

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 shown below.

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.

State Categories

- 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

A total of 225 budget transfers have been processed during the third quarter of FY 2020, as shown in the table here and on the following page.

In this third quarter (Q3) of FY 2020, the number of budget transfers decreased by 12.8 percent compared to the same quarter last year (Q3 FY 2019). 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.

The following table shows the distribution of budget transfers by quarter for FY 2017 through FY 2020.

PERIOD	FY 2017	FY 2018	FY 2019	FY 2020
Q1	171	111	159	202
Q2	135	144	154	180
Q3	236	179	258	225
Q4	376	297	300	-
YTD Total	918	731	871	607

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

A summary of the budget transfers greater than \$25,000 processed during the third quarter of FY 2020 is shown in the table on the following pages.

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

Over \$25K Budget Transfers - For Fiscal Year 2020 and Fiscal Period Between 07 and 09								
JE No	Transfer	Fund Title	Department Title	Function Group Title	Program Group Title	Object Title	Total	Comments
70015	From	Food and Nutrition Services	School Nutrition Services	5 - School Food Services & Other Ops	School Food Services	Other Maint. Repairs/Supplies	(92,500.00)	Additional funds in the Meats, Printing and Binding, and Other Operating Supplies to ensure that operations will not be disrupted for the remainder of the fiscal year.
						Wholesale Groceries	(258,500.00)	
	To	Food and Nutrition Services	School Nutrition Services	5 - School Food Services & Other Ops	School Food Services	Meats	325,000.00	
						Other Operating Supplies	25,000.00	
					Other Printing & Binding	1,000.00		
70015 Total								
70113	From	Operating Fund	Technology Services	8 - Technology	Technology Services Management	Cap Addl-Tech Hardware	(35,884.48)	To provide funds for our renewals to Securly and Red Hat.
						Software/Online Charges	(720.00)	
	To	Operating Fund	Technology Services	8 - Technology	Technology Services Management	Software/Online Charges	36,604.48	
70113 Total								
70117	From	Operating Fund	Human Resources	2 - Admin, Attendance, and Health	Human Resources	Administrative Asst/ Clerical	(28,800.00)	Transferring funds to cover expenses for temporary help in vacant (Support Specialist II) position in the HR Department from Jan. 2020 thru June 2020
	To	Operating Fund	Division-Wide Human Resources	2 - Admin, Attendance, and Health	Human Resources	Clerical/Technical Temp	28,800.00	
70117 Total								
80050	From	Operating Fund	Technology Services	8 - Technology	Technology Services Management	Cap Repl-Audio Visual	(29,330.00)	For monthly billing of cell phone service for all Building Engineers, School Administrators, SLT and Department Heads.
						Comm Equip Maint & Repair	(20,000.00)	
	To	Operating Fund	Technology Services	8 - Technology	Technology Services Management	Wireless Comm Services	49,330.00	
80050 Total								
80317	From	Operating Fund	Science, Tech, Eng, and Math	1 - Instruction	Instructional Core	Dues/ Association Memberships	(1,000.00)	To fund the National Inventors Hall of Fame Camp Invention Fast Forward Program.
						FICA	(682.00)	
						Instructional Supplies	(22,158.50)	
						Medicare	(159.50)	
						Supplmt Teacher	(11,000.00)	
						Textbooks-Repl and Growth	(11,000.00)	
						8 - Technology	Instructional Core	
			Other Technology Equip <\$5000	(2,500.00)				
To	Operating Fund	Science, Tech, Eng, and Math	1 - Instruction	Instructional Core	Instructional Supplies	49,500.00		
80317 Total								
80463	From	Operating Fund	Jefferson-Houston School	1 - Instruction	Student Services	Psychologist	(65,000.00)	Transferring funds from vacant School Psychologist position to pay for temp from Maxim HealthCare.
	To	Operating Fund	Division-Wide Human Resources	1 - Instruction	Human Resources	Other Professional Services	65,000.00	
80463 Total								

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JE No	Transfer	Fund Title	Department Title	Function Group Title	Program Group Title	Object Title	Total	Comments			
80468	From	Operating Fund	School-Wide Resources	1 - Instruction	Special Education	Paraprofessional	(40,000.00)	Transferring funds to pay invoices for vacant Paraprofessional IV positions at Maxim HealthCare Services.			
	To	Operating Fund	Division-Wide Human Resources	1 - Instruction	Human Resources	Other Professional Services	40,000.00				
80468 Total											
80530	From	Operating Fund	Technology Services	1 - Instruction	Technology Services Management	Comp Equip Maint & Repair	(51,059.41)	To provide funds for the software renewals such as Pearson InfoSnap, SchoolNet, and an electrical hand truck for our Records Management Specialist at GW to move large heavy files.			
						Equipment Maint & Repair Serv	(900.00)				
						Online Computer Charges	(584.20)				
						Other Printing & Binding	(400.00)				
						Paper Supplies	(624.99)				
	To	Operating Fund	Technology Services	1 - Instruction	Technology Services Management	Office Supplies	1,924.99				
					Software Maintenance	51,643.61					
80530 Total											
80650	From	IDEA, Part B FY 2019	Specialized Instruction	1 - Instruction	Special Education	Instructional Supplies	(42,080.16)	Under the the 5619 grant the staff development account is negative.			
	To	IDEA, Part B FY 2019	Specialized Instruction	1 - Instruction	Special Education	Staff Development Services	42,080.16				
80650 Total											
80844	From	Operating Fund	Elementary School Instruction	1 - Instruction	Improvement of Instruction	FICA	(656.87)	In preparation for the summer learning program, reallocating funds. Summer learning instructional supplies, field trips, and promotional items are being ordered and will continue within the next few months. We will also be using a vendor to print and bind parent-student summer learning letters. Also allocated staff development services to pay the vendor - a consultant who will be working alongside principals in developing their master schedules for the incoming school year.			
						Medicare	(153.62)				
						Supplmt Teacher	(10,594.64)				
						Summer and Extended Learning	Admin / Clerical Intermittent		(1,206.00)		
							Counselor Intermittent		(7,961.00)		
							Course/ Event Fees		(5,405.00)		
							FICA		(3,049.37)		
							Instructional Supplies		(1,332.86)		
							Medicare		(713.16)		
							Other Operating Supplies		(200.00)		
							Paraprofessional Intermittent		(8,068.00)		
							Promotional Items		(500.00)		
							Teacher Intermittent		(24,948.41)		
							Teacher Spc/Coach Intermittent		(7,000.00)		
							5 - School Food Services & Other Ops		Summer and Extended Learning	Refreshments	(500.00)
							Secondary School Instruction		1 - Instruction	Improvement of Instruction	FICA
					Medicare	7.51					
				Supplmt Teacher	518.09						
				Instructional Core	Other Operating Supplies	36.91					
To	Operating Fund	Secondary School Instruction	1 - Instruction	Improvement of Instruction	Travel - Mileage	200.00					
				Instructional Core	Other Printing & Binding	3,500.00					
					Staff Development Services	8,000.00					
				Summer and Extended Learning	Course/ Event Fees	10,321.04					
					FICA	632.40					
					Instructional Supplies	10,000.00					
					Medicare	147.90					
					Other Operating Supplies	19,882.22					
					Promotional Items	10,000.00					
					Teacher Intermittent	10,200.00					
80844 Total											

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JE No	Transfer	Fund Title	Department Title	Function Group Title	Program Group Title	Object Title	Total	Comments
90021	From	Operating Fund	Technology Services	8 - Technology	Technology Services Management	Comm Equip Maint & Repair	(9,149.71)	To provide funds for our Atlantech monthly billing PO for VIOP phone service and for monthly billing for professional services such as Network Consulting.
						Comp Equip Maint & Repair	(43,936.26)	
						Computer Network Services	(9,000.00)	
						Other Professional Services	(5,502.06)	
						Software/Online Charges	(5,502.06)	
	To	Operating Fund	Technology Services	8 - Technology	Technology Services Management	Other Professional Services	26,690.09	
					Telecommunications	46,400.00		
90021 Total								
90222	From	Operating Fund	Educational Facilities	4 - Operations and Maintenance	Operations and Maintenance	Equipment Maint & Repair Serv	(60,000.00)	To fund HVAC, Electrical & Plumbing issues for the remainder of FY20. These projects are starting as soon as Spring Break and we would like to have the funding in place ahead of time.
						Janitorial Supplies	(17,000.00)	
						Other Professional Services	(55,000.00)	
						Staff Development Services	(20,000.00)	
	To	Operating Fund	Educational Facilities	4 - Operations and Maintenance	Operations and Maintenance	Electrical Repair & Services	30,000.00	
						HVAC Maint Contract	75,000.00	
						Plumbing Repair & Services	30,000.00	
						Roofing Repair & Services	10,000.00	
						Windows/Glass Repair & Install	7,000.00	
	90222 Total							
90331	From	Operating Fund	Specialized Instruction	1 - Instruction	Special Education	Management Services	(6,805.00)	To cover expenses for ALC Schools for October 2019 to February 2020 and ZUM for January and February 2020.
						Professional Temp	(21,195.00)	
	To	Operating Fund	Specialized Instruction	1 - Instruction	Special Education	Public Carriers	28,000.00	
90331 Total								
90337	From	Operating Fund	Technology Services	1 - Instruction	Technology Services Management	Cap Addl-Tech Hardware	(23,163.62)	Funds for additional Kajeets for students without internet for Distance Learning during COVID-19 and for Zoom licenses being used by staff and students.
						Computer Network Services	(2,073.13)	
						Office Supplies	(1,439.81)	
						Online Computer Charges	(287.75)	
						Postal Services	(6,440.65)	
						Software Maintenance	(9.00)	
						Telecommunications	(91.12)	
	Travel - Conf/Other Educ	(5,162.91)						
	To	Operating Fund	Technology Services	1 - Instruction	Technology Services Management	Comm Equip Maint & Repair	31,167.99	
						Software/Online Charges	7,500.00	
90337 Total								

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JE No	Transfer	Fund Title	Department Title	Function Group Title	Program Group Title	Object Title	Total	Comments
90341	From	Operating Fund	Educational Facilities	1 - Instruction	Operations and Maintenance	Cap Repl-Furniture and Fixt	(180,000.00)	To fund Fencing, Electrical, Sign, & HVAC Projects for the remainder of FY20. Also, to fund the Cleaning of the Old Patrick Henry School. These funds are being transferred from the Furniture account, due to Schools being closed for the remainder of the year we will be doing our furniture orders in the summer once FY21 funding becomes available
						Non CIP Construction Projects	(19,492.51)	
	To	Operating Fund	Educational Facilities	1 - Instruction	Operations and Maintenance	Cleaning Services	19,492.51	
						Electrical Repair & Services	14,000.00	
						Fencing Repair & Installation	24,000.00	
						Flooring Repair & Installation	12,000.00	
						HVAC Maint Contract	127,500.00	
Signs	2,500.00							
90341 Total								
90367	From	Operating Fund	Specialized Instruction	1 - Instruction	Special Education	Professional Temp	(35,000.00)	To pay for final invoices for yellow cab.
	To	Operating Fund	Specialized Instruction	1 - Instruction	Special Education	Public Carriers	35,000.00	
90367 Total								
Grand Total								