

BOARD MEMO

Date: November 02, 2023
For ACTION
For INFORMATION _____
Board Agenda: Yes
No _____

FROM: Dominic B. Turner, Chief Financial Officer

THROUGH: Melanie Kay-Wyatt, Ed.D., Superintendent of Schools

TO: The Honorable Michelle Rief, Chair, and
Members of the Alexandria City School Board

TOPIC: Preliminary FY 2024 Monthly Financial Report for the fiscal year-to-date period
ending September 30, 2023

ACPS 2025 STRATEGIC PLAN GOAL:
Goal 4: Strategic Resource Allocation

SY 2023-2024 FOCUS AREA:
All

FY 2024 BUDGET PRIORITY:
All

SUMMARY:
Preliminary year- to-date report of revenue and expenditures as of September 30, 2023.

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 2024 Final Budget as adopted by the School Board on June 01, 2023, the revised budget of record as of September 30, 2023 including all adjustments and transfers, all actual revenue earned and expenditures incurred, 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 20 budget transfers meeting this criterion in September. Funds were transferred within schools and/or departments for the following reasons:

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Operating Fund

- From Safety and Security Services to Facilities and Operations for central office lease
- Within School Board for consulting services
- Within Alexandria City High School King Street Campus to pay for SAGE professional services
- Within Specialized Instruction to provide temporary staffing
- Within Literacy to purchase student software
- Within Facilities and Operations for moving service and audio systems
- Within Financial Services for legal services
- Within Technology Services for PowerSchool and NCS Pearson renewals

Grant and Special Projects Fund

- Within ESSER III Grant Funds to Community Partnerships and Engagement for staff payroll from ESSER II to ESSER III
- Within ESSER II Grant Funds to Technology Services for administrator's replacement laptops
- Within NIH-AIM-AHEEAD Grant Funds to Office of School Business and Community Partnerships to realign funds for the school year
- Within Title I, Part A Grant Funds to Francis C. Hammond to purchase laminator for Library
- Within ESSER III Grant Funds to Instructional Support for Alexandria City High School Minnie Howard biomed room and for virtual learning services
- Within ESSER III to multiple departments for social emotional program evaluation, classroom monitors, and analyst position
- Within IDEA PreK ARP Grant Funds to Specialized Instruction to purchase supplies for ECSE
- Within ESSER III Grant Funds to Technology Services for extreme networks and TCU crash kits at Alexandria City High School
- Within ESSER III Grant Funds to Safety and Security Services for security services
- Within ESSER III Grant Funds to Alexandria City High School King Street Campus and Student Services for staff salary and benefits, to clear negative balances, and for MAXIM and DESSA services

School Nutrition Fund

- Within School Nutrition Services to provide temporary staffing

RECOMMENDATION:

The Superintendent recommends that the School Board accept the Preliminary FY 2024 Monthly Financial Report for the fiscal year-to-date period ending September 30, 2023.

IMPACT:

These reports help inform the Board and the public on ACPS financial activities through September 30, 2023.

ATTACHMENTS:

1. Preliminary FY 2024 Monthly Financial Report for the fiscal year-to-date period ending September 30, 2023
2. FY 2024 Monthly Budget Transfer Over \$25,000 Report, September 2023

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CONTACT:

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