staffing for Project Managers.

Federal miscellaneous grant funds were transferred within School Business and Community Engagement due to recoding of account codes from project FM007 to FM008 and transferred from several offices to

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School Business and Community Engagement to purchase music lab instruments for schools. Title I, SIG 1003(a) grant funds were transferred from the Title I Office to Jefferson-Houston for instructional supplies to support their professional development sessions. Title I, Part A, grant funds were transferred within Francis C. Hammond to provide at-risk student support.

**RECOMMENDATION:** The Superintendent recommends the School Board accept the Preliminary FY 2020 Monthly Financial Report for the fiscal year-to-date period ending July 31, 2019.

**IMPACT:** These reports help inform the Board and the public on ACPS financial activities through July 31, 2019.

**ATTACHMENTS:**

1. Preliminary FY 2020 Monthly Financial Report for the fiscal year-to-date period ending July 31, 2019
2. FY 2020 Monthly Budget Transfer Over \$25,000 Report, July 2019

**CONTACT:** Dominic B. Turner, Chief Financial Officer, 703-619-8141