

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 as shown on the table here.

The below table shows the distribution of budget transfers by quarter for FY 2018 through FY 2023. A total of 163 budget transfers have been processed during the first quarter (Q1) of FY 2023.

<u>State Categories</u>
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

In this Q1 of FY 2023, the number of budget transfers increased by 28.3 percent compared to the same quarter last year (Q1 FY 2022). 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.

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

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.

A summary of the budget transfers greater than \$25,000 processed during the Q1 of FY 2023 is shown in the table on the following pages.

PERIOD	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Q1	111	159	202	114	127	163
Q2	144	154	180	104	142	
Q3	179	258	225	140	229	
Q4	297	300	132	267	310	
<b>YTD Total</b>	<b>731</b>	<b>871</b>	<b>607</b>	<b>625</b>	<b>808</b>	<b>163</b>

# Alexandria City Public Schools Budget Transfer Report

**First Quarter  
FY 2023**

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

### Over \$25K Budget Transfers - For Fiscal Year 2023 and Fiscal Period Between 01 and 03

JE No	Transfer	Fund Title	Department Title	Function Group Title	Program Group Title	Object Title	Total	Comments
10023	To	Operating Fund	Humanities	Tech - Classroom Instruction	Social Studies	Software/Online Charges	26,910	Software/online renewal for Discovery TechBook and DBQ Project Online
	From			Classroom Instruction		Instructional Supplies	(20,100)	
				Curriculum Design & Inst Svcs		Textbooks-Repl and Growth	(6,810)	
<b>10,023 Total</b>							-	
10024	To	Operating Fund	Facilities & Operations	Ed Facilities - Buildings	Maintenance & Custodial Svcs	Cleaning Services	473,953	Reallocate to correct account code
	From					Cleaning Services	(473,953)	
<b>10,024 Total</b>							-	
10060	To	Operating Fund	Safety & Security Services	Insurance & Risk Management	Safety & Security Svcs	Property Insurance	215,942	To pay in full ACPS insurance coverages
	From			Ed Facilities - Security		Staff Development Services	(29,796)	
				Insurance & Risk Management		Other Insurance	(18,254)	
						General Liability Insurance	(76,590)	
						Motor Vehicle Insurance	(91,302)	
<b>10,060 Total</b>							-	
10140	To	Operating Fund	Technology Services	Tech - Classroom Instruction	Technology Services Management	Cap Repl-Tech Hardware	269,352	For student Chromebook for the school year
	From			Tech - Management & Admin		Equipment Maint & Repair Serv	(5,500)	
						Comp Equip Maint & Repair	(229,109)	
				Tech - Classroom Instruction		Computer Network Services	(18,423)	
				Tech - Instructional Support		Comm Equip Maint & Repair	(16,320)	
<b>10,140 Total</b>							-	
10141	To	Operating Fund	Student Services	Psychological Services	Psychological Services	Testing & Evaluation	30,000	Purchase testing and evaluation materials
	From					Psychologist Intermittent	(30,000)	
<b>10,141 Total</b>							-	
10422	To	Operating Fund	Alexandria City HS King St	Classroom Instruction	Health and Medical Science	Instructional Services	102,827	For Emergency Medical Technician training services through Sage
	From					FICA	(3,752)	
						Medicare	(878)	
						Teacher	(60,513)	
						VRS Benefits Hybrid Plan	(8,472)	
						ICMA Defined Contribution	(1,586)	
						VRS RHIC	(733)	
						VRS Group Life Insurance	(333)	
						Hospital/Medical Plans	(5,821)	
						Dental Insurance	(185)	
					LT Disability Ins- Hybrid	(109)		
					Short-Term Disability - Hybrid	(137)		
					Business & Information Tech	FICA	(996)	
						Medicare	(233)	
						Teacher	(16,062)	
						VRS Benefits Hybrid Plan	(2,249)	
						ICMA Defined Contribution	(421)	
						VRS RHIC	(194)	
						VRS Group Life Insurance	(88)	
						LT Disability Ins- Hybrid	(29)	
Short-Term Disability - Hybrid	(36)							
<b>10,422 Total</b>							-	
20146	To	Operating Fund	Technology Services	Tech - Management & Admin	Technology Services Management	Software Maintenance	29,202	For PowerSchool SIS Maintenance & Support and Ecollect forms renewal
	From			Tech - Classroom Instruction		Computer Network Services	(29,202)	

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JE No	Transfer	Fund Title	Department Title	Function Group Title	Program Group Title	Object Title	Total	Comments	
<b>20,146 Total</b>							-		
20254	To	ESSER II	Facilities & Operations	Ed Facilities - Buildings	Educ Facilities	HVAC Maint Contract	366,552	To improve indoor air quality of school facilities	
						Maintenance & Custodial Svcs	376,552		
	From					Educ Facilities	(743,104)		
<b>20,254 Total</b>							-		
20357	To	Operating Fund	Ofc. of Schl, Bus. & Com Partn	Improvement of Instruction	Improvement of Instruction-Reg	Travel - Conf/Other Educ	1,000	To hire casual employee to support the division	
						Other Prof Intermittent	36,000		
	From		Division-Wide Human Resources	Division-Wide	Division-Wide	Division-Wide Salaries	(37,000)		
<b>20,357 Total</b>							-		
20361	To	Operating Fund	Specialized Instruction	Improvement of Instruction	Other Special Education	Translation Services	25,000	For PCG Module: Translations Services in support of Medicaid Documentation and Billing Services	
	From			Classroom Instruction	Hearing Impaired	Tuition-Other Divisions In St	(25,000)		
<b>20,361 Total</b>							-		
20380	To	Title III, Part A FY 2022	English Learner Services	Classroom Instruction	English Learner Services	Staff Development Services	90,813	To cover UVA invoices for ESL and ESL2 cohorts	
	From					Travel - Conf/Other Educ	(46,681)		
						Instructional Supplies	(44,133)		
<b>20,380 Total</b>							-		
20576	To	American Rescue Plan ESSERIII	Specialized Instruction	Classroom Instruction	Other Special Education	Software Maintenance	360	To align Munis with OMEGA Amendment 1	
						Ofc. of Schl, Bus. & Com Partn	ESY Extended School Year		277
							Community Partnerships & Engag		FICA
			Supplmt Teacher	4,465					
			Pre-Kindergarten Programs	Elementary Core	Pupil Services	19,500			
				Literacy	Schl Engagement&Public Outreac	FICA	349		
			Medicare			82			
			Teacher Intermittent		5,625				
			Tech - Classroom Instruction	Regular Preschool	Staff Development Services	500			
				Classroom Instruction	Instructional Supplies	540			
					Elementary Core	FICA	183		
			From	Specialized Instruction	Classroom Instruction	Other Special Education	FICA		43
							Medicare		2,954
							Supplmt Teacher		3,654
			Community Partnerships & Engag	Improvement of Instruction	Classroom Instruction	Schl Engagement&Public Outreac	Staff Development Services		1,932
Instructional Supplies	(5,166)								
Instructional Supplies	(6,056)								
Literacy	Classroom Instruction	Elementary Core	Instructional Supplies	Instructional Supplies	(19,500)				
				Consumable Texts	(9,805)				
<b>20,576 Total</b>							-		
20584	To	NVJDC Juvenile Detention	NVJDC Juvenile Detention	Classroom Instruction	State Hospitals and Detn Cntrs	Travel - Conf/Other Educ	8,500	To realign budget for operating use	
						Instructional Supplies	8,000		
						Software/Online Charges	400		
						Staff Development Services	2,500		
						Course/ Event Fees	1,000		
						Other Professional Services	8,500		
						Refreshments	800		
						Library Books and Supplies	5,000		
						Janitorial Supplies	900		

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JE No	Transfer	Fund Title	Department Title	Function Group Title	Program Group Title	Object Title	Total	Comments				
						Paper Supplies	1,000					
						Testing & Evaluation	750					
						Equip/ Furn Supplies <\$5000	2,500					
						Athletic Supplies	500					
	<b>From</b>					Other Operating Supplies	(40,350)					
<b>20,584 Total</b>							<b>-</b>					
<b>20631</b>	<b>To</b>	Operating Fund	Humanities	Classroom Instruction	Social Studies	Travel - Conf/Other Educ	70,000	To cover the travel for the Alexandria Community Remembrance Project ACPS Program				
	<b>From</b>					Supplmt Teacher	(10,800)					
						Curriculum Design & Inst Svcs	Tech - Instructional Support		Media Services	Software/Online Charges	(6,620)	
						Instructional Support	Classroom Instruction		Middle Core	Other Printing & Binding	(900)	
						Talent Development	Improvement of Instruction		Improvement of Instruction-Reg	Instructional Supplies	(2,000)	
										Library Books and Supplies	(6,500)	
										Planning Services	Lease/Rent - Equipment	(1,000)
							Purchasing Services			Paper Supplies	(2,000)	
						AVID/College Readiness	Improvement of Instruction		EIP Early Ident Program	Course/ Event Fees	(6,530)	
						Talented and Gifted Programs				Talented & Gifted Programs	Dues/ Association Memberships	(300)
										Young Scholars	Course/ Event Fees	(4,500)
										Mathematics	Supplmt Teacher	(3,350)
						Science, Tech, Eng, and Math	Classroom Instruction		Science	Staff Development Services	(1,500)	
										Instructional Services	(4,420)	
		Mathematics	Instructional Supplies	(9,150)								
		Literacy	Tech - Classroom Instruction	Science	Software/Online Charges	(1,500)						
					English Language Arts	Software/Online Charges	(8,930)					
<b>20,631 Total</b>							<b>-</b>					
<b>20660</b>	<b>To</b>	Operating Fund	Technology Services	Tech - Management & Admin	Technology Services Management	Other Printing & Binding	3,963	For K-12 printing of Parent Access letters that are mailed to our ACPS students and families. Also, for helpdesk to be able to repair requested items for our students and staff.				
	<b>From</b>			Tech - Instructional Support		Cap Addl-Tech Hardware	31,000					
				Tech - Management & Admin		Software/Online Charges	(10,333)					
				Tech - Classroom Instruction		Other Operating Supplies	(3,963)					
				Tech - Instructional Support		Software/Online Charges	(10,333)					
<b>20,660 Total</b>							<b>-</b>					
<b>30053</b>	<b>To</b>	Title I, Part A FY 2021	Ferdinand T. Day ES	Classroom Instruction	Extended Learning Opport	Other Professional Services	30,000	For tutoring services through Literacy Lab				
	<b>From</b>					English	Instructional Supplies		(1)			
							Mathematics		Instructional Supplies	(6,450)		
						Library and Media Services	Media Services		Library Books and Supplies	(5,516)		
						Personnel Services	Elementary Core		Travel - Conf/Other Educ	(14,629)		
									Staff Development Services	(3,405)		
<b>30,053 Total</b>							<b>-</b>					
<b>30082</b>	<b>To</b>	Title I, Part A FY 2022	William Ramsay ES	Classroom Instruction	Elementary Core	Instructional Supplies	41,915	To realign Grant budget to areas of need				
						Improvement of Instruction-Reg	FICA		2,323			
							Medicare		337			
						Tech - Instructional Support	Instructional Technology		Other Technology Equip <\$5000	5,000		
						School Nutrition Services	Improvement of Instruction-Reg		Refreshments	7,340		
	<b>From</b>		Improvement of Instruction	Remediation	Other Professional Services	(22,755)						

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JE No	Transfer	Fund Title	Department Title	Function Group Title	Program Group Title	Object Title	Total	Comments
				Classroom Instruction	Improvement of Instruction-Reg	Supplmt Teacher	(34,160)	
<b>30,082 Total</b>							-	
30181	To	Operating Fund	Facilities & Operations	Ed Facilities - Buildings	Maintenance & Custodial Svcs	HVAC Maint Contract	138,000	To pay for HAVTECH invoices
	From					Roofing Repair & Services	(75,000)	
						Flooring Repair & Installation	(56,000)	
						Moving Services	(7,000)	
<b>30,181 Total</b>							-	
30237	To	ESSER II	Instructional Support	Classroom Instruction	Secondary Core	Tuition-Other Divisions In St	170,000	To cover tuition for school year 22-23 Edgenuity (Imagine Learning)
	From				Regular Summer School	Teacher Intermittent	(170,000)	
<b>30,237 Total</b>							-	
30238	To	ESSER II	Instructional Support	Classroom Instruction	Elementary Core	Tuition-Other Divisions In St	54,600	To cover tuition for Fall 22 Virtual Virginia
	From				Regular Summer School	Teacher Intermittent	(54,600)	
<b>30,238 Total</b>							-	
30319	To	Operating Fund	Communications	Information Services	Information Services	Clerical/Technical Temp	27,387	To provide temporary staffing support for the office
	From					FICA	(1,577)	
						Medicare	(369)	
						Other Technical/ Analyst	(25,441)	
<b>30,319 Total</b>							-	
30356	To	American Rescue Plan ESSERIII	Technology Services	Tech - Classroom Instruction	Technology Services Management	Cap Add-Audio Visual	715,000	To correct Munis to match OMEGA and take care of negative balances in Munis
			Financial Services	Fiscal Services	Accounting	Admin / Clerical Intermittent	444	
			Community Partnerships & Engag	Improvement of Instruction	Extended Learning Opport	Employee Bonus Payments	7,053	
					Family & Community Engagement	Employee Bonus Payments	1,897	
	Planning Services		Grants Development	Employee Bonus Payments	2,955			
	Communications		Information Services	Information Services	Employee Bonus Payments	7,400		
	From		Technology Services	Tech - Instructional Support	Technology Services Management	Other Professional Services	(715,000)	
	Financial Services		Fiscal Services	Accounting	Other Technical/ Analyst	(444)		
	Purchasing Services	Procurement	Other Technical/ Analyst	(19,304)				
<b>30,356 Total</b>							-	
30357	To	Operating Fund	Technology Services	Tech - Classroom Instruction	Technology Services Management	Software/Online Charges	34,167	To provide funds for ACHS Satellite Campus online learning
	From			Tech - Management & Admin	Management	Software Maintenance	(34,167)	
<b>30,357 Total</b>							-	
30400	To	Operating Fund	Humanities	Tech - Classroom Instruction	World Languages	Software/Online Charges	43,435	To purchase Spanish online textbook and resource licenses
				Classroom Instruction	Spanish	Consumable Texts	(12,550)	
	French				Consumable Texts	(5,600)		
	German			Consumable Texts	(1,000)			
	Curriculum Design & Inst Svcs		Spanish	Textbooks-Repl and Growth	(8,210)			
			French	Textbooks-Repl and Growth	(8,265)			
			German	Textbooks-Repl and Growth	(3,750)			
			Latin	Textbooks-Repl and Growth	(4,060)			
<b>30,400 Total</b>							-	
30428	To	ESSER II	Facilities & Operations	Ed Facilities - Buildings	Maintenance & Custodial Svcs	HVAC Maint Contract	99,332	For HVAC Services
	From					Cleaning Services	(99,332)	

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JE No	Transfer	Fund Title	Department Title	Function Group Title	Program Group Title	Object Title	Total	Comments
<b>30,428 Total</b>							-	
30483	To	Operating Fund	Facilities & Operations	Ed Facilities - Buildings	Maintenance & Custodial Svcs	HVAC Maint Contract	49,760	To fulfill the maintenance HVAC PM contract
	From			Ed Facilities - Equipment		HVAC Maint Contract	(49,760)	
<b>30,483 Total</b>							-	
<b>Grand Total</b>							-	