

BOARD MEMO

Date: June 20, 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: Preliminary FY 2024 Monthly Financial Report for the fiscal year-to-date period
ending May 31, 2024

ACPS 2025 STRATEGIC PLAN GOAL:

Goal 4: Strategic Resource Allocation

SY 2023-2024 FOCUS AREA:

All

FY 2024 BUDGET PRIORITY:

All

SUMMARY:

Preliminary year- to-date report of revenue and expenditures as of May 31, 2024.

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 2024 Final Budget as adopted by the School Board on June 01, 2023, the revised budget of record as of May 31, 2024 including all 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 26 budget transfers meeting this criterion in May. Funds were transferred within schools and/or departments for the following reasons:

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Operating Fund

- Within STEM to purchase Simple Machines Kits and Microbits Project
- Within Humanities to fund social studies textbooks, buses for PBL celebration, refreshments for events, fine arts software/online charges, and account code adjustment
- Within Accountability and Research for student test result printing services
- Within Facilities and Operations to fund division-wide services and repairs such as electrical, cleaning, plumbing, roofing, HVAC maintenance, and other miscellaneous repairs
- Within Division-wide Human Resources for worker's compensation
- Within Student Services to pay for teacher staff development, PBL Partner Summit, and compensation for staff to support re-registration
- Within Patrick Henry for Bookworms professional development
- Within Specialized Instruction to renew Creative Curriculum Cloud subscription
- Within George Washington to purchase radios and radio batteries
- Within Pupil Transportation for public carriers and fuel

Grant and Special Projects Fund

- Within ESSER III Grant to Student Services for psychological and psycho-educational student evaluations
- Within Title I Part A Grant to Title I Programs for summer learner backpacks
- Within ESSER III Grant Funds to Technology Services and Samuel W. Tucker for overtime and technology hardware
- Within Title II Part A Grant to Instructional Support to match OMEGA application
- Within GoVirginia Career Investigation Grant to Career and Technical Education for contract services
- Within ESSER III Grant to various schools for SPED professional temporary services
- Within ESSER III Grant to various offices and schools for teacher intermittent pay, Middle School Athletics' uniforms, Power School, and technology hardware
- Within ESSER III Grant to Instructional Support for Summer Learning materials, services, and curriculum writing stipends
- Within ESSEER III Grant to Technology Services for teacher and student devices

School Nutrition Fund

- Within School Nutrition Services to purchase additional fresh produce, wholesale groceries, meats, and other supplies to cover the remaining school year

RECOMMENDATION:

The Superintendent recommends that the School Board accept the Preliminary FY 2024 Monthly Financial Report for the fiscal year-to-date period ending May 31, 2024.

IMPACT:

These reports help inform the Board and the public on ACPS financial activities through May 31, 2024.

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ATTACHMENTS:

1. Preliminary FY 2024 Monthly Financial Report for the fiscal year-to-date period ending May 31, 2024
2. FY 2024 Monthly Budget Transfer Over \$25,000 Report, May 2024

CONTACT:

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