

**BOARD MEMO**

Date: June 26, 2020

For ACTION

For INFORMATION

Board Agenda: Yes

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 May 31, 2020

**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 May 31, 2020.

**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 May 31, 2020 including all adjustments and transfers, all actual revenue earned and expenditures incurred as of May 31, 2020, 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 ten budget transfers meeting this criterion in May. Operating Funds were transferred within T.C. Williams Athletics to purchase wrestling mats, high jump pit, and volleyball system, from Specialized Instructions to English Learner Services for translation services, within English Learner Services for translation services and for FCH and GW library books and supplies, within Educational Facilities for janitorial supplies, pest control, HVAC projects, within Financial Services for KonicaMinolta contract services, from Elementary School Instruction to Secondary School Instruction for online summer learning kits and books, and within Technology Services to purchase additional Kajeets (MiFis) for students.

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Carl Perkins Grant Funds were transferred within Career Technical Education for computer hardware and software.

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

**IMPACT:** These reports help inform the Board and the public on ACPS financial activities through May 31, 2020.

**ATTACHMENTS:**

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

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