

**BOARD MEMO**

Date: February 04, 2021  
For ACTION   x    
For INFORMATION         
Board Agenda: Yes   x    
No       

**FROM:** Dominic B. Turner, Chief Financial Officer

**THROUGH:** Gregory C. Hutchings, Jr., Ed.D., Superintendent of Schools

**TO:** The Honorable Meagan L. Alderton, Chair, and  
Members of the Alexandria City School Board

**TOPIC:** Preliminary FY 2021 Monthly Financial Report for the fiscal year-to-date period ending December 31, 2020

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

**SY 2020-2021 FOCUS AREA:**  
Focus Area 3: Strategic Plan Implementation

**FY 2021 BUDGET PRIORITY:**  
ALICE Training  
K-2 Literacy Programming  
Specialized Instruction Audit Implementation  
MTSS including Restorative Practices and PBIS  
Chronic Absenteeism among Hispanic Students  
Increased Staff Retention  
Human Resources Audit Implementation  
Facilities Audit Implementation  
Cultural Competence for All Staff  
Outreach to Hispanic Families to Improve Attendance and Graduation  
Outreach to Underserved Communities to Increase Engagement  
Improving Customer Relationship Services and Management

**SUMMARY:** Preliminary year- to-date report of revenue and expenditures as of December 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 2021 Final Budget as adopted by the School Board on June 05, 2020, the revised budget of record as of December 31, 2020 including all adjustments and transfers, all actual revenue earned and expenditures incurred as of December 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.

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A separate report showing all budget transfers exceeding \$25,000 for the reporting month is attached. There are four budget transfers meeting this criterion in December. Operating Funds were transferred within Specialized Instruction to purchase instructional material to cover the remaining school year, within Division-wide Human Resources for TalentEd records applicant tracking, and within Technology Services to purchase Chromebook for students.

CARES Act Grant funds were transferred within English Learner Services for Language Line which supports over-the-phone interpretation.

**RECOMMENDATION:** The Superintendent recommends the School Board accept the Preliminary FY 2021 Monthly Financial Report for the fiscal year-to-date period ending December 31, 2020.

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

**ATTACHMENTS:**

1. Preliminary FY 2021 Monthly Financial Report for the fiscal year-to-date period ending December 31, 2020
2. FY 2021 Monthly Budget Transfer Over \$25,000 Report, December 2020

**CONTACT:** Dominic B. Turner, Chief Financial Officer, 703-619-8141