

# Alexandria City Public Schools Budget Transfer Report

**Second Quarter  
FY 2021**

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 104 budget transfers have been processed during the second quarter (Q2) of FY 2021, as shown in the table here.

In this Q2 of FY 2021, the number of budget transfers decreased by 42.2 percent compared to the same quarter last year (Q2 FY 2020). 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 tables shows the distribution of budget transfers by quarter for FY 2014 through FY 2021.

PERIOD	FY 2018	FY 2019	FY 2020	FY 2021
Q1	111	159	202	114
Q2	144	154	180	104
Q3	179	258	225	
Q4	297	300	132	
<b>YTD Total</b>	<b>731</b>	<b>871</b>	<b>607</b>	<b>114</b>

PERIOD	FY 2014	FY 2015	FY 2016	FY 2017
Q1	231	177	209	171
Q2	236	178	186	135
Q3	271	244	224	236
Q4	589	376	443	376
<b>YTD</b>	<b>1,327</b>	<b>975</b>	<b>1,062</b>	<b>918</b>

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 Q2 of FY 2021 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 2021 and Fiscal Period Between 04 and 06**

JE No	Transfer	Fund Title	Department Title	Function Group Title	Program Group Title	Object Title	Total	Comments		
40018	From	Operating Fund	Educational Facilities	Ed Facilities Building	Maintenance and Operations	Flooring Repair & Installation	(25,000.00)	To fund monthly elevator contract		
	To					Elevators and Lifts Repair	25,000.00			
<b>40,018 Total</b>							-			
40091	From	Operating Fund	Division-Wide Human Resources	Classroom Instruction	Elementary Core	Teacher Substitutes	(156,547.46)	To pay for Virginia Employment Commission Unemployment Tax Insurance		
	To			Personnel Services		Human Resources Management	156,547.46			
<b>40,091 Total</b>							-			
40280	From	Title I, Part A FY 2020	Jefferson-Houston School	Classroom Instruction	Elementary Core	FICA	(6,383.58)	To buy supplies for students during virtual and in school learning		
						Medicare	(840.43)			
	Supplmt Teacher					(25,800.00)				
	To					Instructional Supplies	33,024.01			
<b>40,280 Total</b>							-			
40305	From	Food and Nutrition Services	School Nutrition Services	School Nutrition Services	Food Services	Wholesale Groceries	(75,000.00)	Additional funds needed in other operating supplies		
	To					Other Operating Supplies	75,000.00			
<b>40,305 Total</b>							-			
50088	From	Operating Fund	Technology Services	Tech Management and Admin	Technology Services Management	Comp Equip Maint & Repair	(73,700.95)	For school division's Microsoft renewal license used by our students		
	To			Tech Instructional Support		Software/Online Charges	73,700.95			
<b>50,088 Total</b>							-			
50205	From	Operating Fund	Technology Services	Tech Instructional Support	Technology Services Management	Cap Repl-Tech Hardware	(206,472.10)	Funds will be used for printing and to purchase learning packets/kits to support literacy, art, athletics, and K-5 learning		
	To			Instructional Support		Classroom Instruction	Art		Instructional Supplies	75,799.01
						Div-Wide Athletics - Boys	Athletic Supplies		2,744.00	
						Elementary Core	Instructional Supplies		11,204.00	
						Reading	Instructional Supplies		17,392.59	
						Information Services	Elementary Core		Other Printing & Binding	72,705.50
Internal Print Shop	26,627.00									
<b>50,205 Total</b>							-			
50229	From	Title III, Imm/Youth FY 2021	English Learner Services	Classroom Instruction	English Learner Services	Instructional Supplies	(29,390.78)	For staff professional development		
	To			Improvement of Instruction		Staff Development Services	29,390.78			
<b>50,229 Total</b>							-			
50235	From	Operating Fund	T.C. Williams Athletics	Classroom Instruction	Other Student Activities	Supplmt Teacher	(2,680.00)	For department chair stipends		
			T.C. Williams Minnie Howard		Secondary Core	Supplmt Teacher	(25,430.00)			
	To		Other Student Activities		Supplmt Teacher	28,110.00				
<b>50,235 Total</b>							-			
50238	From	Operating Fund	T.C. Williams King St Campus	Classroom Instruction	Other Student Activities	Supplmt Teacher	(26,010.00)	For department chair stipends		
	To				Secondary Core	Supplmt Teacher	26,010.00			
<b>50,238 Total</b>							-			
60075	From	Operating Fund	Specialized Instruction	Classroom Instruction	Visually Impaired	Professional Temp	(25,000.00)	For instructional material to support special education		
	To				Other Special Education	Instructional Supplies	25,000.00			
<b>60,075 Total</b>							-			

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60150	From	Operating Fund	Division-Wide Human Resources	Classroom Instruction	Elementary Core	Teacher Substitutes	(26,000.00)	For TalentEd Records - Professional and Applicant Tracking
	To				Human Resources Management	Other Professional Services	26,000.00	
<b>60,150 Total</b>							-	
60194	From	CARES Act	English Learner Services	Classroom Instruction	English Learner Services	Instructional Supplies	(2,092.86)	To help pay for Language Line used for over-the-phone interpretation
	To			Library and Media Services		Software/Online Charges	(26,167.34)	
				Classroom Instruction		Translation Services	28,260.20	
<b>60,194 Total</b>							-	
60209	From	Operating Fund	Technology Services	Tech Instructional Support	Technology Services Management	Cap Addl-Tech Hardware	(100,000.00)	To fund 2,884 chromebooks for students
	To					Software/Online Charges	(216,145.22)	
				Telecommunications		(195,172.68)		
				Software/Online Charges		(104,001.00)		
	Tech Management and Admin			Cap Repl-Tech Hardware		615,318.90		
Tech Instructional Support								
<b>60,209 Total</b>							-	
<b>Grand Total</b>							-	