

**BOARD MEMO**

Date: November 10, 2022  
For ACTION   
For INFORMATION \_\_\_\_\_  
Board Agenda: Yes   
No \_\_\_\_\_

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

**THROUGH:** Melanie Kay-Wyatt, Ed.D., Interim Superintendent of Schools

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

**TOPIC:** Preliminary FY 2023 Monthly Financial Report for the fiscal year-to-date period  
ending September 30, 2022

**ACPS 2025 STRATEGIC PLAN GOAL:**

Goal 4: Strategic Resource Allocation

**SY 2022-2023 FOCUS AREA:**

Strategic Plan Implementation

**FY 2023 BUDGET PRIORITY:**

Special Instruction Evaluation Implementation as a part of the Strategic Plan

Staff Evaluations

K-4 Literacy

Equitable TAG Identification of Black and Hispanic Students

Address Chronic Absenteeism & High School Graduation Rate Among Hispanic Male Students

Social and Emotional Supports for Students

Expand Access and Improve Quality of Out of School Learning

Implementation of Customer Relationship Management System

Development of a Comprehensive ACPS Communication Plan

Expand Cultural Competency Training to ACPS Families

**SUMMARY:**

Preliminary year- to-date report of revenue and expenditures as of September 30, 2022.

**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 2023 Final Budget as adopted by the School Board on June 02, 2022, the revised budget of record as of September 30, 2022 including all

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adjustments and transfers, all actual revenue earned and expenditures incurred, 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 11 budget transfers meeting this criterion in September. Funds were transferred within schools and/or departments for the following reasons:

### Operating Fund

- Within Facilities and Operations to pay for Havtech HVAC services
- Within the Communications Office to provide temporary staffing support
- Within Technology Services for software/online charges to support Alexandria City High School's online learning
- From Humanities and Curriculum Design and Instructional Services to Humanities to purchase Spanish textbooks

### Grant and Special Projects

- Within Ferdinand T. Day's Title I Part A Grant for fund literacy lab
- Within William Ramsay's Title I Part A Grant for instructional supplies and technology equipment
- Within Instructional Supports' ESSER II Grant to pay for Virtual Virginia and Imagine Learning tuition fees
- From Technology Services and Financial Services Departments to various Departments/Offices' ESSER III Grant to provide employee bonus payments for employees who are on ESSER contract, to purchase capital audio and visuals, and to provide intermittent pay
- Within Facilities and Operations' ESSER II Grant for HVAC services

### RECOMMENDATION:

The Interim Superintendent recommends that the School Board accept the Preliminary FY 2023 Monthly Financial Report for the fiscal year-to-date period ending September 30, 2022.

### IMPACT:

These reports help inform the Board and the public on ACPS financial activities through September 30, 2022.

### ATTACHMENTS:

1. Preliminary FY 2023 Monthly Financial Report for the fiscal year-to-date period ending September 30, 2022
2. FY 2023 Monthly Budget Transfer Over \$25,000 Report, September 2022

### CONTACT:

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