

**BOARD MEMO**

Date: October 7, 2021

For ACTION

For INFORMATION

Board Agenda: Yes

No

**FROM:** John Finnigan, Director of Educational Facilities

**THROUGH:** Dr. Alicia Hart, PMP, Executive Director of Facilities and Operations  
Stephen M. Wilkins, Ed.D., Chief of Staff  
Gregory C. Hutchings, Jr., Ed.D., Superintendent of Schools

**TO:** The Honorable Meagan L. Alderton, Chair, and  
Members of the Alexandria City School Board

**TOPIC:** CIP Reserve-Account Balance Update, FY22 Quarter 1

**ACPS 2025 STRATEGIC PLAN GOAL:**

Goal 4: Strategic Resource Allocation

**SY 2021-2022 FOCUS AREA:**

Focus Area 3: Strategic Plan Implementation

**FY 2022 BUDGET PRIORITY:**

Implementation of 2025 Strategic Plan

**SUMMARY:**

The CIP Reserve Account balance is \$235,759.77. Attachment #2 (Funding Sources of the CIP Reserve Account) outlines the account sources that contribute to the current reserve balance.

**BACKGROUND:**

On December 7, 2017, the School Board authorized the establishment of a Capital Improvement Program (CIP) Reserve Account which provides an additional option for CIP budget transfers. This reserve account allows the School Board to move budgeted funds between capital accounts through the below two-step process:

1. The School Board approves budget transfers from specific project account lines to the CIP Reserve Account
2. The School Board later approves budget transfers from the CIP Reserve Account back to other specific project account lines based upon justifications of need. On at least a quarterly basis, ACPS staff updates the School Board on the current account balance and, when necessary, provides recommendations to the School Board to move funding into and out of the CIP Reserve Account

The CIP Reserve Account currently has a balance of \$235,759.77. Attachment #1 (CIP Reserve

## BOARD MEMO

Account Tracker) outlines all of the Board-approved budget transfers that have led to this current balance.

### **RECOMMENDATION:**

The Superintendent recommends that the School Board review and accept the current CIP Reserve account balance.

### **IMPACT:**

Continuous advancement of the Facilities and Operations Department Improvement Plan

### **ATTACHMENTS:**

1. Attachment #1: CIP Reserve Account Tracker
2. Attachment #2: Funding Sources of the CIP Reserve Account

### **REFERENCES:**

N/A

### **CONTACT:**

Mr. John Finnigan, [john.finnigan@acps.k12.va.us](mailto:john.finnigan@acps.k12.va.us)

Dr. Alicia Hart, [alicia.hart@acps.k12.va.us](mailto:alicia.hart@acps.k12.va.us)