

# Alexandria City Public Schools Budget Transfer Report

Third Quarter  
FY 2021

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 140 budget transfers have been processed during the third quarter (Q3) of FY 2021, as shown in the table here.

In this Q3 of FY 2021, the number of budget transfers decreased by 37.8 percent compared to the same quarter last year (Q3 FY 2020). 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 tables shows the distribution of budget transfers by quarter for FY 2014 through FY 2021.

PERIOD	FY 2018	FY 2019	FY 2020	FY 2021
Q1	111	159	202	114
Q2	144	154	180	104
Q3	179	258	225	140
Q4	297	300	132	
<b>YTD Total</b>	<b>731</b>	<b>871</b>	<b>607</b>	<b>358</b>

PERIOD	FY 2014	FY 2015	FY 2016	FY 2017
Q1	231	177	209	171
Q2	236	178	186	135
Q3	271	244	224	236
Q4	589	376	443	376
<b>YTD</b>	<b>1,327</b>	<b>975</b>	<b>1,062</b>	<b>918</b>

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

A summary of the budget transfers greater than \$25,000 processed during the Q3 of FY 2021 is shown in the table on the following pages.

# Alexandria City Public Schools Budget Transfer Report

**Third Quarter  
FY 2021**

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

**Budget Transfers Over \$25K - For Fiscal Year 2021 and Fiscal Period Between 07 and 09**

JE No	Transfer	Fund Title	Department Title	Function Group Title	Program Group Title	Object Title	Total	Comments
70002	From	Food and Nutrition Services	School Nutrition Services	School Nutrition Services	Food Services	Wholesale Groceries	(200,000.00)	Purchase fresh produce for the remaining fiscal year
	To					Fresh Produce	200,000.00	
<b>70,002 Total</b>							-	
70003	From	Operating Fund	Technology Services	Tech Instructional Support	Technology Services Management	Telecommunications	(70,200.00)	For monthly wireless billing for ACPS staff required to have cell phone service for emergencies
	To					Wireless Comm Services	70,200.00	
<b>70,003 Total</b>							-	
70042	From	Title I, Part A FY 2021	John Adams ES	Classroom Instruction	Elementary Core	Travel - Conf/Other Educ	(2,000.00)	For instructional supplies
						Course/ Event Fees	(5,500.00)	
				Improvement of Instruction	Improvement of Instruction-Reg	FICA	(2,108.00)	
						Medicare	(493.00)	
						Supplmt Teacher	(10,066.15)	
	Pupil Transp Operations	Elementary Core	Teacher Substitutes	(21,332.85)				
Public Carriers			(3,090.00)					
To	Classroom Instruction	Instructional Supplies	44,590.00					
<b>70,042 Total</b>							-	
70186	From	Operating Fund	Talent Development	Improvement of Instruction	Improvement of Instruction-Reg	Library Books and Supplies	(14,150.00)	Outsourcing the printing and binding of the 3rd quarter student learning packets
						Refreshments	(4,000.00)	
				Planning Services		(2,700.00)		
				Tech Instructional Support		(14,150.00)		
	To	Instructional Support	Information Services	Elementary Core	Other Printing & Binding	35,000.00		
<b>70,186 Total</b>							-	
70265	From	Operating Fund	Specialized Instruction	Classroom Instruction	Other Special Education	Management Services	(5,000.00)	For Public Consulting Group (PCG) medicaid software
						Travel - Mileage	(19,800.00)	
					Settlement Fees	(25,000.00)		
				Special Education Preschool	Visually Impaired	Refreshments	(5,000.00)	
						Cap Addl-Oth Equip	(11,000.00)	
	Improvement of Instruction	Other Special Education	Travel - Conf/Other Educ	(15,200.00)				
Office Supplies			(9,000.00)					
To	Classroom Instruction	Software/Online Charges	90,000.00					
<b>70,265 Total</b>							-	
70276	From	Operating Fund	Technology Services	Tech Instructional Support	Technology Services Management	Comm Equip Maint & Repair	(34,410.00)	For additional monitors that will be needed in the classrooms for teaching
	To					Cap Addl-Tech Hardware	34,410.00	
<b>70,276 Total</b>							-	

# Alexandria City Public Schools Budget Transfer Report

**Third Quarter  
FY 2021**

JE No	Transfer	Fund Title	Department Title	Function Group Title	Program Group Title	Object Title	Total	Comments				
80049	From	Operating Fund	AVID/College Readiness	Classroom Instruction	AVID Adv Via Ind Determination	Travel - Conf/Other Educ	(11,330.00)	Increase Staff Development to support online division-wide national AVID training for AVID DXP 3-day staff development. Increase Teacher Intermittent to pay staff for virtual teaching and learning materials. Increase Admin/Clerical to support additional time and effort for virtual revisions. Increase Promotional to purchase AVID stoles, promotional pennants, banners, and posters. Increase instructional supplies for centralized interpreter headset for AVID teams. Increase stipend for K-8 AVID Site Coordinator for additional work completed.				
						Internal Transportation	(21,000.00)					
						Dues/ Association Memberships	(1,935.00)					
						FICA	(1,042.53)					
						Medicare	(243.82)					
						Other Technical Intermittent	(16,815.00)					
						Testing & Evaluation	(10,500.00)					
				Improvement of Instruction	AVID Adv Via Ind Determination	Lease/Rent - Buildings	(500.00)					
						EIP Early Ident Program	FICA		(31.00)			
						Medicare	(7.25)					
				Planning Services	AVID Adv Via Ind Determination	Internal Transportation	(4,000.00)					
						Custodian Intermittent	(500.00)					
				School Nutrition Services	EIP Early Ident Program	Travel - Mileage	(400.00)					
						Refreshments	(1,000.00)					
				To					Classroom Instruction	AVID Adv Via Ind Determination	Refreshments	(5,300.00)
											Instructional Supplies	10,500.00
											Staff Development Services	48,264.00
											Promotional Items	2,259.48
											FICA	422.59
	Regular Summer School	AVID Adv Via Ind Determination	Medicare						98.83			
Teacher Intermittent			6,816.00									
FICA			359.60									
Improvement of Instruction	AVID Adv Via Ind Determination	Medicare	84.10									
		Admin / Clerical Intermittent	5,300.00									
Supplmt Teacher	500.00											
<b>80,049 Total</b>							-					
80076	From	Operating Fund	Talent Development	Classroom Instruction	Family Life Education	Staff Development Services	(2,263.00)	For printing and binding of the Q3 student learning packets in support of virtual learning for students K-5				
						Improvement of Instruction	Improvement of Instruction-Reg		Travel - Conf/Other Educ	(19,207.00)		
			Staff Development Services	(14,530.00)								
To			Instructional Support	Information Services	Elementary Core	Other Printing & Binding	36,000.00					
<b>80,076 Total</b>							-					
80087	From	Operating Fund	Division-Wide Human Resources	Classroom Instruction	Elementary Core	Teacher Substitutes	(43,000.00)	To pay the VA Employment Commission				
	To			Personnel Services	Human Resources Management	Unemployment Insurance	43,000.00					
<b>80,087 Total</b>							-					
80102	From	Operating Fund	Technology Services	Tech Classroom Instruction	Technology Services	Software/Online Charges	(97,015.40)	For district's SchoolNet FY 2021 renewal				
	To			Tech Management and Admin	Management	Software Maintenance	97,015.40					
<b>80,102 Total</b>							-					
80194	From	Operating Fund	Division-Wide Human Resources	Classroom Instruction	Elementary Core	Teacher Substitutes	(150,000.00)	Funding to establish contract for Classroom Monitors				
					Middle Core	Teacher Substitutes	(150,000.00)					
					Secondary Core	Teacher Substitutes	(200,000.00)					
	To	Elementary Core	Clerical/Technical Temp	500,000.00								
<b>80,194 Total</b>							-					
80273	From	Title I, Part A FY 2019	Title I Programs	Classroom Instruction	Family & Community Engagement	Instructional Supplies	(197,655.47)	To pay for the costs of the Title I School Day Programs at various centers around Alexandria				
	To			Improvement of Instruction	Remediation	Other Professional Services	196,905.47					
						Indirect Costs	750.00					
<b>80,273 Total</b>							-					

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**Third Quarter  
FY 2021**

JE No	Transfer	Fund Title	Department Title	Function Group Title	Program Group Title	Object Title	Total	Comments
80275	From	Title I, Part A FY 2020	Title I Programs	Classroom Instruction	Family & Community Engagement	Instructional Supplies	(183,042.37)	To pay for the costs of the Title I School Day Programs at various centers around Alexandria
	To			Improvement of Instruction	Remediation	Other Professional Services	183,042.37	
<b>80,275 Total</b>							-	
80326	From	Operating Fund	Financial Services	Purchasing Services	Procurement	Director	(30,000.00)	For temporary staffing support in the Procurement Office
	To					Professional Temp	30,000.00	
<b>80,326 Total</b>							-	
90043	From	Operating Fund	Talent Development	Improvement of Instruction	Improvement of Instruction-Reg	Office Supplies	(6,000.00)	To offer additional professional development through adaptable learning
						Staff Development Services	(47,000.00)	
						Library Books and Supplies	(13,000.00)	
						Travel - Conf/Other Educ	(7,000.00)	
						Lease/Rent - Buildings	(2,000.00)	
To	Tech Instructional Support	75,000.00						
<b>90,043 Total</b>							-	
90044	From	Operating Fund	Instructional Support	Classroom Instruction	Regular Summer School	FICA	(2,678.12)	To support the virtual summer school 2021 middle school program
						Medicare	(626.34)	
						Teacher Intermittent	(43,195.54)	
To	Instructional Supplies	46,500.00						
<b>90,044 Total</b>							-	
90050	From	Operating Fund	Facilities and Operations	Ed Facilities Building	Maintenance & Custodial Svcs	General Maint & Repair Service	(68,379.00)	To fund HVAC needs through the end of the fiscal year
				Ed Facilities Equipment		Equipment Maint & Repair Serv	(70,732.50)	
				Ed Facilities Building		HVAC Maint Contract	118,379.00	
				Ed Facilities Vehicle		Plumbing Repair & Services	5,732.50	
To	Uniforms & Wearing Apparel	15,000.00						
<b>90,050 Total</b>							-	
90161	From	Operating Fund	English Learner Services	Classroom Instruction	English Learner Services	Instructional Supplies	(500.00)	To pay for Language Line service which is being used district-wide
						Library Books and Supplies	(500.00)	
						Staff Development Services	(12,050.38)	
						FICA	(808.42)	
						Medicare	(189.07)	
						Other Operating Supplies	(1,500.00)	
						Dues/ Association Memberships	(666.66)	
						Supplmt Teacher Spec/ Coach	(13,039.00)	
						Other Miscellaneous Charges	(3,000.00)	
						Equip/ Furn Supplies <\$5000	(3,500.00)	
School Nutrition Services	(2,500.00)							
To	Classroom Instruction	38,253.53						
<b>90,161 Total</b>							-	
90215	From	Operating Fund	Division-Wide Human Resources	Classroom Instruction	Elementary Core	Clerical/Technical Temp	(225,000.00)	To pay for monitors hired for various schools
	To					Classroom Monitor Intermittent	225,000.00	
<b>90,215 Total</b>							-	
90239	From	Operating Fund	Adult Education	Classroom Instruction	Adult Basic Education (ABE)	Paper Supplies	(700.00)	Outsourcing the printing and binding of the 4th quarter student learning packets to include Dual Language
						Testing & Evaluation	(2,400.00)	
						Public Carriers	(1,000.00)	
						Software/Online Charges	(1,300.00)	
To	Improvement of Instruction	AVID Adv Via Ind Determination	FICA	(2,480.00)				

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**Third Quarter  
FY 2021**

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			readiness	Instruction	Determination	Medicare	(580.00)	
						Other Technical Intermittent	(40,000.00)	
			Curriculum Design & Inst Svcs		EIP Early Ident Program	Course/ Event Fees	(18,250.00)	
					Improvement of Instruction-Reg	Travel - Conf/Other Educ	(1,673.47)	
						Software/Online Charges	(1,167.00)	
						Paper Supplies	(616.53)	
						Travel - Mileage	(1,543.00)	
				Tech Instructional Support Library and Media Services	Media Services	Other Technology Equip <\$5000	(771.54)	
						Dues/ Association Memberships	(462.60)	
			English Learner Services	Classroom Instruction	Elementary Dual Language	Staff Development Services	(3,749.20)	
						FICA	(930.00)	
						Medicare	(217.50)	
						Teacher Substitutes	(15,103.30)	
			Humanities		Band	Course/ Event Fees	(1,759.68)	
						Musical Instrument Repair Serv	(6,250.00)	
						Cap Repl-Music	(6,136.05)	
					French	Textbooks-Repl and Growth	(2,933.63)	
					Social Studies	Instructional Supplies	(4,094.00)	
						Instructional Services	(4,000.00)	
						Dues/ Association Memberships	(250.00)	
						Course/ Event Fees	(14,300.00)	
					World Languages	Travel - Conf/Other Educ	(1,000.00)	
					Orchestra	Musical Instrument Repair Serv	(4,400.00)	
					Drama	Uniforms & Wearing Apparel	(875.50)	
				School Nutrition Services	Art	Refreshments	(1,000.00)	
			Literacy	Classroom Instruction	English Language Arts	Other Printing & Binding	(2,250.00)	
						Consumable Texts	(4,000.00)	
						Internal Print Shop	(250.00)	
				Community Services		Refreshments	(1,200.00)	
			Science, Tech, Eng, and Math	Classroom Instruction	Mathematics	Consumable Texts	(2,000.00)	
						Textbooks-Repl and Growth	(14,921.00)	
					Science	Travel - Conf/Other Educ	(4,300.00)	
						Staff Development Services	(6,500.00)	
						Textbooks-Repl and Growth	(6,136.00)	
				Improvement of Instruction School Nutrition Services		Public Carriers	(3,000.00)	
						Refreshments	(500.00)	
			Specialized Instruction	Classroom Instruction	Other Special Education	Management Services	(7,105.34)	
				Homebound Instruction	Homebound Instruction	FICA	(1,030.63)	
						Medicare	(241.03)	
						Teacher Intermittent	(16,623.00)	
	<b>To</b>		Instructional Support	Information Services	Elementary Core	Other Printing & Binding	210,000.00	
<b>90,239 Total</b>							-	
90301	From	VPI VA Preschool Initiative	Pre-Kindergarten Programs	Classroom Instruction	Regular Preschool	FICA	(137.20)	Adjustment to correct VPI beginning balance assignment of funds
						Medicare	(32.09)	
						Refreshments	(451.00)	
						Teacher Substitutes	(1,000.00)	

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**Third Quarter  
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						Supplmt Instructional Asst	(313.00)	
						Instructional Asst Substitutes	(900.00)	
				Improvement of Instruction		Travel - Conf/Other Educ	(3,170.82)	
						Staff Development Services	(16,384.00)	
						FICA	(383.20)	
						Medicare	(61.30)	
						Supplmt Teacher	(10,800.00)	
	To			Classroom Instruction		Instructional Supplies	28,343.21	
				Improvement of Instruction		Software/Online Charges	5,289.40	
<b>90,301 Total</b>							-	
90355	From	Operating Fund	Jefferson-Houston School	Classroom Instruction	IB International Baccalaureate	Travel - Conf/Other Educ	(26,700.00)	To pay teachers for IB PD
	To					FICA	1,655.40	
						Medicare	387.15	
						Supplmt Teacher	24,657.45	
<b>90,355 Total</b>							-	
90411	From	Operating Fund	Facilities and Operations	Ed Facilities Building	Maintenance & Custodial Svcs Educ Facilities	Electrical Repair & Services	(60,000.00)	To fund HVAC issues through the remainder of FY21, special cleaning at Lyles Crouch, school
	To			Ed Facilities Grounds	Maintenance & Custodial Svcs	Electrical Services	(96,000.00)	clude software renewal, and plumbing issues through the remainder of FY21
				Ed Facilities Building		Grounds and Trees Maintenance	(8,000.00)	
						HVAC Maint Contract	96,000.00	
						Plumbing Repair & Services	30,000.00	
						Cleaning Services	8,000.00	
				Ed Facilities Management		Software/Online Charges	30,000.00	
<b>90,411 Total</b>							-	
90414	From	Operating Fund	Safety & Security Services	Ed Facilities Security	Safety & Security Svcs	Uniforms & Wearing Apparel	(15,000.00)	To cover short fall In insurance account
	To			Tech Instructional Support		Cap Repl-Comm Equipment	(20,570.52)	
				Risk Management and Insurance		Staff Development Services	(15,001.07)	
				Ed Facilities Building		General Maint & Repair Service	7,000.00	
				Risk Management and Insurance		Property Insurance	43,570.52	
						Motor Vehicle Insurance	0.20	
						Other Insurance	0.87	
<b>90,414 Total</b>							-	
90417	From	Operating Fund	Division-Wide Human Resources	Classroom Instruction	Elementary Core	Teacher Substitutes	(80,488.00)	To pay for monitors in various schools for the 2020-2021 school year
	To				Middle Core	Teacher Substitutes	(75,248.00)	
					Secondary Core	Teacher Substitutes	(95,490.00)	
					Elementary Core	Clerical/Technical Temp	251,226.00	
<b>90,417 Total</b>							-	
<b>Grand Total</b>							-	