

**BOARD MEMO**

Date: December 17, 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 2021 Monthly Financial Report for the fiscal year-to-date period ending October 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 October 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 October 31, 2020 including all adjustments and transfers, all actual revenue earned and expenditures incurred as of October 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 October. Operating Funds were transferred within Educational Facilities to pay for monthly elevator contract and within Division-wide Human Resources to pay for unemployment tax insurance.

Grant Title I Part A Funds were transferred within Jefferson-Houston to pay for instructional material to support virtual and in-school learning.

School Nutrition Funds were transferred within School Nutrition Services for other operating supplies to support nutrition.

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

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

**ATTACHMENTS:**

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

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