

BOARD MEMO

Date: May 01, 2020

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 Cindy Anderson, Chair, and
Members of the Alexandria City School Board

TOPIC: Preliminary FY 2020 Monthly Financial Report for the fiscal year-to-date period ending February 29, 2020

ACPS 2020 STRATEGIC PLAN GOAL:

Goal 6: Effective and Efficient Operations

SY 2019-2020 FOCUS AREA:

Focus Area 2: Budget Process

Focus Area 5: Strategic Plan

FY 2020 BUDGET PRIORITY:

Communications and Customer Service for External Stakeholders

Communications and Customer Service for Internal Stakeholders

SUMMARY: Preliminary year- to-date report of revenue and expenditures as of February 29, 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 2020 final budget as adopted by the School Board on June 06, 2019, the revised budget of record as of February 29, 2020 including all adjustments and transfers, all actual revenue earned and expenditures incurred as of February 29, 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.

A separate report showing all budget transfers exceeding \$25,000 for the reporting month is attached. There are seven budget transfers meeting this criterion in February. Operating Funds were transferred within Technology Services for monthly billing of cell phone service for staff, software renewals (such as Pearson InfoSnap, SchoolNet), and electrical hand truck at George Washington, within STEM for instructional supplies to support the National Inventors Hall of Fame Camp Invention Fast Forward Program, from Jefferson-Houston and School-wide Resources to Division-wide Human Resources for temporary staffing services, and from Elementary School Instructions to Secondary School Instructions to realign funds in preparation for the summer learning program.

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Grant funds for IDEA, Part B FY 2019 were transferred within Specialized Instruction for staff development services.

RECOMMENDATION: The Superintendent recommends the School Board accept the Preliminary FY 2020 Monthly Financial Report for the fiscal year-to-date period ending February 29, 2020.

IMPACT: These reports help inform the Board and the public on ACPS financial activities through February 29, 2020.

ATTACHMENTS:

1. Preliminary FY 2020 Monthly Financial Report for the fiscal year-to-date period ending February 29, 2020
2. FY 2020 Monthly Budget Transfer Over \$25,000 Report, February 2020

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