

BOARD MEMO

Date: June 19, 2020

For ACTION x

For INFORMATION

Board Agenda: Yes x

No

FROM: Dominic 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: Delegation of Authority for Financial Functions

ACPS 2020 STRATEGIC PLAN GOAL:

Goal 3: An Exemplary Staff
Goal 6: Effective and Efficient Operations

SY 2019-2020 FOCUS AREA:

Focus Area 2: Budget Process

FY 2020 BUDGET PRIORITY:

Communications and Customer Service for Internal Stakeholders
Leadership and Professional Development

SUMMARY:

The attached resolution delegates authority to specific staff members to perform financial functions on behalf of the School Board and modifies the previous version approved by the Board on June 20, 2019. This revision:

- Adds an Agent to enter into contracts for the purchase or lease of goods or services (professional and nonprofessional); and
- Designates an Agent for the limited purpose of signing titles and registration documents for the sale or purchase of School Board vehicles.

All other terms remain unchanged from the Resolution to Adopt Delegation of Authority approved June 20, 2019 by the School Board.

Adoption of this resolution will provide appropriate authorizations to ACPS staff to perform their duties in financial management and procurement. Upon adoption, this delegation of authority will become effective immediately.

BOARD MEMO

BACKGROUND:

The Code of Virginia allows School Boards to delegate their authority to specific staff members as Agents of the School Board to perform certain financial functions. ACPS policies also have additional provisions for the delegation of School Board authority.

RECOMMENDATION:

The Superintendent recommends that the School Board adopt of the attached resolution for Delegation of Authority for Financial Functions.

IMPACT:

The appropriate legal authority will be delegated to ACPS staff accordingly.

ATTACHMENTS:

Motion to Adopt Delegation of Authority

CONTACT:

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