

**BOARD MEMO**

Date: April 25, 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 February 29, 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 February 29, 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 February 29, 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 14 budget transfers meeting this criterion in February. Funds were transferred within schools and/or departments for the following reasons:

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### Operating Fund

- Within Specialized Instruction for Medicaid software renewal
- Within Pupil Transportation for vehicle maintenance and repair
- Within Technology Services for Ugam support and leasing of watercooler system
- Within Facilities and Operations for building rental at CFC and maintenance shop, roofing repairs, plumbing repairs, and fire equipment repairs

### Grant and Special Projects Fund

- Within ESSER III Grant Funds to the Office of School, Business and Community Partnerships for volunteer background check system, ParentSquare application, professional temp, and consumable texts
- Within Perkins V Grant Funds to Career and Technical Education for professional development
- Within ESSER III Grant Funds to Specialized Instruction to cover deficits in teacher salaries and benefits
- Within ESSER III Grant Funds to Communications to cover deficits in position benefits
- Within ESSER III Grant Funds to Samuel W. Tucker, International Academy, and Curriculum Design and Instructional Services to cover deficits in position salaries and benefits
- Within ESSER III Grant Funds to English Learner Services for testing and evaluation to support family registration
- Within ESSER III Grant Funds to Student Services for psychological testing services and overtime

### **RECOMMENDATION:**

The Superintendent recommends that the School Board accept the Preliminary FY 2024 Monthly Financial Report for the fiscal year-to-date period ending February 29, 2024.

### **IMPACT:**

These reports help inform the Board and the public on ACPS financial activities through February 29, 2024.

### **ATTACHMENTS:**

1. Preliminary FY 2024 Monthly Financial Report for the fiscal year-to-date period ending February 29, 2024
2. FY 2024 Monthly Budget Transfer Over \$25,000 Report, February 2024

### **CONTACT:**

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