

BOARD MEMO

Date: July 11, 2024

For ACTION

For INFORMATION

FROM: Dominic B. Turner, Chief Financial Officer

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

TO: The Honorable Michelle Rief, Chair, and
Members of the Alexandria City School Board

TOPIC: Delegation of Authority for Financial Functions

ACPS 2025 STRATEGIC PLAN GOAL:
Goal 4: Strategic Resource Allocation

SY 2024-2025 PRIORITY AREA:
N/A

FY 2024 BUDGET PRIORITY:
N/A

SUMMARY:
The attached motion delegates authority to specific staff positions to perform financial functions on behalf of the School Board and is adopted at the School Board Organizational Meeting.

Adoption of the Delegation of Authority for Financial Functions will provide appropriate authorizations to ACPS staff positions to perform their duties in financial management and procurement. Upon adoption, this delegation of authority will become effective immediately.

BACKGROUND:
The Code of Virginia allows School Boards to delegate their authority to staff members holding specific positions as Agents of the School Board to perform certain financial functions. ACPS policies also have additional provisions for the delegation of School Board authority.

RECOMMENDATION:
The Superintendent recommends that the School Board approve the Delegation of Authority for Financial Functions.

IMPACT:
Adoption of this motion will provide appropriate authorizations to ACPS staff positions to

BOARD MEMO

perform their duties in financial management and procurement.

ATTACHMENTS:

1. Motion to Approve delegation of authority for Financial Functions

REFERENCES:

N/A

CONTACT: Dominic B. Turner, dominic.turner@acps.k12.va.us