

# Alexandria City Public Schools Budget Transfer Report

**First 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 114 budget transfers have been processed during the first quarter (Q1) of FY 2021, as shown in the table here.

In this Q1 of FY 2021, the number of budget transfers decreased by 77.2 percent compared to the same quarter last year (Q1 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	
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 Q1 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 01 and 03**

JE No	Transfer	Fund Title	Department Title	Function Group Title	Program Group Title	Object Title	Total	Comments		
10023	From	Operating Fund	Adult Education	Classroom Instruction	EL Adult Education	Public Carriers	(5,000.00)	Consulting services to support re-opening planning.		
			AVID/College Readiness		AVID Adv Via Ind Determination	Travel - Conf/Other Educ	(5,000.00)			
			Career and Technical Education		Vocational Mgmt and Admin	Textbooks-Repl and Growth	(5,000.00)			
			Chief Academic Officer	Improvement of Instruction	Improvement of Instruction-Reg	Staff Development Services	(10,000.00)			
				School Nutrition Services		Refreshments	(10,000.00)			
			English Learner Services	Classroom Instruction	Elementary Dual Language	Staff Development Services	(5,000.00)			
						Textbooks-Repl and Growth	(2,000.00)			
			Humanities	Classroom Instruction	Band	Testing & Evaluation	(3,000.00)			
						Uniforms & Wearing Apparel	(10,000.00)			
						Textbooks-Repl and Growth	(5,000.00)			
			Literacy		English Language Arts	Consumable Texts	(5,000.00)			
						Staff Development Services	(5,000.00)			
			Science, Tech, Eng, and Math		Mathematics	Instructional Supplies	(5,000.00)			
						Science	Equipment Maint & Repair Serv		(5,000.00)	
			Talent Development	Improvement of Instruction	Improvement of Instruction-Reg	Staff Development Services	(5,000.00)			
						Travel - Conf/Other Educ	(5,000.00)			
	Talented and Gifted Programs		Talented & Gifted Programs	Travel - Conf/Other Educ	(5,000.00)					
To		Chief Academic Officer	Executive Administration	Improvement of Instruction-Reg	Management Services	100,000.00				
<b>10,023 Total</b>							-			
10130	From	Operating Fund	Technology Services	Purchasing Services	Technology Services	Cap Addl-Furniture and Fixt	(500.00)	To provide payment for Barracuda Essentials software.		
						School Nutrition Services	Management		Refreshments	(1,000.00)
						Tech Classroom Instruction			Cap Repl-Audio Visual	(11,491.48)
									Cap Repl-Tech Hardware	(11,491.48)
									Computer Network Services	(11,491.48)
									Software/Online Charges	(19,969.44)
									Cap Addl-Audio Visual	(11,491.48)
						Tech Instructional Support			Audiovisual Supplies <\$5000	(11,491.48)
									Cap Addl-Tech Hardware	(39,938.87)
									Cap Repl-Tech Hardware	(11,491.48)
									Comm Equip Maint & Repair	(11,491.48)
									Online Computer Charges	(11,491.48)
									Other Professional Services	(11,491.48)
									Software/Online Charges	(19,969.44)
									Telecommunications	(11,491.48)
						Tech Management and Admin			Comp Equip Maint & Repair	(11,491.48)
									Lease/Rent - Equipment	(11,491.48)
									Office Supplies	(1,000.00)
									Other Operating Supplies	(11,491.48)
									Other Professional Services	(11,491.48)

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JE No	Transfer	Fund Title	Department Title	Function Group Title	Program Group Title	Object Title	Total	Comments	
						Paper Supplies	(2,000.00)		
						Software Maintenance	(11,491.48)		
						Travel - Conf/Other Educ	(5,000.00)		
						Travel - Mileage	(2,000.00)		
						Uniforms & Wearing Apparel	(500.00)		
	To					Software/Online Charges	264,249.95		
<b>10,130 Total</b>							-		
10176	From	Local Miscellaneous Funds	Non Department	Non Function	Non Program	Appropriations	(15,005.00)	Grant carryover balance to Fund 2299/LM062 to 2299/LM043.	
	To					Other Local Funds	(15,005.00)		
			School Nutrition Services	School Nutrition Services	Food Services	Estimated Revenues	15,005.00		
						Cap Addl-Food Service	11,005.00		
						Other Maint. Repairs/Supplies	4,000.00		
<b>10,176 Total</b>							-		
10216	From	Operating Fund	Technology Services	Tech Classroom Instruction	Technology Services Management	Cap Repl-Audio Visual	(10,908.59)	To provide laptops for staff.	
	To			Tech Instructional Support		Cap Addl-Audio Visual	(23,508.52)		
					Cap Addl-Tech Hardware	34,417.11			
<b>10,216 Total</b>							-		
10225	From	Operating Fund	AVID/College Readiness	Classroom Instruction	AVID Adv Via Ind Determination	Travel - Conf/Other Educ	(30,146.00)	Virtual training for AVID schoolwide implementation at partnering schools across the United States.	
	To					Staff Development Services	30,146.00		
<b>10,225 Total</b>							-		
20013	From	Operating Fund	Technology Services	Tech Instructional Support	Technology Services Management	Comm Equip Maint & Repair	(11,689.48)	To provide tablets for K-1st grade students to use during virtual learning.	
	To			Tech Management and Admin		Comp Equip Maint & Repair	(85,435.00)		
						Lease/Rent - Equipment	(138,180.52)		
						Other Professional Services	(85,435.00)		
			Tech Instructional Support	Cap Repl-Tech Hardware	320,740.00				
<b>20,013 Total</b>							-		
20025	From	Operating Fund	Science, Tech, Eng, and Math	Classroom Instruction	Science	Instructional Supplies	(25,000.00)	To purchase Science Fusion software.	
	To			Tech Classroom Instruction		Supplmt Teacher	(8,307.34)		
					Software/Online Charges	33,307.34			
<b>20,025 Total</b>							-		
20146	From	Title II, Part A FY 2020	Talent Development	Improvement of Instruction	Improvement of Instruction-Reg	Travel - Conf/Other Educ	(30,000.00)	Grant carryover balance.	
	To					Other Professional Services	30,000.00		
<b>20,146 Total</b>							-		
20167	From	Operating Fund	Science, Tech, Eng, and Math	Classroom Instruction	Mathematics	Instructional Supplies	(90,839.00)	For expansion of grades k-2 licenses.	
	To			Tech Classroom Instruction		Staff Development Services	6,380.00		
						Software/Online Charges	84,459.00		
<b>20,167 Total</b>							-		
20203	From	Operating Fund	Division-Wide Human Resources	Classroom Instruction	Elementary Core	Teacher Substitutes	(600,000.00)	For Zoom licenses, kajeets, and Comcast sponsorship.	
	To					Middle Core	Teacher Substitutes		(100,000.00)
						Secondary Core	Teacher Substitutes		(163,000.00)
			Technology Services	Tech Instructional Support	Technology Services Managment	Software/Online Charges	63,000.00		
					Telecommunications	800,000.00			
<b>20,203 Total</b>							-		
20246	From	Operating Fund	Career and Technical Education	Classroom Instruction	Vocational Mgmt and Admin	Other Professional Services	(3,000.00)	For online subscription software	

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						Textbooks-Repl and Growth	(24,000.00)	including Whitebox (Technology Ed), Labster (Health & Medical Sciences Academy), Adobe (TV Production, Media and Photography) Cengage (Cosmetology), etc.
						Travel - Conf/Other Educ	(9,000.00)	
					Automotive Service Technology	Environmental Services	(1,500.00)	
				Improvement of Instruction	Vocational Mgmt and Admin	Postal Services	(50.00)	
						Refreshments	(1,000.00)	
						Travel - Mileage	(500.00)	
	To			Classroom Instruction		Software/Online Charges	39,050.00	
<b>20,246 Total</b>							-	
30091	From	Operating Fund	Literacy	Classroom Instruction	English Language Arts	Consumable Texts	(44,486.14)	For word study grades 2-5.
	To			Tech Classroom Instruction		Software/Online Charges	44,486.14	
<b>30,091 Total</b>							-	
30204	From	Operating Fund	Division-Wide Human Resources	Personnel Services	Human Resources Management	Supplmt Teacher	(55,000.00)	To support compensation study.
	To			Classroom Instruction		Other Professional Services	55,000.00	
<b>30,204 Total</b>							-	
30299	From	Operating Fund	Ferdinand T Day ES	Classroom Instruction	Extended Learning Opport	Supplmt Teacher	(30,000.00)	For tutors to support benchmark assessments and intervention.
	To					Other Professional Services	30,000.00	
<b>30,299 Total</b>							-	
30308	From	Operating Fund	Technology Services	Tech Classroom Instruction	Technology Services Management	Computer Network Services	(26,086.44)	For PowerSchool annual renewal.
	To			Tech Management and Admin		Software Maintenance	26,086.44	
<b>30,308 Total</b>							-	
30342	From	Operating Fund	Safety & Security Services	Ed Facilities Management	Safety Health Risk Management	FICA	(1,965.33)	To provide temporary staffing support to support the Office of Safety & Security.
						Medicare	(459.58)	
						VRS RHIC	(404.65)	
						VRS Group Life Insurance	(156.19)	
						Hospital/Medical Plans	(7,468.53)	
						Dental Insurance	(290.12)	
						ICMA Defined Contribution	(399.80)	
						LT Disability Ins- Hybrid	(52.63)	
						VRS Benefits Hybrid Plan	(5,055.00)	
						Short-Term Disability - Hybrid	(62.46)	
						Other Technical/ Analyst	(33,548.18)	
	To					Clerical/Technical Temp	49,862.47	
<b>30,342 Total</b>							-	
30412	From	Title I, Part A FY 2020	John Adams ES	Classroom Instruction	Elementary Core	Travel - Conf/Other Educ	(2,299.00)	To purchase instructional material for students and teachers.
						Course/ Event Fees	(2,735.00)	
				Improvement of Instruction		Internal Print Shop	(3,000.00)	
					Improvement of Instruction-Reg	FICA	(929.07)	
						Medicare	(217.28)	
						Teacher Substitutes	(13,838.65)	
				Pupil Transp Operations	Elementary Core	Public Carriers	(3,090.00)	
	To			Classroom Instruction		Instructional Supplies	23,810.00	
				Tech Classroom Instruction		Software/Online Charges	2,299.00	
<b>30,412 Total</b>							-	
30452	From	Operating Fund	T.C. Williams King St Campus	Classroom Instruction	Health and Medical Science	FICA	(3,368.46)	To provide instructional services to support the
						Medicare	(787.88)	

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						VRS RHIC	(657.40)	Medical Health Sciences Program
						VRS Group Life Insurance	(318.89)	
						Teacher	(54,329.90)	
						ICMA Defined Contribution	(543.30)	
						LT Disability Ins- Hybrid	(75.16)	
						VRS Benefits Hybrid Plan	(8,486.32)	
						Short-Term Disability - Hybrid	(44.69)	
	<b>To</b>					Instructional Services	68,612.00	
<b>30,452 Total</b>							-	
<b>Grand Total</b>							-	