

City of Alexandria, Virginia

MEMORANDUM

DATE: FEBRUARY 22, 2012

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: RASHAD M. YOUNG, CITY MANAGER

SUBJECT: CONSIDERATION OF AUTHORIZATION OF RECOMMENDED CAPITAL PROJECT ALLOCATIONS

ISSUE: City Council consideration of Alexandria City Public Schools (ACPS) capital project transfers and authorization of capital project allocations and planned expenditures.

RECOMMENDATION: That City Council:

1. Receive the report from Alexandria City Public Schools on actions taken by the School Board regarding their Capital Improvement Program (Attachment 1); and
2. Authorize \$6,359,412 for capital project allocations as detailed in the ACPS Financial report (Attachment 2).

DISCUSSION: In September 2011, ACPS undertook a review of their Capital Improvement Plan (CIP) expenditures after concerns were raised by ACPS staff about certain ACPS capital projects and the associated expenses. That report recommended a number of changes be made to ACPS procedures concerning the review of their CIP expenditures. In addition, the review determined that several projects had incurred costs that were in excess of the authorized budget. This was the result of approximately \$4.1 million in vendor invoices that had not been processed for payment. The increased costs were primarily for the modular classrooms at James K. Polk Elementary School ("Polk") and a classroom addition at Charles Barrett Elementary School ("Barrett"). This review resulted in the need for budget transfer and additional capital allocation requests.

PROJECT BUDGET TRANSFERS

Once ACPS staff determined the extent of unpaid invoices, they identified other projects that could be scaled back or combined. Making these transfers allowed ACPS to make additional budget contributions to the Polk and Barrett projects. The School Board authorized transfers between projects to keep the CIP budget in balance. City Council has received smaller dollar value transfers from ACPS in the past as part of the City's capital allocation process.

The following table summarizes the transfers that ACPS determined should be made:

Project	Projects receiving transfers of budget authority	Projects with reductions to budget authority
Charles Barrett	\$1,422,713	----
James K. Polk	\$1,154,923	----
John Adams	----	(\$553,393)
Mount Vernon	----	(\$708,362)
Patrick Henry	\$238,033	----
Samuel Tucker	----	(\$564,775)
TC Williams Minnie Howard Campus	----	(\$308,974)
William Ramsey	----	(\$354,146)
Project Net	----	(\$326,019)

Source: Attachment 1, pgs. 17-20, Column 5

CAPITAL ALLOCATION REQUEST

Most school capital projects are completed in the summer months, and most school capital allocation requests are made in June. These requests are usually included in the City's monthly capital allocation report. For FY 2012, \$15.6 million of the school's \$22 million CIP allocation was requested in June. Because the remaining \$6.4 million allocation requests are linked to the transfers discussed above, staff felt that they should be presented as separate docket items. The allocations currently being requested total \$6.4 million and represent the remaining balance of the FY 2012 approved ACPS CIP budget.

The ACPS report notes that, upon completion of the ACPS audit of invoices and this allocation, certain ACPS projects may still need transfers to allocate funds for authorized bills still under review. If this occurs, additional projects may be combined or deferred.

The ACPS reports indicate that another \$1 million in invoices are under review, and transfers may need to be made to accommodate these new payments. At this time, ACPS has indicated that the following projects may require reductions in budget authority to pay these invoices (Column T in Attachment 2):

1. Vehicles: \$362,899
2. System-wide project: \$644,195
3. George Washington parking lot repaving: \$415,573

FISCAL IMPACT: Upon completion of these transfers and allocations, the ACPS overall capital project plan will remain balanced in total. To the extent that projects have been eliminated to pay for these invoices, there would be no impact on the ACPS Capital Project CIP. ACPS will need to continue to evaluate their priorities in their FY 2013 Proposed Budget for projects that are deferred or delayed.

ATTACHMENTS: Attachment 1– ACPS Board CIP Review and Budget Transfer Request
Attachment 2 – ACPS Financial Allocation Request

STAFF:

Laura B. Triggs, Acting Chief Financial Officer

Morgan Routt, Acting Director, Office of Management and Budget

City of Alexandria, Virginia
BUDGET TRANSFER OF APPROPRIATIONS REQUEST

FUND SOURCE
 General _____
 Revenue Sharing _____
 Capital Projects ☒
 Grants _____
 Other _____

Department: Educational Facilities Date: 2/1/12

Division: 1-2079 Alexandria City Public Schools

THE FOLLOWING TRANSFER IS REQUESTED:

FROM: Please see attached Board memo # ACPS-090-11-12

Index Code	Sub-Object	Sub-Object Title	Transaction Code	Amount	Balance

TO:

Index Code	Sub-Object	Sub-Object Title	Transaction Code	Amount	Balance

Will the balance in the accounts from which the transfer is made suffice for the balance of the fiscal year? Yes ☐ No ☐

Balance Verified: OMB _____ Finance _____
 By _____ Date _____ By _____ Date _____

REASON FOR REQUEST:

Please see attached, pages 17-20, columns "R" & "S"
Board approved on January 24, 2012

Approval Requested: M B Byers Date 2/1/12
 Department Director Signature



Disapproved ☐
 Approved ☐

Director, Office of Management & Budget

Date _____

Disapproved ☐
 Approved ☐

Director, Finance Department

Date _____

White-Finance Yellow-Dept. Pink-OMB

**AGENDA**

TYPE: Called Meeting/Work Session

DATE: 1/24/2012 **TIME:** 6:00 PM **CODE:**

LOCATION: School Board Meeting Room

Call to Order

- | | |
|---|-------------|
| 1. Call to Order | Info |
| 2. Closed Meeting and Certification of Closed Meeting | Info/Action |

Adoption of Meeting Agenda

- | | |
|---|--------|
| 3. Adoption of January 24, 2012 Called Meeting Agenda | Action |
|---|--------|

Old Business & Action Items

- | | |
|---------------------------------|--------|
| 4. Approve CIP Budget Transfers | Action |
|---------------------------------|--------|

Consent Calendar**Adjournment**

- | | |
|----------------|--------|
| 5. Adjournment | Action |
|----------------|--------|

Work Session

- | | |
|--|------|
| 6. Revenue Overview: Operating Fund; Grants and Special Projects Fund; School Nutrition Fund | Info |
| 7. Our Students: Enrollment projections and elementary homeroom staffing | Info |

Closed Meeting & Certification of Closed Meeting (if needed)

Print

Date: January 20, 2012

For ACTION X

For INFORMATION

Board Agenda: Yes X
No

FROM: Margaret Barkley Byess, Deputy Superintendent, Support Operations *MB Byess*
THROUGH: Morton Sherman, Ed.D., Superintendent of Schools *Morton Sherman*
TO: The Honorable Sheryl Gorsuch, Chair, and Members of the Alexandria City School Board
COPY: Executive Staff
TOPIC: Capital Improvement Program (CIP) Review and Budget Transfer Request

BACKGROUND: In September a comprehensive review and reconciliation of CIP expenditures was initiated by ACPS staff. A number of specific concerns arose, including authorization of contracts in excess of budgeted funds, transfer of funds between projects in violation of School Board policy, charging invoices to incorrect account codes, and withholding invoices from processing due to inadequate funds. This led the Superintendent to hire an independent audit company (Robinson, Farmer, Cox Associates) to conduct a defined procedures review reporting directly to the School Board attorney and the Superintendent. The work of RFCA was focused on six schools: Charles Barrett, Douglas MacArthur, John Adams, James K. Polk, Patrick Henry, and William Ramsay.

While the report was being finalized, ACPS staff put into place procedures to ensure that all pending invoices, including those covered by the review and those outside the scope of the review, met all of the following required criteria:

1. An accurate invoice charged to the correct project
2. Availability of funds
3. Verification that the invoiced work was actually performed in a satisfactory fashion
4. Procurement of the services in compliance with the Virginia Public Procurement Act (VPPA)

The RFCA report addresses criteria 1 and 2. With respect to criterion 3, ACPS has hired an outside engineering firm, Advanced Project Management (APM) to verify the work performed on the majority of the outstanding invoices.

Summary of findings

The RFCA defined-procedures review revealed that invoices totaling \$0.32 million were charged to incorrect accounts. The review also indicated that a budget transfer in the amount of \$1.2 million was processed by the City at the request of ACPS Facilities Department staff, but without

ACPS-090-11-12

School Board or ACPS executive staff authorization as required by ACPS Policy DA. The RFC review further found that funds in excess of the budgeted amounts were expended or incurred at certain schools. The balance for the schools that are part of the review is a deficit of \$0.5 million. This amount does not include invoices submitted after the review, work required to complete the projects, and invoices reclassified by ACPS from projects not included in the RFCA review.

Concurrently, APM has verified work performed on a total of \$4.5 million in invoices, covering all ACPS sites and projects. ACPS has also verified work on a limited number of invoices, most of small dollar amounts plus invoices associated with the Jefferson-Houston new school project. Summary data of the verification of work performed is shown below. The APM summary report is included in Attachments B and C. Results are summarized below.

	Verified for Payment	Set-Aside for Further Investigation	Pending Verification	Total
APM	3,971,281	576,042	207,735	4,755,058
ACPS	190,791	436,220	204,332	831,343
Total	\$4,162,072	\$1,012,262	\$412,067	\$5,586,401
Percentage Distribution				
APM	71.1%	10.3%	3.7%	85.1%
ACPS	3.4%	7.8%	3.7%	14.9%
Total	74.5%	18.1%	7.4%	100.0%

Total Invoices	Number	Percent
Pending Verification	62	25.8%
Verified	85	49.1%
Set-Aside for Investigation	26	15.0%
Total	173	100.0%

Approximately \$1.0 million in invoices are recommended for further review. In many cases, this is due to work not being fully completed, as billed on the invoice. Once work is completed, the invoice will be able to be processed for payment. In a very small number of cases the further review is recommended due to billing irregularities. These invoices will be referred to an outside forensic accountant and attorney for further review and potential action.

ACPS Actions

ACPS has conducted a review of projects and invoices similar to that done by RFCA. At the time the RFCA review was initiated in late November, there was \$4.1 million in unprocessed invoices, of which \$2.0 million date from July through September. ACPS staff analysis of invoices not included in the RFCA review has concluded that reclassification of an additional 16 invoices totaling \$0.17 million is necessary.

Based on this review, a summary ACPS CIP financial report, as of December 31, 2011, was prepared and is shown in Attachment B. This report includes the findings from both the RFCA and APM reports and captures the additional reclassifications noted above. The report shows all ACPS CIP accounts organized as follows:

- Available funds, all sources are shown in Columns A through E. This includes fund balance from projects from prior years, current fiscal year budget, and adjustments due to donations or other fund sources. Total Available Budget is shown in Column E and totals \$25.66 million, included the \$21.99 million in FY 2012 approved budget funding.

- Year-to-date (YTD) expenditures through December, shown in columns F through I. Total YTD expenditures are shown in column H, and the auditors recommended reclassifications are shown in column I. YTD expenditures equal \$8.50 million.
- All known outstanding liabilities, including pending invoices, pending change orders, and open purchase orders, as shown in columns J through N. Pending invoices are categorized by status based on verification of work performed.
- Remaining balance, Column O. This is the net of total available funds, total YTD expenditures, and total outstanding liabilities. As of the end of December, the remaining balance was \$9.99 million.
- Estimated expenditures remaining through year-end, Column P. This column provides an estimate of the cost to complete all remaining projects. Cost estimates were obtained from outside vendors other than those typically involved in ACPS projects. As of the end of December, the estimated remaining expenditures are \$9.39 million.
- Estimated year-end (YE) balance shows the amount estimated to remain in each account, with all funds, expenditures, liabilities and estimated expenditures taken into account. This is shown in Column Q. The estimated balance at year-end is \$0.05 million or 0.2% of available funds.
- Budget transfers, Columns R through T. Approved and requested budget transfers are shown. Column R shows the budget transfer for the Hammond Field approved by the Board on January 12, 2012. Column S shows the budget transfer requested for approval on January 24, 2012. This transfer is needed to begin paying vendors who qualify for payment by having met all four of the previously stated criteria. The transfer will also allow ACPS to authorize work to begin on the planned, outstanding projects noted in the final column. All budget transfers must total to zero, so the size of a transfer is measured by total debit or credit (one side of the transfer). The current requested transfer has a one-sided value of \$4.04 million. Some of this represents transfers within schools to different projects and some is transfers across schools. Additional transfers will be required in the future as ACPS completes its review of invoices and VPPA procurement requirements.

A reconciliation between the balances shown in the RFCA report and the ACPS report is shown in attachment E. The two sources of difference are additional invoices received after RFCA began their work, and reclassification of invoices from other projects.

With respect to criterion 4 above, to date \$3.33 million of the pending invoices for which verification of work has been confirmed have been reviewed and found to be in compliance with the VPPA (see chart). ACPS will continue to work with an attorney from Seyfarth & Shaw and a specialized accountant from KPMG to review

Appropriate procurement Vehicle under VPPA	Invoices Set-Aside for Further Investigation	Unpaid Invoices, Verified by 3rd Party or ACPS	Unpaid Invoices, Unverified but not under investigation to date	Total
No	655,766	39,801	35,574	731,140
Yes	-	3,332,282	168,283	3,500,565
TBD	356,497	789,990	208,209	1,354,696
Grand Total	1,012,262	4,162,072	412,066	5,586,401

Percentage				
No	11.7%	0.7%	0.6%	13.1%
Yes	0.0%	59.6%	3.0%	62.7%
TBD	6.4%	14.1%	3.7%	24.2%
	18.1%	74.5%	7.4%	100.0%

invoices set aside (as noted above) for further investigation and to establish the validity of the procurement mechanism for all services.

An additional \$0.7 million have been set-aside for further review with the outside team of attorney and accountant, and the remaining balance of \$1.4 million or 24% is still pending review. Some of the expenditures still to be reviewed for VPPA compliance are from vendors whose work has been verified and for whom previous work has been found to be appropriately procured. However, each invoice must be reviewed against the contract terms before a determination is made.

Next Steps

To begin paying our vendors with the largest outstanding invoices requires the Board to approve a budget transfer, per Board policy DA and as shown in Attachment D. Please note that although sufficient funds remain to cover the invoices that merit further investigation, the requested budget transfer does not provide the funds to pay those invoices at this time. It is staff's intention to bring additional budget transfers to the Board for approval as the invoice issues are resolved. This will provide the Board with more detailed information on these particular invoice issues, and is part of our commitment to continue to be open and transparent about the findings in this investigation.

New procedures have been put into place (see Attachment G) pending the final recommendations from Robinson, Farmer, Cox Associates. In addition, training of all program managers on procurement procedures is being arranged. The training will be mandatory. ACPS staff will provide a quarterly CIP financial report to the Board. In addition, a new small project planning process (projects in excess of \$20,000 that involve single schools that are not tied to the facility maintenance database and not specifically budgeted in the Board's approved CIP) has already been put into place. Approval of these projects will be done first by the Executive Team (Superintendent and deputies) and then by the Board.

IMPACT: Approval of the budget transfer will allow ACPS to begin processing payments for vendors who meet all four criteria noted above.

RECOMMENDATION: Approve the requested budget transfer.

CONTACT PERSON: Margaret Barkley Byess

Attachment A: Summary memo and financial report from Robinson, Farmer, Cox, Associates.

Attachment B: APM Report : Summary Cover Letter

Attachment C: APM Summary of Findings: Payment Recommendations on Outstanding ACPS CIP Invoices

Attachment D: CIP Financial Statement, YTD expenditures and balances as of 12-31-11

Attachment E : Summary of Differences in Balances, ACPS and RFCO, for Audited Schools

Attachment F : CIP payment processing flow chart

ROBINSON, FARMER, COX ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

A PROFESSIONAL LIMITED LIABILITY COMPANY

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Date: January 17, 2012

Memorandum To: John F. Cafferky

From: Robinson, Farmer, Cox Associates

Regarding: Alexandria City Public Schools CIP

We have been engaged to perform agreed upon procedures relating to Alexandria City Public Schools (ACPS) CIP Project expenditures to include budgetary and monetary transactions for the fiscal year beginning July 1, 2010 through October 31, 2011. Specifically we are engaged to review CIP transactions related to the following schools for the aforementioned time period:

- James K. Polk Elementary School
- Patrick Henry Elementary School
- Charles Barrett Elementary School
- John Adams Elementary School
- Douglas MacArthur Elementary School
- William Ramsey Elementary School

We have been engaged to document any budgetary and monetary variances related to CIP project expenditures at these schools. Further, we will provide detail information on internal control weaknesses and related recommendations for improvements in internal controls as they relate to ACPS CIP budgetary and expenditure controls.

Our procedures included conducting interviews of ACPS and City personnel involved in the budgetary controls and monetary transactions for CIP Expenditures. Procedures also included review of internal financial reports and spreadsheets prepared by ACPS personnel, approved budgetary information, detail of expenditures recorded in the City's accounting system and related invoices, vendor contracts, documentation of budget transfers, and other relevant documentation.

We have been asked to provide information relating to the budgetary and monetary transactions at this time so that the ACPS administration and the Board can use this information in determining any necessary budget transfers or other adjustments. To this end we have enclosed the following information:

School CIP Budget Summary

This schedule reflects the available CIP budget for each school as of October 31, 2011 at an OCA code level summarized by location for the schools we were engaged to review. The information on the summary was included based on our review of various source documents. The sources of each individual column are summarized in Addendum 1.

The summary indicates that for the schools reviewed expenditures and amounts remaining on contracts exceeded budgeted amounts by a total of \$518,939.01 as of October 31, 2011.

When reviewing this summary it is important to note the following methodology and limitations:

- The School CIP Budget Summary includes the total amount approved in the budget for the year including division-wide funds which were allocated to the OCA code during the year.
- The summary only includes amounts which came from the identified source documents and does not include management's estimates of any additional amounts remaining on ongoing projects. In addition ACPS staff is in the process of verifying and approving additional change orders on certain projects and these amounts will be addressed by Management as they are verified.
- Some vendor invoices were split between different OCA codes within the same school. We cannot confirm whether the allocation between the OCA codes was appropriate or whether they were being coded to whichever OCA codes within that school had available budget. One example was a \$638,844 invoice from HITT for Polk Modular which was split between 200200 (Boiler Replacement), 200201 (Plumbing Upgrades), 200202 (Grounding Source Wells), and 200204 (Term Vent Units).
- While we have reviewed selected invoices included on the ACPS listing of unprocessed invoices, we have not been engaged to verify the validity of work performed under these invoices. It is our understanding that ACPS has contracted a engineering company to perform a review of these invoices and determine that the work being invoiced has been performed.

Reconciliation to ACPS Prepared Spreadsheet

We have reconciled the School CIP Budget Summary to the client prepared "CIP Financial Summary" spreadsheet prepared by ACPS personnel. The available budget by OCA code and location on the School CIP Budget Summary agrees with the total remaining balance on the ACPS spreadsheet with the exception of the following significant adjustments:

- The client prepared spreadsheet does not factor in the remaining on contract column included on the School CIP Budget Summary.
- The client prepared spreadsheet includes open purchase order amounts in the total amount of \$58,649.32 that have not been included on the School CIP Budget Summary.
- The remaining balance column on the client spreadsheet includes pending change orders in the total amount of \$750,883.00 that have not been included on the School CIP Budget Summary.
- The client has included additional items that have come to their attention in the unprocessed invoices column on their CIP financial summary. These additional amounts were not included in the listing of unprocessed invoices as of November 31, 2011.
- The client prepared spreadsheet includes an addition to the budget for OCA code 200154 in the amount of \$111,232.90 related to monies collected through the PTA. It is our understanding that these monies have not been subjected to the formal budgetary process. Accordingly these monies have not been included in the available budget on the School CIP Budget Summary.

This information is provided to assist ACPS administration and the School Board in determining appropriate budget transfers that may be required. The information included in this memorandum will be included in the comprehensive agreed upon procedures report which will also include detail information on internal control weaknesses and related recommendations.

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Alexandria City Public Schools
School CIP Budget Summary

CLIENT - ATTORNEY PRIVILEGED DOCUMENT - FOR DISCUSSION PURPOSES ONLY

OCA Code	Location	Description	1 Remaining Budget FY 10	2 Budget FY 11	3 Expenditures FY 11	4 Budget Transfer	2 Budget FY 12	3 Expenditures FY 12	5 Unprocessed Invoices FY 12	6 Remaining on Contract	7 Expenditure Reclass	Total Available Budget
200105 John Adams		Renovations	6,951,025.97	380,770.00	(7,102,950.18)	(228,846.00)	1,161,917.00	(834,935.19)	(440,910.91)	-	-	(113,929.11)
200106 John Adams		Ceiling Tiles	-	-	(82,775.00)	-	1,151,684.00	(232,784.12)	-	-	-	836,124.88
200107 John Adams		Traffic Control	-	-	-	-	80,000.00	(4,680.00)	-	-	-	75,320.00
200113 Charles Barrett		Renovations	-	142,800.00	(84,257.44)	-	242,520.00	(97,834.20)	(51,515.90)	-	-	151,712.46
200130 Patrick Henry		Renovations	-	-	-	-	476,166.00	(301,098.42)	(41,308.70)	-	-	133,758.88
200154 Douglas MacArthur		Renovations	1.40	120,000.00	(63,781.32)	-	87,223.00	(139,430.61)	(198,297.41)	-	(317,092.90)	(511,377.84)
200208 James Polk		Boiler Replacement	3,721,283.32	-	(4,710,414.51)	1,222,245.00	-	(63,495.00)	(23,376.19)	-	-	346,242.62
200196 James Polk		Renovations	0.31	-	-	-	-	-	-	-	-	0.31
200701 James Polk		Plumbing Upgrades	-	435,121.00	(432,525.28)	-	1,412,950.00	(1,334,164.00)	(109,965.91)	-	-	(18,564.19)
200202 James Polk		Ground Source Wells	-	849,400.00	(659,565.35)	-	-	(189,834.00)	-	-	-	0.65
200203 James Polk		Modular Classrooms	-	1,177,200.00	(1,124,088.84)	-	-	(45,528.00)	(1,409,749.56)	(71,880.00)	-	(1,474,046.40)
200204 James Polk		Term Vent Units	-	-	-	-	637,697.00	(324,987.50)	(43,011.00)	(10,512.00)	-	259,186.50
200219 William Ramsey		Renovations 2012	-	-	-	-	513,329.00	(448,174.68)	(22,995.47)	-	317,092.90	359,251.75
200212 William Ramsey		Ventilator/Asbestos	-	-	-	-	620,000.00	(576,063.90)	-	-	-	43,936.10
200211 William Ramsey		ADA Project	-	-	-	-	1,317,864.00	-	-	-	-	1,317,864.00
200386 William Ramsey		Renovations	-	120,000.00	(95,865.28)	-	-	(9,784.03)	-	-	-	14,350.69
200650 Charles Barrett		Classroom Addition	-	3,285,200.00	(1,083,231.46)	-	-	(123,879.59)	(1,474,379.90)	(45,497.00)	-	(1,131,707.95)
200761 Patrick Henry		Modulars	-	2,616,000.00	(2,222,522.18)	-	-	(392,253.00)	(268,731.84)	(28,499.00)	-	(296,006.02)
200394 Patrick Henry		Renovations	1.88	-	-	-	-	-	-	-	-	1.88
200762 John Adams		Modulars	-	1,144,000.00	(150,600.20)	(993,399.00)	-	-	(958.81)	-	-	(953.01)
Total			10,672,312.88	8,270,491.00	(17,812,577.04)	-	7,701,350.00	(5,108,926.24)	(4,085,201.61)	(156,388.00)	-	(518,939.01)

Summary by Location:	Remaining Budget FY 10	Budget FY 11	Expenditures FY 11	Budget Transfer	Budget FY 12	Expenditures FY 12	Unprocessed Invoices FY 12	Remaining on Contract	Expenditure Reclasses	Total Available Budget
John Adams	6,951,025.97	1,524,770.00	(7,336,325.38)	(1,222,245.00)	2,393,601.00	(1,072,399.31)	(441,869.72)	-	-	796,557.56
Charles Barrett	-	1,428,000.00	(1,167,088.90)	-	242,520.00	(211,713.79)	(1,525,895.80)	(45,497.00)	-	(1,280,075.49)
Patrick Henry	1.88	2,616,000.00	(2,222,522.18)	-	476,166.00	(693,351.42)	(310,040.54)	(28,499.00)	-	(102,245.26)
Douglas MacArthur	1.40	120,000.00	(63,781.32)	-	87,223.00	(139,430.61)	(198,297.41)	-	(317,092.90)	(511,377.84)
James Polk	3,721,283.32	2,461,721.00	(6,926,593.98)	1,222,245.00	2,050,647.00	(1,958,008.50)	(1,586,102.66)	(82,392.00)	-	(1,097,200.54)
William Ramsey	-	320,000.00	(95,865.28)	-	2,451,293.00	(1,034,022.61)	(22,995.47)	-	317,092.90	1,735,402.54
Total	10,672,312.88	8,270,491.00	(17,812,577.04)	-	7,701,350.00	(5,108,926.24)	(4,085,201.61)	(156,388.00)	-	(518,939.01)

CLIENT - ATTORNEY PRIVILEGED DOCUMENT - FOR DISCUSSION PURPOSES ONLY

Addendum 1

Source documents:

- 1 – Remaining Budget FY10: This information was taken from a report obtained from the City Accounting System showing the available budget as of July 1, 2010 by OCA Code.
- 2 – FY11 and FY12 Budget: These amounts were taken from the Final ACPS Budget document for each fiscal year and are included in the summary as allocated by the City Budget Department. In addition, division-wide funds allocated to the OCA codes being reviewed were included based on a review of the related allocation requests.
- 3 – FY11 and FY12 Expenditures: This information was derived from the expenditure detail obtained from the City Accounting System as of October 31, 2011. Related contracts, payment vouchers and invoices were reviewed for selected expenditures in each year. In total we reviewed invoices representing 89.43% of the FY11 expenditures and 92.58% of the FY12 expenditures for the schools subject to our review.
- 4 – Budget Transfer: Budget transfer approved by City Council on May 24, 2011 at the direction of ACPS Facilities Department staff members. The amounts are allocated in accordance with the manner in which the transfer was recorded in the City Accounting System.
- 5 – Unprocessed Invoices: ACPS staff compiled a listing of invoices which were unprocessed as of November 30, 2011. This information is included in the summary. Further a review of selected invoices supporting the amounts included on the listing has been performed. In total we reviewed invoices representing 85.06% of the total unprocessed invoices for the schools under review.
- 6 – Remaining on Contract: Balance to finish including retainage as reported on the latest processed or unprocessed invoice for significant contracts as available for review.
- 7 – Expenditure Reclassification: This represents an expenditure reclassification which is needed. \$317,092.90 which was paid to Russell Gage for work performed at Douglas MacArthur was processed and coded to OCA codes related to William Ramsey. Included in this amount was a payment in the amount of \$165,505 for which a contractor's application for payment was submitted indicating work was performed at Douglas MacArthur and subsequently a one page invoice was submitted indicating the work was done at William Ramsey (Building Envelope Repair) in this same amount. The payment was processed and coded to William Ramsey.



13 January 2012

BLANKINSHIP & KEITH

4020 University Drive, Suite 300
Fairfax, Virginia 22030

ATTN: MR. JOHN F. CAFFERKY

RE: ALEXANDRIA CITY PUBLIC SCHOOLS - CIP WORK AND INVOICE VERIFICATIONS FOR ACPS

Dear Mr. Cafferky,

Advanced Project Management, Inc. (APM) is pleased to report we have completed our task of verifying invoices and work in place for a number of invoices assigned to us by ACPS. APM's task assignment included:

1. Verifying the status of work completeness
2. Observing the general quality in terms of apparent deficiencies
3. Applying reasonableness tests on if the work and the cost appeared within reason

It took some time to accumulate the records and to fully coordinate them with the various sites, but close coordination with the ACPS staff allowed us to secure a reasonable amount of documentation to carry out the tasks. However, please note that the recommendations of payment from an accounting internal control standpoint are less than perfect, but acceptable given the conditions. Please see Attachment A: Basis of Assumptions, for important conditions and assumptions applied when making our recommendations for payment.

We offer the following statistical summary of our efforts on behalf of ACPS:

<u>Description</u>	<u>Count</u>	<u>%</u>	<u>Value (\$M)</u>
Invoices for Construction in Place	54	58%	
Invoices for Professional Services	<u>39</u>	<u>42%</u>	
Total Invoices Reviewed	93	100%	\$4.547
Recommend for Payment	70	75%	\$3.970
Requiring Further Action by ACPS	23	25%	\$0.577

APM's full report with work product includes the following documentation for your consideration:

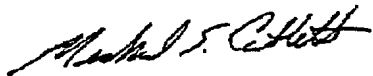
1. This document, the Cover Letter Summation
2. Attachment A: Basis of Assumptions
3. Pivot Chart Analysis and Summary of Findings (including the details to create the pivot chart)
4. Invoice Reports for Each Invoice
5. Summary Report for Each Facility Certified by a Certified Construction Manager
6. Binders With Reports and Annotated Invoices
7. List of Invoices Removed from APM's Charge

Items 1, 2, and 3 are being sent electronically to your offices on the above date with the balance of the materials to be hand delivered next week. The effectiveness of this report requires the reader to review and comprehend it in its entirety and not just read the summations, so please read carefully and completely, and seek clarification from the preparers whenever required.

In closing, we have done our best to make our reporting complete and not to require further interaction by ACPS with APM. With that said, some of these materials are complex and the situations may be unique, thus we remain available to provide you further counsel as required. This is especially true for those invoices that we noted required additional action by ACPS. To that end, it may be a good idea to at least have a conference call on why we were not able to recommend payment on those so a course of action can be set for resolving these open invoices.

Thank you for allowing Advanced Project Management, Inc. to address your needs.

Respectfully Submitted,



Michael S. Catlett, Certified CM, LEED AP, GRP
President, Advanced Project Management, Inc.

ATTACHMENT A: BASIS OF ASSUMPTIONS

APM employed the following assumptions and rationale when developing our recommendations:

1. When evaluating professional service proposals, it was rare that APM had access to the deliverables for said services, or had the ability to confirm that hours were actually applied at a site as indicated. In such cases we applied a reasonable test to determine if the cost of the services appeared in the realm of possibility, if the services provided and the task or project reasonably matched, and if the rates were consistent with agreements or market rates.

Based on the scrutiny we applied above and with the assumption that no maleficence was being employed in the submission of the invoices to ACPS, we recommended payment.

2. We only made a determination on if goods and services appeared to be provided, not if they were fully in compliance with their Agreement or Contract documents.
3. We did not review punch list or make an in-depth evaluation of the work's quality, only apparent compliance to contract documents, when available, or if the goods and services appeared to be consistent with industry standards. Where our efforts reviewed there were open work items or punch list items to be completed, we so noted in our report.
4. Cost Reasonableness Test Applied: Based on the general knowledge of a construction professional with approximately 10 years' experience, with general access to cost data on a routine basis, would this professional find the costs of the work plausible based on the available scope of work documents, and the field conditions viewed by said professional.

Actions to be taken:

- a. Affirm yes by declarative statement
 - b. Recommend additional investigation and why the investigation is recommended.
5. The largest collection of invoices belonged to HITT Contracting, roughly 70% of the total dollar volume. APM met with a HITT representative to review the work in place. While we just used the HITT meeting to seek clarity on the invoices and work in place, APM reserves the right to accept HITT's verbal reports as honest, accurate, and complete.
 6. APM reserves the right to rely on the Architect's execution of the Certificate as Payment as reasonable proof the work was completed and in compliance with the contract documents.
 7. We were not asked to and we did not verify that a change order when shown in an Application for Payment or Invoice was a valid change to the contract.
 8. ACPS provided APM with the following list of Engineers to contact at the sites we visited: MacArthur – Paul Richardson; Maury – Ray Richardson; Adams – James Daniel; Mason – Michael Horton Sr; Jefferson Houston – Michael Horton Jr; Charles Barrett – Victor Douglas; Minnie Howard – William Sharpe; James K. Polk – Gary King; George Washington – Make Gaines; Francis Hammond – Brian Hoover; Contracted Schools – Brian Hoover.

Summary of CIP Invoice Verification Results
by Advanced Project Management
As of January 12, 2012

Further Investigation Required	Site	Values	
		Number of Invoices Reviewed	Value of Invoices Reviewed
No	Charles Barre	17	1,504,640.73
	Cora Kelly	1	6,985.00
	Douglas MacArthur	6	111,963.41
	George Washington	3	29,597.68
	James K. Polk	17	1,551,551.01
	John Adams	9	423,786.99
	Mahew Maury	1	494.79
	Mount Vernon	2	22,968.00
	Patrick Henry	6	240,059.76
	TC Williams: Minnie Howard Campus	3	49,878.50
No Total	Transportation Facility	1	11,800.00
	William Ramsay	4	17,555.07
No Total		70	3,971,280.93
Yes	Charles Barre	6	37,421.08
	Douglas MacArthur	4	58,208.00
	George Washington	1	206,393.00
	James K. Polk	6	29,919.99
	John Adams	1	18,082.73
	Mahew Maury	2	51,261.00
	Mount Vernon	1	169,021.06
Yes Total	Patrick Henry	2	5,735.24
	Yes Total	23	576,042.10
Grand Total		93	4,547,323.03

Due to timing of receipt of invoices and reclassification of invoices, totals in these columns do not equal audited totals for all schools. Reconciliation is available upon request.

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ACPS System-wide	200337	CP Ren. Existing School		(236.32)	-	(236.32)	-	(236.32)	-	-	-	-	-	11,289.00	-	-
ACPS System-wide	200436	CP School Syst Modernization		487.86	-	487.86	-	487.86	-	-	-	-	-	-	-	-
ACPS System-wide	200750	Furniture Fixtures and Equipment		6,787.49	359,000.00	365,787.49	-	365,787.49	144,248.54	-	144,248.54	-	-	1,271.60	-	-
ACPS System-wide	200830	Systemwide Renovations 2012	Parking lot and playground repaving, systemwide renovations, emergency repairs	-	722,125.00	722,125.00	-	722,125.00	515,195.51	-	515,195.51	-	-	55,135.20	-	-
ACPS System-wide	200831	Systemwide EcoCity Renovations 2012		-	686,075.00	686,075.00	-	686,075.00	-	-	-	-	-	24,310.00	-	-
ACPS System-wide	200832	Systemwide Food Service Capacity Project		-	60,000.00	60,000.00	-	60,000.00	-	-	-	-	-	-	-	-
ACPS System-wide	200870	ACPS Systems Replacement		4,684.47	228,125.00	232,809.47	-	232,809.47	162,227.43	-	162,227.43	-	-	7,727.90	-	-
Subtotal ACPS System-wide				11,723.50	2,055,325.00	2,067,048.50	-	2,067,048.50	821,671.48	-	821,671.48	-	-	99,733.70	-	-
School Buses and Vehicles	200972	School Bus Replacement		55,875.36	1,250,500.00	1,306,375.36	-	1,306,375.36	1,088,060.00	-	1,088,060.00	-	-	-	-	-
Subtotal School Buses and Vehicles				55,875.36	1,250,500.00	1,306,375.36	-	1,306,375.36	1,088,060.00	-	1,088,060.00	-	-	-	-	-
Transportation Facility	200850	Maintenance and Transportation Facility Renovations 2012	Pupil Transportation, Old DASH building	5,242.33	169,831.00	175,073.33	-	175,073.33	-	-	-	-	11,800.00	-	-	-
Subtotal Transportation Facility				5,242.33	169,831.00	175,073.33	-	175,073.33	-	-	-	-	11,800.00	-	-	-
Rowing Facility	200890	Schools Rowing Facility		296.98	66,385.00	66,681.98	-	66,681.98	-	-	-	-	-	-	-	-
Subtotal Rowing Facility				296.98	66,385.00	66,681.98	-	66,681.98	-	-	-	-	-	-	-	-
Charles Barrett	200113	CP Charles Barrett Renovations 2012	Plumbing upgrades, fire alarm, roof, and site hardscapes	58,542.56	242,519.00	301,061.56	-	301,061.56	97,834.20	-	97,834.20	-	43,030.50	14,792.50	28,390.40	-
Charles Barrett	200650	Charles Barrett Classroom Addition	Modular project	201,968.54	-	201,968.54	-	201,968.54	113,879.59	-	113,879.59	-	1,434,786.90	22,481.70	5,808.00	239,958.00
Subtotal Charles Barrett				260,511.10	242,519.00	503,030.10	-	503,030.10	211,713.79	-	211,713.79	-	1,477,817.40	37,274.20	34,198.40	239,958.00
Cora Kelly	200140	CP Cora Kelly Renovations 2012	Maintenance, Site hardscapes, small projects	-	322,035.00	322,035.00	-	322,035.00	145,219.40	-	145,219.40	-	6,985.00	-	-	-
Subtotal Cora Kelly				-	322,035.00	322,035.00	-	322,035.00	145,219.40	-	145,219.40	-	6,985.00	-	-	-
Douglas MacArthur	200154	CP Douglas MacArthur Renovations 2012	Envelope repair, plumbing upgrades, site hardscapes	56,220.08	87,223.00	143,443.08	111,232.90	254,675.98	139,430.61	-	139,430.61	317,092.90	210,499.66	14,994.58	233,396.50	-

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Subtotal Douglas MacArthur				56,270.08	87,223.00	143,493.08	111,232.90	254,675.98	139,430.61	-	139,430.61	317,092.90	210,499.66	14,994.58	233,396.50	-
Francis C. Hammond	200240	Hammond Athletic Field		551,337.25	-	551,337.25	-	551,337.25	53,648.76	-	53,648.76	-	-	-	-	-
Francis C. Hammond	200241	Hammond Envelope Repair		677,695.00	-	677,695.00	-	677,695.00	-	-	-	-	3,414.42	-	-	-
Francis C. Hammond	200243	CP Hammond Renovations 2012	Plumbing upgrades, site hardscapes	-	693,147.00	693,147.00	-	693,147.00	180,148.00	-	180,148.00	-	-	8,249.01	-	-
Francis C. Hammond	200244	Hammond ADA (Elevator)		-	542,226.00	542,226.00	-	542,226.00	-	-	-	-	-	-	-	-
Francis C. Hammond	200279	CP Francis Hammon Jr. High Renovation		17,522.92	-	17,522.92	-	17,522.92	11,700.00	-	11,700.00	-	-	-	-	-
Francis C. Hammond	200998	Francis Hammond 6th Grade		514,555.14	-	514,555.14	-	514,555.14	176,358.53	-	176,358.53	-	-	5,465.00	-	-
Subtotal Francis C. Hammond				1,761,110.31	1,235,373.00	2,996,483.31	-	2,996,483.31	423,855.29	-	423,855.29	-	3,414.42	18,964.01	-	-
George Mason	200170	CP George Mason Renovations 2012	Modernize elevator, plumbing upgrades, stormwater management, upgrade HVAC, fire alarm	946.00	529,251.00	530,197.00	-	530,197.00	-	-	-	-	-	-	-	-
George Mason	200659	George Mason Renovations		(0.58)	-	(0.58)	-	(0.58)	-	-	-	-	-	-	-	-
Subtotal George Mason				945.42	529,251.00	530,196.42	-	530,196.42	-	-	-	-	-	-	-	-
George Washington	200250	CP George Washington Renovations 2012	Parking lot, plumbing upgrades, envelope repair, storm water management	21,831.73	887,365.00	909,196.73	-	909,196.73	120,298.30	-	120,298.30	-	27,600.18	1,789.00	-	-
George Washington	200253	GW Roof Replacement		-	810,022.00	810,022.00	-	810,022.00	-	-	-	-	-	-	-	-
George Washington	200252	GW HVAC		-	532,667.00	532,667.00	-	532,667.00	3,202.50	-	3,202.50	-	1,997.50	-	339,093.75	-
Subtotal George Washington				21,831.73	2,230,054.00	2,251,885.73	-	2,251,885.73	123,500.80	-	123,500.80	-	29,597.68	1,789.00	339,093.75	-
James K. Polk	200209	James Polk Boiler Replacement		233,113.81	-	233,113.81	-	233,113.81	63,495.00	-	63,495.00	-	15,111.44	-	8,164.75	-
James K. Polk	200201	CP James Polk Renovations 2012	Plumbing upgrades, sprinkler system, envelope repairs, HVAC, Fire alarm, primary switchgear	1,595.72	1,412,950.00	1,415,545.72	-	1,415,545.72	1,334,164.00	-	1,334,164.00	-	93,945.91	4,065.00	16,020.00	-
James K. Polk	200202	James Polk Ground Source Wells		189,834.65	-	189,834.65	-	189,834.65	189,834.00	-	189,834.00	-	-	-	-	-
James K. Polk	200203	Polk Modular Classrooms		53,111.16	-	53,111.16	-	53,111.16	45,528.00	-	45,528.00	-	1,398,972.00	8,265.00	2,512.56	197,945.00
James K. Polk	200204	Polk Term Vent Units		-	637,697.00	637,697.00	-	637,697.00	324,987.50	-	324,987.50	-	43,011.00	-	-	119,694.00
James K. Polk	200568	James Polk Elementary		0.67	-	0.67	-	0.67	-	-	-	-	-	-	-	-
Subtotal James K. Polk				478,656.01	2,050,647.00	2,529,303.01	-	2,529,303.01	1,958,008.50	-	1,958,008.50	-	1,551,140.35	12,320.00	26,697.31	317,639.00
Jefferson-Houston	200160	CP Jeff Houston Elem. Renov 2012		-	71,750.00	71,750.00	-	71,750.00	13,986.35	-	13,986.35	-	27,278.00	8,152.00	-	-
Jefferson-Houston	200161	Jeff Houston New K-8 School		-	3,120,000.00	3,120,000.00	-	3,120,000.00	77,250.32	-	77,250.32	-	48,718.00	123,393.31	-	-
Jefferson-Houston	200410	CP Jeff Houston Elem. Renovations		104.41	-	104.41	-	104.41	-	-	-	-	-	-	-	-
Subtotal Jefferson-Houston				104.41	3,191,750.00	3,191,854.41	-	3,191,854.41	91,236.67	-	91,236.67	-	75,996.00	131,545.31	-	-
John Adams	200105	CP John Adams Elem. Renovations 2011	Plumbing, sprinkler, Eco-City project	(0.21)	1,161,917.00	1,161,916.79	-	1,161,916.79	834,935.19	-	834,935.19	-	422,828.18	-	18,082.73	-
John Adams	200106	Adams Ceiling Tiles		(62,775.00)	1,151,684.00	1,068,909.00	-	1,068,909.00	232,784.12	-	232,784.12	-	-	-	-	-
John Adams	200107	Adams Traffic Control		-	80,000.00	80,000.00	-	80,000.00	4,680.00	-	4,680.00	-	-	-	-	-
John Adams	200725	John Adams Elem Renovations		0.56	-	0.56	-	0.56	-	-	-	-	-	-	-	-
John Adams	200762	John Adams Modularity		0.80	-	0.80	-	0.80	-	-	-	-	958.81	-	-	-

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Subtotal John Adams				(82,773.85)	2,393,601.00	2,310,827.15	-	2,310,827.15	1,072,399.31	-	1,072,399.31	-	423,786.99	-	18,082.73	-
Lyles Crouch	200121	CP Lyles Crouch Elem Renovations 2012	Plumbing upgrade, site hardscape, storm water management, bldg envelope repair, small projects	0.04	140,806.00	140,806.04	-	140,806.04	48,335.00	-	48,335.00	-	-	452.40	-	-
Lyles Crouch	200500	Lyles Crouch Media Center		0.81	-	0.81	-	0.81	-	-	-	-	-	-	-	-
Lyles Crouch	200530	Lyles Crouch Elementary		(1,186.62)	-	(1,186.62)	-	(1,186.62)	-	-	-	-	-	-	-	-
Subtotal Lyles Crouch				(1,145.77)	140,806.00	139,620.23	-	139,620.23	48,335.00	-	48,335.00	-	-	452.40	-	-
Matthew Maury	200180	Maury Renovations 2012	Plumbing, Site hardscapes	-	39,120.00	39,120.00	-	39,120.00	-	-	-	-	494.79	-	31,941.00	-
Matthew Maury	200402	CP Maury Elem. Renovations		3.20	-	3.20	-	3.20	-	-	-	-	-	-	-	-
Matthew Maury	200550	Maury Media Center		12.43	-	12.43	-	12.43	-	-	-	-	-	-	-	-
Subtotal Matthew Maury				15.63	39,120.00	39,135.63	-	39,135.63	-	-	-	-	494.79	-	31,941.00	-
Mount Vernon	200238	CP Mt. Vernon Elem. Renovations 2012	Plumbing, site hardscapes, HVAC, fire alarm, doors/hardware, envelop repairs	0.81	896,747.00	896,747.81	-	896,747.81	173,226.22	-	173,226.22	-	58,366.65	-	-	-
Mount Vernon	200239	Mt. Vernon HVAC Controls		-	426,373.00	426,373.00	-	426,373.00	17,070.00	-	17,070.00	-	2,975.00	-	316,671.90	-
Mount Vernon	200691	Mt. Vernon Elementary Renovations		0.83	-	0.83	-	0.83	-	-	-	-	-	-	-	-
Subtotal Mount Vernon				1.64	1,323,120.00	1,323,121.64	-	1,323,121.64	191,196.22	-	191,196.22	-	61,341.65	-	316,671.90	-
Patrick Henry	200130	CP Patrick Henry Renovations 2012	Foundation moisture mitigation, plumbing upgrades, bldg envelope repair, parking lot lighting, site hardscapes	-	476,166.00	476,166.00	-	476,166.00	301,098.42	-	301,098.42	-	407.50	40,901.20	-	-
Patrick Henry	200394	CP Patrick Henry Renovations		1.88	-	1.88	-	1.88	-	-	-	-	-	-	-	-
Patrick Henry	200628	Patrick Henry Renovations		0.83	-	0.83	-	0.83	-	-	-	-	-	-	-	-
Patrick Henry	200761	Patrick Henry Modulars		393,477.82	-	393,477.82	-	393,477.82	392,253.00	-	392,253.00	-	240,011.22	20,215.00	12,180.60	193,286.00
Subtotal Patrick Henry				393,480.53	476,166.00	869,646.53	-	869,646.53	693,351.42	-	693,351.42	-	240,428.72	61,116.20	12,180.60	193,286.00
Samuel Tucker	200220	Samuel Tucker Renovations - Plumbing	Plumbing upgrades, hardscapes, HVAC, building envelope repairs	372,500.00	399,016.00	771,516.00	-	771,516.00	188,000.45	-	188,000.45	-	-	-	-	-
Subtotal Samuel Tucker				372,500.00	399,016.00	771,516.00	-	771,516.00	188,000.45	-	188,000.45	-	-	-	-	-
TC Williams: King St Campus	200313	CP T. C. Williams Renovations		298.00	-	298.00	-	298.00	-	-	-	-	-	-	-	-
TC Williams: King St Campus	200717	TC Williams Renovations - Security		0.59	-	0.59	-	0.59	-	-	-	-	36,916.00	-	-	-
TC Williams: King St Campus	200730	TC Williams New School - Garage Lighting		1.00	60,000.00	60,001.00	-	60,001.00	-	-	-	-	-	-	-	-
TC Williams: King St Campus	200740	TC Williams Bleacher Replacement		92.00	-	92.00	-	92.00	-	-	-	-	-	-	-	-
Subtotal TC Williams: King St Campus				391.59	60,000.00	60,391.59	-	60,391.59	-	-	-	-	36,916.00	-	-	-
TC Williams: Minnie Howard Campus	200260	CP Minnie Howard Renovations 2012	Envelope repair, plumbing upgrades, emergency generator, site hardscapes	-	358,786.00	358,786.00	-	358,786.00	63,929.50	-	63,929.50	-	14,298.36	28,426.65	-	-

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TC Williams: Minnie Howard Campus	200252	Minnie Howard EcoCity	Day lighting, exterior lighting, green roof, solar shading		913,774.00	913,774.00	-	913,774.00	-	-	-	-	-	-	-	-
TC Williams: Minnie Howard Campus	200203	CP Minnie Howard Renovations		(0.51)	-	(0.51)	-	(0.51)	-	-	-	-	-	-	-	-
Subtotal TC Williams: Minnie Howard Campus				(0.51)	1,272,560.00	1,272,559.49	-	1,272,559.49	63,929.50	-	63,929.50	-	14,298.36	28,426.65	-	-
William Ramsay	200210	CP William Ramsay Renovations 2012	Tile, plumbing upgrades, site hardscapes, envelope repair	-	513,327.00	513,327.00	-	513,327.00	448,174.68	-	448,174.68	(317,092.90)	17,555.07	5,440.40	-	-
William Ramsay	200211	Ramsay AOA (Elevator)		-	1,317,864.00	1,317,864.00	-	1,317,864.00	-	-	-	-	-	-	-	-
William Ramsay	200212	Ramsay Ventilator/Asbestos - Asbestos & Ventilator		-	620,000.00	620,000.00	-	620,000.00	576,063.90	-	576,063.90	-	-	-	-	-
William Ramsay	200386	CP William Ramsay Renovations		24,135.13	-	24,135.13	-	24,135.13	9,784.03	-	9,784.03	-	-	-	-	-
William Ramsay	200618	William Ramsay Renovations		(0.87)	-	(0.87)	-	(0.87)	-	-	-	-	-	-	-	-
William Ramsay	200615	Ramsay Multi Purpose Room		0.50	-	0.50	-	0.50	-	-	-	-	-	-	-	-
Subtotal William Ramsay				24,134.76	2,451,291.00	2,475,325.76	-	2,475,325.76	1,034,022.61	-	1,034,022.61	(317,092.90)	17,555.07	5,440.40	-	-
Grand Total				3,359,081.25	21,986,473.00	25,345,554.25	111,232.90	25,456,787.15	8,283,931.05	-	8,293,911.05	-	4,162,072.10	412,066.45	1,012,262.19	750,883.00

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		N		O=H-I-J-K-L-M-N		P	Q=O-P	R	S	T=Q+R+S	
ACPS Project Title	OCA Code	Description	Open Purchase Orders (not duplicating pending invoices)	Remaining Balance	Estimated Remaining Expenditures to Complete All Projects	Estimated YE Balance	Budget Transfer #1, approved 1-12-12	Budget Transfer #2, Requested 1-20-12	Budget Transfer #3, Requested TBD	Estimated YE Balance w/ Budget Transfers	Projects addressed by remaining expenditures; comments on any deferrals
ACPS System-wide	200337	CP Ren. Existing School		(11,525.32)		(11,525.32)		11,525.32		(0.00)	
ACPS System-wide	200436	CP School Syst Modernization		487.86		487.86		(487.86)		(0.00)	
ACPS System-wide	200750	Furniture Fixtures and Equipment		220,267.35		220,267.35		(220,267.35)		(0.00)	
ACPS System-wide	200830	Systemwide Renovations 2012	4,559.89	147,234.40	110,000.00	37,234.40		606,960.67		644,195.07	John Adams Key project; system-wide storm water assessment
ACPS System-wide	200831	Systemwide EcoCity Renovations 2012		661,765.00		661,765.00		(661,765.00)		-	
ACPS System-wide	200832	Systemwide Food Service Capacity Project		60,000.00	60,000.00	-				-	
ACPS System-wide	200870	ACPS Systems Replacement		62,854.14		62,854.14				62,854.14	
Subtotal ACPS System-wide			4,559.89	1,141,083.43	170,000.00	971,083.43	-	(264,034.22)	-	707,049.21	
School Buses and Vehicles	200972	School Bus Replacement		218,315.36		218,315.36		144,578.36		362,893.72	Will defer purchase of ACPS vehicles until next year except for SNS vehicle. With reconfiguration of use should be able to manage deferral without impact in maintenance and general use ACPS vehicles.
Subtotal School Buses and Vehicles			-	218,315.36	-	218,315.36	-	144,578.36	-	362,893.72	
Transportation Facility	200850	Maintenance and Transportation Facility Renovations 2012		163,273.33	112,850.00	50,423.33		(50,423.33)		-	Painting; repair or replace doors including garage bays
Subtotal Transportation Facility			-	163,273.33	112,850.00	50,423.33	-	(50,423.33)	-	-	
Rowing Facility	200890	Schools Rowing Facility		66,681.98	33,000.00	33,681.98		(33,681.98)		-	Building envelope repair, fire alarm upgrade
Subtotal Rowing Facility			-	66,681.98	33,000.00	33,681.98	-	(33,681.98)	-	-	
Charles Barrett	200113	CP Charles Barrett Renovations 2012		117,013.96	227,114.00	(110,100.04)				(110,100.04)	Fire alarm, plumbing upgrades; K wing roof replacement
Charles Barrett	200650	Charles Barrett Classroom Addition		(1,614,945.65)	7,500.00	(1,622,445.65)		1,422,713.16		(199,732.49)	Thermostats and dehumidifiers
Subtotal Charles Barrett			-	(1,497,931.69)	234,614.00	(1,732,545.69)	-	1,422,713.16	-	(309,832.53)	
Cora Kelly	200140	CP Cora Kelly Renovations 2012		169,830.60	111,348.00	58,482.60		(38,482.60)		20,000.00	Remaining cost on play ground, shared with PTA, building envelope repair, asphalt, benches
Subtotal Cora Kelly			-	169,830.60	111,348.00	58,482.60	-	(38,482.60)	-	20,000.00	
Douglas MacArthur	200354	CP Douglas MacArthur Renovations 2012		(660,738.27)	4,025.00	(664,763.27)				(664,763.27)	Plumbing upgrades

ACPS Project Title	OCA Code	Description	Open Purchase Orders (not duplicating pending invoices)	Remaining Balance	Estimated Remaining Expenditures to Complete All Projects	Estimated YE Balance	Budget Transfer #1, approved 1-12-12	Budget Transfer #2, Requested 1-20-12	Budget Transfer #3, Requested TBD	Estimated YE Balance w Budget Transfers	Projects addressed by remaining expenditures; comments on any deferrals
Subtotal Douglas MacArthur				(660,718.27)	4,025.00	(664,743.27)	-	-	-	(664,743.27)	
Francis C. Hammond	200240	Hammond Athletic Field		492,438.49	1,878,408.00	(1,385,969.51)	1,385,969.51				
Francis C. Hammond	200241	Hammond Envelope Repair		674,280.58	4,865.00	669,415.58	(642,137.51)	(27,278.07)		(0.00)	
Francis C. Hammond	200243	CP Hammond Renovations 2012		504,748.99	13,800.00	490,948.99	(414,889.50)			76,060.49	
Francis C. Hammond	200246	Hammond ADA (Elevator)		542,226.00	542,226.00					-	
Francis C. Hammond	200279	CP Francis Hammond Jr. High Renovation		5,822.92		5,822.92		(5,822.92)		0.00	
Francis C. Hammond	200998	Francis Hammond 6th Grade		330,731.61		330,731.61	(328,942.50)	(1,789.11)		(0.00)	
Subtotal Francis C. Hammond				2,550,249.59	2,435,299.00	110,950.59	-	(34,890.10)	-	76,060.49	
George Mason	200170	CP George Mason Renovations 2012		530,197.00	534,961.00	(4,764.00)		4,764.00		-	Recommend deferral of fire alarm replacement so it can be combined with HVAC upgrade; less disruptive to school and more cost efficient. Remaining funds to be spent include elevator modernization and plumbing upgrades
George Mason	200659	George Mason Renovations		(0.58)		(0.58)		0.58		0.00	
Subtotal George Mason				530,196.42	534,961.00	(4,764.58)	-	4,764.58	-	0.00	
George Washington	200250	CP George Washington Renovations 2012	269,450.00	490,059.25	74,489.00	415,570.25				415,570.25	Parking lot repaving, plumbing upgrades, building envelope repair
George Washington	200251	GW Roof Replacement	30,029.50	779,992.50	779,992.50	-				-	
George Washington	200252	GW HVAC	192,370.50	(3,997.25)		(3,997.25)				(3,997.25)	
Subtotal George Washington			491,850.00	1,266,054.50	854,481.50	411,573.00	-	-	-	411,573.00	
James K. Polk	200200	James Polk Boiler Replacement		146,242.62		146,242.62		(146,242.62)		(0.00)	
James K. Polk	200201	CP James Polk Renovations 2012		(32,649.19)	39,071.00	(71,720.19)		55,700.19		(16,020.00)	
James K. Polk	200202	James Polk Ground Source Wells		0.65		0.65		(0.65)		0.00	
James K. Polk	200203	Polk Modular Classrooms	30,681.00	(1,630,792.40)		(1,630,792.40)		1,395,472.00		(235,320.40)	
James K. Polk	200204	Polk Term Vent Units		150,004.50		150,004.50		(150,004.50)		-	
James K. Polk	200564	James Polk Elementary		0.67		0.67		(0.67)		(0.00)	
Subtotal James K. Polk			30,681.00	(1,367,193.15)	39,071.00	(1,406,264.15)	-	1,154,923.75	-	(251,340.40)	
Jefferson-Houston	200160	CP Jeff Houston Elem. Renov 2012		22,333.65	13,750.00	8,583.65				8,583.65	Lobby reconfiguration
Jefferson-Houston	200161	Jeff Houston New K-8 School	280,550.00	2,590,088.37	2,590,088.37	-				-	
Jefferson-Houston	200410	CP Jeff Houston Elem. Renovations		104.41		104.41		(104.41)		(0.00)	
Subtotal Jefferson-Houston			280,550.00	2,612,526.43	2,603,838.37	8,688.06	-	(104.41)	-	8,583.65	
John Adams	200105	CP John Adams Elem. Renovations 2012	15,844.82	(129,774.13)	132,000.00	(281,774.13)				(281,774.13)	ADA ramp; primary switch gear
John Adams	200106	Adams Ceiling Tiles		836,124.88		836,124.88		(554,350.75)		281,774.13	
John Adams	200107	Adams Traffic Control		75,320.00	75,320.00	-				-	
John Adams	200725	John Adams Elem Renovations		0.56		0.56		(0.56)		-	
John Adams	200762	John Adams Modifiers		(958.01)		(958.01)		958.01		(0.00)	

ACPS CIP Financial Report
YTD as of December 31, 2011

School Board Memo
CIP Review and Budget Transfer
January 20, 2012

			N	O-H-I-J-K-L-M-N	P	Q=O-P	R	S	T=Q+R+S		
ACPS Project Title	OCA Code	Description	Open Purchase Orders (not duplicating pending invoices)	Remaining Balance	Estimated Remaining Expenditures to Complete All Projects	Estimated YE Balance	Budget Transfer #1, approved 1-12-11	Budget Transfer #2, Requested 1-20-12	Budget Transfer #3, Requested TBD	Estimated YE Balance w Budget Transfers	Projects addressed by remaining expenditures; comments on any deferrals
Subtotal John Adams			15,844.82	780,713.30	227,320.00	553,393.30	-	(553,393.30)	-	0.00	-
Lyles Crouch	200121	CP Lyles Crouch Elem Renovations 2012		92,018.64	20,460.00	71,558.64		(71,558.64)		-	Storm water management; site hardscape; plumbing upgrades
Lyles Crouch	200500	Lyles Crouch Media Center		0.81		0.81		(0.81)		0.00	
Lyles Crouch	200530	Lyles-Crouch Elementary		(1,186.62)		(1,186.62)		1,186.62		0.00	
Subtotal Lyles Crouch			-	90,832.83	20,460.00	70,372.83	-	(70,372.83)	-	0.00	-
Matthew Maury	200180	Maury Renovations 2012		6,684.21	75,260.00	(68,575.79)				(68,575.79)	Plumbing upgrades; site hardscapes; waterproofing foundation; bookroom construction. Estimated amounts for latter two items.
Matthew Maury	200402	CP Maury Elem. Renovations		3.20		3.20		(3.20)		(0.00)	
Matthew Maury	200550	Maury Media Center		12.43		12.43		(12.43)		(0.00)	
Subtotal Matthew Maury			-	6,699.64	75,260.00	(68,560.16)	-	(15.63)	-	(68,575.79)	-
Mount Vernon	200238	CP Mt. Vernon Elem. Renovations 2012		565,154.94	45,550.00	619,604.94		(619,604.94)		-	Postpones fire alarm upgrade until can be combined with overall HVAC upgrade; plumbing upgrade; replace doors and hardware (selected areas)
Mount Vernon	200239	Mt. Vernon HVAC Controls		88,756.10		88,756.10		(88,756.10)		-	Controls project only.
Mount Vernon	200691	Mt. Vernon Elementary Renovations		0.83		0.83		(0.83)		0.00	
Subtotal Mount Vernon			-	753,911.87	45,550.00	708,361.87	-	(708,361.87)	-	0.00	-
Patrick Henry	200130	CP Patrick Henry Renovations 2012		133,758.88	148,548.00	(14,789.12)				(14,789.12)	Plumbing upgrades; parking lot lighting; completion of moisture mitigation project (carpet replacement with tile; learning rugs)
Patrick Henry	200394	CP Patrick Henry Renovations		1.88		1.88		(1.88)		(0.00)	
Patrick Henry	200626	Patrick Henry Renovations		0.83		0.83		(0.83)		0.00	
Patrick Henry	200761	Patrick Henry Modulars		(464,478.00)		(464,478.00)		238,035.82		(226,442.18)	
Subtotal Patrick Henry			-	(330,716.41)	148,548.00	(479,264.41)	-	238,033.11	-	(241,231.30)	-
Samuel Tucker	200220	Samuel Tucker Renovations - Plumbing		583,515.55	18,740.00	564,775.55		(564,775.55)		-	
Subtotal Samuel Tucker			-	583,515.55	18,740.00	564,775.55	-	(564,775.55)	-	-	-
TC Williams: King St Campus	200311	CP T. C. Williams Renovations		298.00		298.00		(298.00)		-	
TC Williams: King St Campus	200717	TC Williams Renovations - Security		(36,915.41)		(36,915.41)		36,915.41		-	
TC Williams: King St Campus	200730	TC Williams New School - Garage Lighting		60,001.00	40,219.00	19,882.00		(19,882.00)		0.00	
TC Williams: King St Campus	200740	TC Williams Bleacher Replacement		92.00		92.00		(92.00)		(0.00)	ADA OCR compliance actions
Subtotal TC Williams: King St Campus			-	23,475.59	40,219.00	(16,643.41)	-	16,643.41	-	0.00	-
TC Williams: Minnie Howard Campus	200260	CP Minnie Howard Renovations 2012		252,131.49	377,744.00	(125,612.51)		125,612.51		-	Upgrade emergency generator to power security center; plumbing upgrades

*Original
2/1/12*

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ACPS CIP Financial Report
YTD as of December 31, 2011

School Board Memo
CIP Review and Budget Transfer
January 20, 2012

ACPS Project Title	OCA Code	Description	N	O-H-I-J-K-L-M-N	P	Q-Q-D-P	R	S	T=Q+R+S		Projects addressed by remaining expenditures; comments on any deferrals
			Open Purchase Orders (not duplicating pending invoices)	Remaining Balance	Estimated Remaining Expenditures to Complete All Projects	Estimated YE Balance	Budget Transfer #1, approved 1-12-12	Budget Transfer #2, Requested 1-20-12	Budget Transfer #3, Requested TBD	Estimated YE Balance w Budget Transfers	
TC Williams: Minnie Howard Campus	200262	Minnie Howard EcoCity		913,774.00	479,186.00	434,588.00		(434,588.00)		-	Day lighting, exterior lighting, green roof. Solar shading deemed unnecessary by engineers, given efficiency and configuration of system.
TC Williams: Minnie Howard Campus	200303	CP Minnie Howard Renovations		(0.51)		(0.51)		0.51		(0.00)	
Subtotal TC Williams: Minnie Howard Campus			-	1,165,904.98	856,930.00	308,974.98	-	(308,974.98)	-	(0.00)	-
William Ramsay	200210	CP William Ramsay Renovations 2012	12,123.50	347,126.25	50,375.00	296,751.25		(296,751.25)		-	
William Ramsay	200211	Ramsay ADA (Elevator)		1,317,864.00	1,317,864.00					-	
William Ramsay	200212	Ramsay Ventilator/Asbestos - Asbestos & Ventilator		43,936.10		43,936.10		(43,936.10)		-	
William Ramsay	200366	CP William Ramsay Renovations		14,351.10		14,351.10		(14,458.60)		892.50	
William Ramsay	200618	William Ramsay Renovations		(0.87)		(0.87)		0.87		-	
William Ramsay	200625	Ramsay Multi Purpose Room		0.50		0.50		(0.50)		-	
Subtotal William Ramsay			12,123.50	1,723,277.08	1,368,239.00	355,036.08	-	(354,145.58)	-	892.50	-
Grand Total			815,609.21	9,989,963.15	9,938,659.87	51,309.28	-	(0.00)	-	51,309.18	-

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Alexandria City Public Schools
School CIP Budget Summary

Explanation of Differences in Outstanding Invoice Amounts, as of End of December

OCA Code	Location	Description	6A RPCA Total, Unprocessed Invoices	6B ACPS Adjustments (New Invoices and Reclassifications)	7 New Total
200105	John Adams	Renovations	(\$440,910.91)	\$0.00	(\$440,910.91)
200106	John Adams	Ceiling Tiles	\$0.00	\$0.00	\$0.00
200107	John Adams	Traffic Control	\$0.00	\$0.00	\$0.00
200113	Charles Barrett	Renovations	(\$51,515.90)	(\$34,697.50)	(\$86,213.40)
200130	Patrick Henry	Renovations	(\$41,308.70)	\$0.00	(\$41,308.70)
200154	Douglas MacArthur	Renovations	(\$198,297.41)	(\$260,593.33)	(\$458,890.74)
200200	James Polk	Boiler Replacement	(\$23,376.19)	\$0.00	(\$23,376.19)
200196	James Polk	Renovations	\$0.00	\$0.00	\$0.00
200201	James Polk	Plumbing Upgrades	(\$109,965.91)	(\$4,065.00)	(\$114,030.91)
200202	James Polk	Ground Source Wells	\$0.00	\$0.00	\$0.00
200203	James Polk	Modular Classrooms	(\$1,409,749.56)	\$0.00	(\$1,409,749.56)
200204	James Polk	Term Vent Units	(\$43,011.00)	\$0.00	(\$43,011.00)
200210	William Ramsey	Renovations 2012	(\$22,995.47)	\$0.00	(\$22,995.47)
200212	William Ramsey	Ventilator/Asbestos	\$0.00	\$0.00	\$0.00
200211	William Ramsey	ADA Project	\$0.00	\$0.00	\$0.00
200386	William Ramsey	Renovations	\$0.00	\$0.00	\$0.00
200650	Charles Barrett	Classroom Addition	(\$1,474,379.90)	\$11,303.30	(\$1,463,076.60)
200761	Patrick Henry	Modulars	(\$268,731.84)	(\$3,684.98)	(\$272,416.82)
200394	Patrick Henry	Renovations	\$0.00	\$0.00	\$0.00
200762	John Adams	Modulars	(\$958.81)	\$0.00	(\$958.81)
Total			(4,085,201.61)	(291,737.51)	(4,376,939.12)

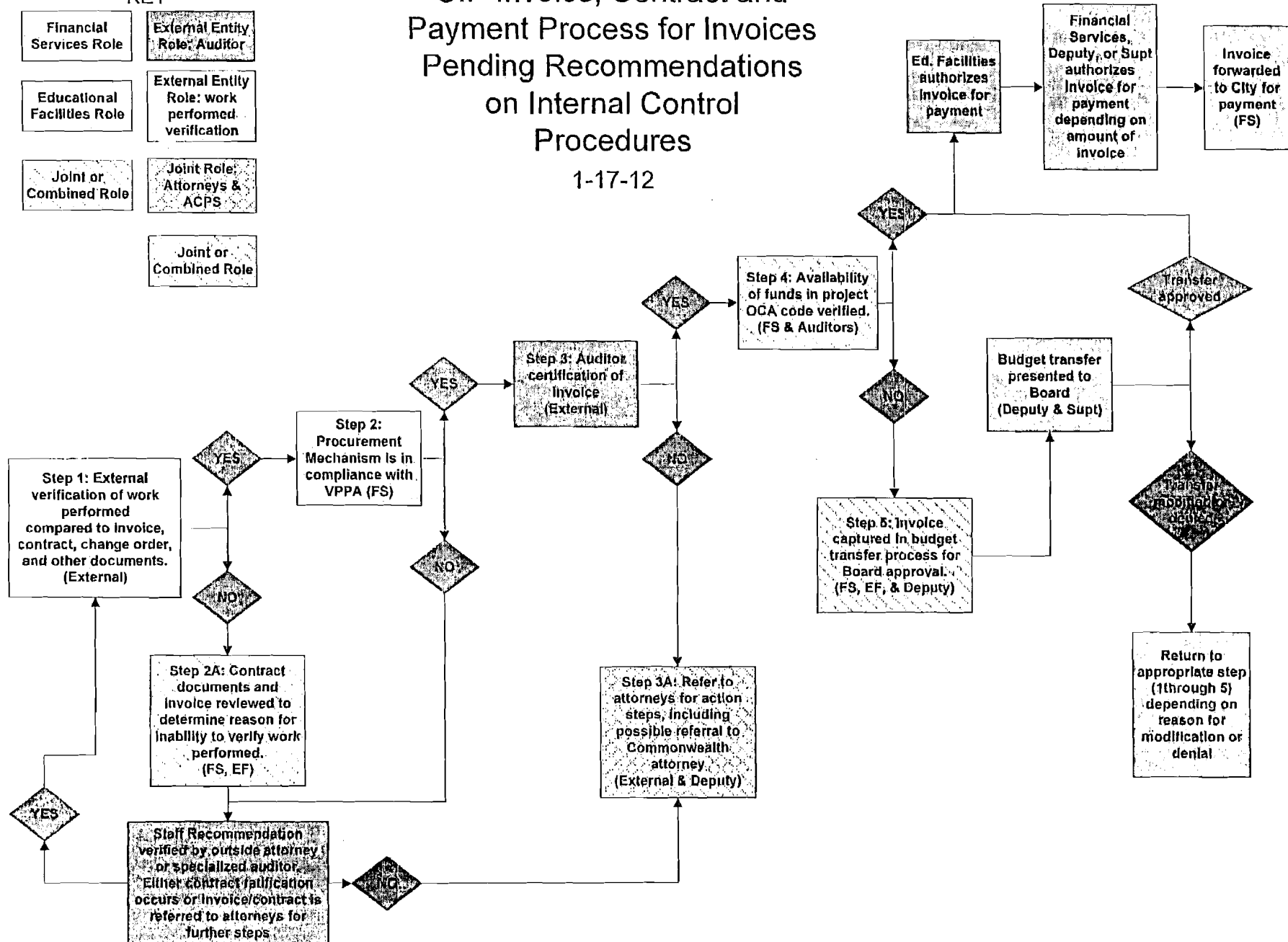
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CIP Invoice, Contract and Payment Process for Invoices Pending Recommendations on Internal Control Procedures

1-17-12

KEY

Financial Services Role	External Entity Role: Auditor
Educational Facilities Role	External Entity Role: work performed verification
Joint or Combined Role	Joint Role: Attorneys & ACPS
	Joint or Combined Role



ACPS Project Title	Description	FY 2012 Final Approved Budget	Working Budget Change	Budget Transfer #1, approved 1-12-12	Budget Transfer #2, Approved 1-24-12	Revised FY12 Budget, Including Board Approved Transfers	Total Funds Available, Including Prior Year Carry-Over	Cash Allocation June 2011	February Cash Allocation Request	Explanation
ACPS System-wide	CP Ren. Existing School Facilities	-	-		11,525	11,525	11,289		11,525	These funds provide for system-wide projects and for the renovations of existing school facilities throughout the school system. The funding for repairs/renovations is used primarily for unplanned repairs to school facilities during the school year and for critical renovations not currently programmed for a facility.
ACPS System-wide	CP School Syst Modernization	-	-		(488)	(488)	(0)		(488)	These funds were realigned to cover costs of modular classroom additions projects.
ACPS System-wide	Furniture Fixtures and Equipment	359,000	-		(220,267)	138,733	145,520	180,000	(41,267)	These funds were realigned to cover costs of modular classroom additions projects.
ACPS System-wide	Systemwide Renovations 2012	722,125	-		606,961	1,329,086	1,329,086	655,000	674,086	These funds provide for system-wide renovations of existing school facilities throughout the school system. The funding for renovations is used primarily to ensure the facilities an adequate and safe learning environment for students and staff.
ACPS System-wide	Systemwide EcoCity Renovations 2012	686,075	-		(661,765)	24,310	24,310	266,075	(241,765)	These funds were realigned to cover costs of modular classroom additions projects.
ACPS System-wide	Systemwide Food Service Capacity Project	60,000	-			60,000	60,000	60,000	-	
ACPS System-wide	ACPS Systems Replacement	228,125	-			228,125	232,809	228,125	-	
Subtotal ACPS System-wide		2,055,325	-	-	(264,034)	1,791,291	1,803,014	1,389,200	402,091	
School Buses and Vehicles	School Bus Replacement	1,250,500	-		144,578	1,395,078	1,450,954	1,250,500	144,578	This project provides for the phased replacement of older school buses as well as the phased replacement of other school vehicles.
Subtotal School Buses and Vehicles		1,250,500	-	-	144,578	1,395,078	1,450,954	1,250,500	144,578	
Transportation Facility	Maintenance and Transportation Facility Renovations 2012	169,831	-		(50,423)	119,408	124,650		119,408	This allocation will fund fence/retaining wall replacement, carpet/ceiling tile replacement, door replacement, and interior and exterior painting.
Subtotal Transportation Facility		169,831	-	-	(50,423)	119,408	124,650	-	119,408	
Rowing Facility	Schools Rowing Facility	66,385	-		(33,682)	32,703	33,000		32,703	This allocation will fund building systems repair and building envelope repair to possibly include door replacement and painting.
Subtotal Rowing Facility		66,385	-	-	(33,682)	32,703	33,000	-	32,703	
Charles Barrett	CP Charles Barrett Renovations 2012	242,519				242,519	301,062	242,519	-	
Charles Barrett	Charles Barrett Classroom Addition	-	-		1,422,713	1,422,713	1,624,682		1,422,713	This allocation will fund capacity additions for increased student enrollment.
Subtotal Charles Barrett		242,519	-	-	1,422,713	1,665,232	1,925,743	242,519	1,422,713	
Cora Kelly	CP Cora Kelly Renovations 2012	322,035			(38,483)	283,552	283,552	280,285	3,267	This allocation request will fund the required maintenance and repairs until building replacement
Subtotal Cora Kelly		322,035	-	-	(38,483)	283,552	283,552	280,285	3,267	
Douglas MacArthur	CP Douglas MacArthur Renovations 2012	87,223	111,233			87,223	143,443	87,223	-	
Subtotal Douglas MacArthur		87,223	111,233	-	-	87,223	143,443	87,223	-	
Francis C. Hammond	Hammond Athletic Field	-	-	1,385,970		1,385,970	1,937,307		1,385,970	The Sports turf field funding is to build an artificial turf field on the field adjacent to the school in order to provide additional playing fields for the students and the city Recreation Department programs.
Francis C. Hammond	Hammond Envelope Repair	-	-	(642,138)	(27,278)	(669,416)	8,279		(669,416)	These funds were realigned to cover costs of modular classroom additions projects.
Francis C. Hammond	CP Hammond Renovations 2012	693,147	-	(414,890)		278,258	278,258	693,147	(414,890)	These funds were realigned to cover costs of modular classroom additions projects.
Francis C. Hammond	Hammond ADA (Elevator)	542,226	-			542,226	542,226	300,000	242,226	This allocation will fund an elevator at FC Hammond to comply with ADA regulations.
Francis C. Hammond	CP Francis Hammon Jr. High Renovation	-	-		(5,823)	(5,823)	11,700		(5,823)	These funds were realigned to cover costs of modular classroom additions projects.

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Attachment II

ACPS Project Title	Description	FY 2012 Final Approved Budget	Working Budget Change	Budget Transfer #1, approved 1-12-12	Budget Transfer #2, Approved 1-24-12	Revised FY12 Budget, Including Board Approved Transfers	Total Funds Available, Including Prior Year Carry-Over	Cash Allocation June 2011	February Cash Allocation Request	Explanation
Francis C. Hammond	Francis Hammond 6th Grade Ctr	-	-	(328,943)	(1,789)	(330,732)	183,824		(330,732)	These funds were realigned to cover costs of modular classroom additions projects.
Subtotal Francis C. Hammond		1,235,373	-	-	(34,890)	1,200,483	2,961,593	993,147	207,336	
George Mason	CP George Mason Renovations 2012	529,251	-		4,764	534,015	534,961	14,032	519,983	This allocation request will fund plumbing upgrades, elevator modernization, fire alarm and HVAC controls updates, and stormwater management.
George Mason	George Mason Renovations	-	-		1	1	0		1	
Subtotal George Mason		529,251	-	-	4,765	534,016	534,961	14,032	519,984	
George Washington	CP George Washington Renovations 2012	887,365	-			887,365	909,197	887,365	-	
George Washington	GW Roof Replacement	810,022	-			810,022	810,022	810,022	-	
George Washington	GW HVAC	532,667	-			532,667	532,667	532,667	-	
Subtotal George Washington		2,230,054	-	-	-	2,230,054	2,251,886	2,230,054	-	
James K. Polk	James Polk Boiler Replacement	-			(146,243)	(146,243)	86,871		(146,243)	These funds were realigned to cover costs of modular classroom additions projects.
James K. Polk	CP James Polk Renovations 2012	1,412,950	-		55,700	1,468,650	1,471,246	1,412,950	55,700	This allocation request will fund EMG small projects and plumbing upgrades.
James K. Polk	James Polk Ground Source Wells	-	-		(1)	(1)	189,834		(1)	These funds were realigned to cover costs of modular classroom additions projects.
James K. Polk	Polk Modular Classrooms	-	-		1,395,472	1,395,472	1,448,583		1,395,472	This allocation will fund capacity additions for increased student enrollment.
James K. Polk	Polk Term Vent Units	637,697	-		(150,005)	487,693	487,693	637,697	(150,005)	These funds were realigned to cover costs of modular classroom additions projects.
James K. Polk	James Polk Elementary	-	-		(1)	(1)	(0)		(1)	These funds were realigned to cover costs of modular classroom additions projects.
Subtotal James K. Polk		2,050,647	-	-	1,154,924	3,205,571	3,684,227	2,050,647	1,154,924	
Jefferson-Houston	CP Jeff Houston Elem. Renov 2012	71,750	-			71,750	71,750	30,000	41,750	This allocation request will fund the required maintenance and repairs until building replacement
Jefferson-Houston	Jeff Houston New K-8 School	3,120,000	-			3,120,000	3,120,000	800,000	2,320,000	This allocation request will fund continuing project management and architecture/engineering services for the new, preK-8, 120,000sq. ft. new Jefferson-Houston school.
Jefferson-Houston	CP Jeff Houston Elem. Renovations	-	-		(104)	(104)	(0)		(104)	These funds were realigned to cover costs of modular classroom additions projects.
Subtotal Jefferson-Houston		3,191,750	-	-	(104)	3,191,646	3,191,750	830,000	2,361,646	
John Adams	CP John Adams Elem. Renovations 2012	1,161,917	-			1,161,917	1,161,917	1,161,917	-	
John Adams	Adams Ceiling Tiles	1,151,684	-		(554,351)	597,333	514,558	1,151,684	(554,351)	These funds were realigned to cover costs of modular classroom additions projects.
John Adams	Adams Traffic Control	80,000	-			80,000	80,000	80,000	-	
John Adams	John Adams Elem. Renovations	-	-		(1)	(1)	-		(1)	These funds were realigned to cover costs of modular classroom additions projects.
John Adams	John Adams Modularity	-	-		958	958	959		958	This allocation will fund capacity additions for increased student enrollment.
Subtotal John Adams		2,393,601	-	-	(553,393)	1,840,208	1,757,434	2,393,601	(553,393)	
Lyles Crouch	CP Lyles Crouch Elem. Renovations 2012	140,806	-		(71,559)	69,247	69,247	90,441	(21,194)	These funds were realigned to cover costs of modular classroom additions projects.
Lyles Crouch	Lyles Crouch Media Center	-	-		(1)	(1)	0		(1)	These funds were realigned to cover costs of modular classroom additions projects.
Lyles Crouch	Lyles-Crouch Elementary	-	-		1,187	1,187	0		1,187	This allocation request will fund EMG small projects.

ACPS Project Title	Description	FY 2012 Final Approved Budget	Working Budget Change	Budget Transfer #1, approved 1-12-12	Budget Transfer #2, Approved 1-24-12	Revised FY12 Budget, Including Board Approved Transfers	Total Funds Available, Including Prior Year Carry-Over	Cash Allocation June 2011	February Cash Allocation Request	Explanation
Subtotal Lyles Crouch		140,806	-	-	(70,373)	70,433	69,247	90,441	(20,008)	
Matthew Maury	Maury Renovations 2012	39,120	-			39,120	39,120		39,120	This allocation request will fund plumbing upgrades and playground surface overlay.
Matthew Maury	CP Maury Elem. Renovations	-	-		(3)	(3)	(0)		(3)	These funds were realigned to cover costs of modular classroom additions projects.
Matthew Maury	Maury Media Center	-	-		(12)	(12)	(0)		(12)	These funds were realigned to cover costs of modular classroom additions projects.
Subtotal Matthew Maury		39,120	-	-	(16)	39,104	39,120	-	39,104	
Mount Vernon	CP Mt. Vernon Elem. Renovations 2012	896,747	-		(619,605)	277,142	277,143	634,091	(356,949)	These funds were realigned to cover costs of modular classroom additions projects.
Mount Vernon	Mt. Vernon HVAC Controls	426,373	-		(88,756)	337,617	337,617	426,373	(88,756)	These funds were realigned to cover costs of modular classroom additions projects.
Mount Vernon	Mt. Vernon Elementary Renovations	-	-		(1)	(1)	0		(1)	These funds were realigned to cover costs of modular classroom additions projects.
Subtotal Mount Vernon		1,323,120	-	-	(708,362)	614,758	614,760	1,060,464	(445,706)	
Patrick Henry	CP Patrick Henry Renovations 2012	476,166	-			476,166	476,166	476,166	-	
Patrick Henry	CP Patrick Henry Renovations	-	-		(2)	(2)	(0)		(2)	These funds were realigned to cover costs of modular classroom additions projects.
Patrick Henry	Patrick Henry Renovations	-	-		(1)	(1)	0		(1)	These funds were realigned to cover costs of modular classroom additions projects.
Patrick Henry	Patrick Henry Modularity	-	-		238,036	238,036	631,514		238,036	This allocation will fund capacity additions for increased student enrollment.
Subtotal Patrick Henry		476,166	-	-	238,033	714,199	1,107,680	476,166	238,033	
Samuel Tucker	Samuel Tucker Renovations - Plumbing	399,016	-		(564,776)	(165,760)	206,740	303,261	(469,021)	These funds were realigned to cover costs of modular classroom additions projects.
Subtotal Samuel Tucker		399,016	-	-	(564,776)	(165,760)	206,740	303,261	(469,021)	
TC Williams: King St Campus	CP T. C. Williams Renovations	-	-		(298)	(298)	-		(298)	These funds were realigned to cover costs of modular classroom additions projects.
TC Williams: King St Campus	TC Williams Renovations - Security	-	-		36,915	36,915	36,916		36,915	This allocation request will fund projects to increase security on the TCW campus.
TC Williams: King St Campus	TC Williams New School - Garage Lighting	60,000	-		(19,882)	40,118	40,119	60,000	(19,882)	These funds were realigned to cover costs of modular classroom additions projects.
TC Williams: King St Campus	TC Williams Bleacher Replacement	-	-		(92)	(92)	(0)		(92)	These funds were realigned to cover costs of modular classroom additions projects.
Subtotal TC Williams: King St Campus		60,000	-	-	16,643	76,643	77,035	60,000	16,643	
TC Williams: Minnie Howard Campus	CP Minnie Howard Renovations 2012	358,786	-		125,613	484,399	484,399	358,786	125,613	This allocation request will fund building envelope repairs, site hardscape repairs, plumbing upgrades, and fence replacement.
TC Williams: Minnie Howard Campus	Minnie Howard EcoCity	913,774	-		(434,588)	479,186	479,186	253,408	225,778	This allocation request will fund replacement of the old EPDM roofing with a vegetative roofing system and solar shading to cool the two-story wing with shades.
TC Williams: Minnie Howard Campus	CP Minnie Howard Renovations	-	-		1	1	(0)		1	
Subtotal TC Williams: Minnie Howard Campus		1,272,560	-	-	(308,975)	963,585	963,585	612,194	351,391	
William Ramsay	CP William Ramsay Renovations 2012	513,327	-		(296,751)	216,576	216,576	513,327	(296,751)	These funds were realigned to cover costs of modular classroom additions projects.
William Ramsay	Ramsay ADA (Elevator)	1,317,864	-			1,317,864	1,317,864	130,000	1,187,864	The requested allocation will provide for ordering the elevator cab and starting preliminary work after school hours in order to complete the project in summer 2012.

ACPS Project Title	Description	FY 2012 Final Approved Budget	Working Budget Change	Budget Transfer #1, approved 1-12-12	Budget Transfer #2, Approved 1-24-12	Revised FY12 Budget, Including Board Approved Transfers	Total Funds Available, Including Prior Year Carry-Over	Cash Allocation June 2011	February Cash Allocation Request	Explanation
William Ramsay	Ramsay Ventilator/Asbestos - Asbestos & Ventilator	620,000	-		(43,936)	576,064	576,064	620,000	(43,936)	These funds were realigned to cover costs of modular classroom additions projects.
William Ramsay	CP William Ramsay Renovations	-	-		(13,459)	(13,459)	10,677		(13,459)	These funds were realigned to cover costs of modular classroom additions projects.
William Ramsay	William Ramsay Renovations	-	-		1	1	-		1	
William Ramsay	Ramsay Multi Purpose Room	-	-		(1)	(1)	-		(1)	These funds were realigned to cover costs of modular classroom additions projects.
Subtotal William Ramsay		2,451,191	-	-	(354,146)	2,097,045	2,121,180	1,263,327	833,718	
Grand Total		\$ 21,986,473	\$ 111,233	\$ -	\$ (0)	\$ 21,986,473	\$ 25,345,554	\$ 15,627,061	\$ 6,359,412	

31


16
2-28-12

City of Alexandria, Virginia

MEMORANDUM

DATE: FEBRUARY 27, 2012

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: RASHAD YOUNG, CITY MANAGER 

SUBJECT: SCHOOL BOARD APPROVES FY 2013 COMBINED FUNDS BUDGET

On February 23, 2012 the Alexandria School Board adopted a FY 2013 Approved Combined Funds Budget ("operating budget") totaling \$215,168,668. This includes a transfer from the City in the amount of \$180,719,405 which equals the amount provided in the City Manager's FY 2013 Proposed Operating Budget. The proposed General Fund transfer increases by \$5.8 million or 3.3% over the FY 2012 Approved Budget. The School Board's FY 2013 approved revenues and expenditures increase by approximately \$4.6 million, or 2.2% when compared to the Board's FY 2012 Final Budget.

In the School Board's FY 2013 approved budget revenues decrease by a net of \$522,469 when compared to the Superintendent's FY 2013 proposed budget. The School Board's approved budget recognizes \$367,675 from the City which was included in the City Manager's proposed budget but not included in the Superintendent's proposed budget. Of this amount, \$203,493 is designated for the continuation of providing preschool services to 4 year olds and is transferred to the "other local funds" category of the operating budget. An additional \$686,651 in revenue associated with providing preschool services is transferred out of the Operating Fund and into the Grants and Special Projects Fund.

The School Board's FY 2013 approved budget includes \$1.2 million from the Virginia Retirement System (VRS) set-aside fund to help offset increased VRS costs in FY 2013. Through a separate resolution, the Board approved the use of \$1.2 million from the VRS set-aside, and included language that requires the set-aside fund to be repaid up to \$1.2 million in the event the final VRS rates approved by the Virginia General Assembly are lower than currently anticipated.

Total expenditures in the School Board's approved budget decrease by a net amount of \$522,469 when compared to the Superintendent's proposed. In order to achieve a balanced budget the Board conducted two add-delete work sessions. Noteworthy changes from the Superintendent's proposed budget as a result of the final add-delete work session include:

Additions –

- \$1.6 million to fund the creation of one satellite high school campus (site TBD) to create a flexible academic setting for students ages 15-22 who have dropped out of school, are on the verge of dropping out, or who are unable to attend T.C. Williams during normal

school hours. The new satellite campus is funded through the reallocation of funds currently supporting the Adult Education and Pathways to Graduation programs. (The Superintendent's proposed budget originally included funding for 4 satellite campuses).

- Restoration of one week of extended learning/intersession to provide a total of four weeks each for Mount Vernon and Samuel Tucker Elementary Schools. To offset the cost of adding back one week, fees for intersession will be raised. ACPS staff has been directed to develop options for fee increases.
- \$50,000 to support the Alexandria Teacher Consortium/Book Buddies program for FY 2013.
- \$84,968 to add a Reading Teacher (1.0 FTE) at Samuel Tucker (formerly funded by federal grant revenue).
- \$201,456 to add two Literacy/Language Acquisition Specialists (2.0 FTE)
- \$286,413 to reinstate Physical and Occupational Therapist positions (5.50 FTE)
- Other additions which are offset by corresponding expenditure reductions include: reinstating two Technology Integration Specialists (2.0 FTE), a Financial Services position (1.0 FTE), and funding for School Board travel and hospitality.

Reductions –

- (\$1.1 million) to repurpose the Pathways to Graduation budget and FTEs to support the new satellite learning model.
- (\$497,949) reduction to the Adult Education Program budget and to support the new satellite learning model.
- (\$686,651) to transfer expenditures related to preschool services from the Operating Budget to the Grants and Special Projects Fund for appropriate tracking of all preschool related expenditures.
- (\$300,000) to reflect reduced healthcare costs due to lower than anticipated premium rate increases for Kaiser plans.
- (\$108,655) to fund the Literacy/Language Specialist and therapist positions noted above.
- (\$50,000) to add funding for School Board travel and hospitality.

School Board Unfunded Priorities:

The School Board has identified two unfunded priorities (known as “below-the-line requests”) that will be presented to City Council for consideration. The two requests include:

- \$154,815 (1.0 FTE) to fund an Early Childhood Coordinator position. The School Board's approved budget eliminated funding for the Early Childhood Coordinator position that is funded in the current fiscal year.
- \$500,000 (4.0 FTE) for adult education/job training and workforce development opportunities

Attachments:

1. ACPS Memo dated February 23, 2012 – “Motion to Adopt the FY 2013 Approved Combined Funds Budget.

AMENDED 02.23.12

Date: February 23, 2012

For ACTION X

For INFORMATION

Board Agenda: Yes X
No

FROM: Stacey Johnson, Interim Chief Financial Officer

THROUGH: GwenCarol Holmes, Ed.D., Chief Academic Officer
Morton Sherman, Ed.D., Superintendent of Schools

TO: The Honorable Sheryl Gorsuch, Chairman, and Members of the Alexandria City School Board

COPY: Executive Staff

TOPIC: Motion to Adopt the FY 2013 Approved Combined Funds Budget

BACKGROUND: The attached motion to adopt the FY 2013 Approved Combined Funds Budget incorporates the Superintendent's recommended adjustments to the FY2013 proposed budget presented on January 19, 2012 as well as the School Board's approved budget additions and deletions as discussed during the February 21, 2012 add/delete work session.

Compared to the FY 2012 final budget, the total FY 2013 operating fund budget of \$215,168,668 after adjustments represents an increase in both revenues and expenditures of \$4,599,516 or 2.2%. The FY 2013 operating budget includes a total of 2026.43 FTEs, an increase of 14.68 FTEs, or 0.7% greater than FY 2012.

The FY 2013 Food and Nutrition Services budget includes a meal price increase for breakfast from \$1.25 to \$1.50 for students and from \$1.50 to \$1.75 for adults to cover rising food and labor costs. In addition, the adult lunch price will increase from \$3.25 to \$3.30 as federal law requires adult lunch prices to appropriately reflect the full cost of producing this meal. These increases are reflected in the attached motion.

RECOMMENDATION: Adopt the FY 2013 Approved Combined Funds Budget as outlined in the attached motion.

CONTACT PERSON: Stacey Johnson, 703-824-6644

Attachments:

1. Motion to Adopt the FY 2013 Approved Combined Funds Budget
2. School Board and Superintendent's Adjustments to the FY 2013 Proposed Operating Budget

AMENDED 02.23.12

Motion to Adopt the FY 2013 Approved Combined Funds Budget

Madam Chairman, I move we approve the FY 2013 Combined Funds Budget as follows:

- The FY 2013 Food and Nutrition Services budget totals \$8,961,485 for revenues and \$6,898,981 for expenditures including 76.82 FTEs. The food and nutrition budget also incorporates meal price increases of \$1.25 to \$1.50 for student breakfast meals, \$1.50 to \$1.75 for adult breakfast meals, and \$3.25 to \$3.30 for adult lunches.
- The FY 2013 Grants and Special Projects budget totals \$14,993,662 for revenues and \$13,741,480 for expenditures including 114.38 FTEs.
- The FY 2013 operating budget in the amount of \$215,168,668 for both revenues and expenditures which includes the amendments shown in Attachment 2 as discussed and endorsed by the School Board during the February 21, 2012 add/delete work session. The operating budget includes:
 - Total FTEs of 2026.43, an increase of 0.7% over FY 2012
 - A total City appropriation of \$180,719,405, an increase of 3.3% over FY 2012 which includes an amount of \$203,493 designated for preschool
 - A fee increase for the four-week extended learning program at Mount Vernon and Samuel Tucker, previously known as intersession, from \$25.00 to a budget neutral fee structure to cover the total cost of one week as determined by ACPS staff
 - Shared Program Priorities as shown in Attachment 2, representing a supplemental funding request of \$654,815 (including 5.0 FTEs) to City Council for preschool and adult learning

These budgets reflect the division's focus on improving achievement outcomes for all students and address the seven key priorities identified by the board of education.

Alexandria City Public Schools School Board and Superintendent's Adjustments to the FY 2013 Proposed Operating Budget Last Revised: February 24, 2012		
	Amount	FTE
FY 2013 Proposed Operating Revenue (presented on January 19, 2012)	\$ 215,691,137	
<u>I. Revenue Adjustments</u>		
1 Increase the City Appropriation amount to reflect a total percent increase of 3.3% over the FY 2012 appropriation including the "below-the-line" preschool allocation	367,675	
2 Technical Adjustment: Step 1--Record the amount designated as "below-the-line" preschool funding to the "other local funds" category in the operating budget. The approved amount for FY 2013 is the original FY 2012 amount of \$196,992 increased by 3.3%	(203,493)	
3 Technical Adjustment: Step 2--Transfer out of the operating fund the revenue required (including item 2 above) to cover existing preschool expenditures which are partially funded by State VPI funds and must be tracked separately (see item #17 below)	(686,651)	
4 Total, Net Revenue Adjustments	(522,469)	
5 FY 2013 Approved Operating Revenue	\$ 215,168,668	
FY 2013 Proposed Operating Expenditures (presented on January 19, 2012)	\$ 215,691,137	2,023.16
<u>II. Expenditure Adjustments: Additions</u>		
6 Add 1.00 FTE Reading Teacher at Samuel Tucker formerly funded by Title I grant funds	84,968	1.00
7 Add 2.00 FTE Literacy/Language Acquisition Specialist, one for Mount Vernon Community School and the second to be used at other schools as needed	201,456	2.00
8 Reinstate 1.20 FTE Physical Therapist/ 2.00 FTE Occupational Therapist, for a total of 5.50 FTE included in the FY 2013 budget	286,413	3.20
9 Reinstate 2.00 FTE Technology Integration Specialist, fully offset by a reduction in non-personnel costs (148K)	-	2.00
10 Reinstate 1.00 FTE Financial Services, fully offset by a reduction in non-personnel (45K)	-	1.00
11 Implement Option 2 of FELO satellite alternatives--one satellite site for high school students ages 15 - 22, including new wraparound services for interim education students	1,562,946	16.50
12 Add one week of extended learning/ intersession to provide a total of four weeks each for Mount Vernon and Samuel Tucker with the provisions that both schools complete the extended learning application for accountability purposes only. To fully offset the cost for this additional week, the intersession fee of \$25.00 per session will be increased to a budget neutral amount as determined by ACPs staff.	-	-
13 Add funding to support the Alexandria Tutoring Consortium/ Book Buddies program for FY2013	50,000	
14 Add funding for School Board travel/hospitality and fully offset the cost by an equal reduction in School Board dues and memberships	-	-
15 Subtotal: Expenditure Additions	2,185,783	25.70

Alexandria City Public Schools School Board and Superintendent's Adjustments to the FY 2013 Proposed Operating Budget Last Revised: February 24, 2012																																
	Amount	FTE																														
III. Expenditure Adjustments: Reductions																																
16 Repurpose professional development and other non-personnel costs within the Curriculum & Instruction departments to partially fund items #7 and #8 shown	(108,655)	-																														
17 Technical Adjustment: Transfer out of the operating fund existing preschool expenditures to a special projects fund for appropriate tracking of all preschool expenditures including 6.00 FTE preschool teacher, 3.00 FTE paraprofessional, materials, and supplies	(686,651)	(9.00)																														
18 Repurpose the adult education teacher and the adult education specialist FTEs, and a small amount of non-personnel costs to support the satellite learning model for students ages 15 - 22	(497,949)	(4.43)																														
19 Repurpose the total pathways budget and FTEs to support satellite learning model for students ages 15 - 22	(1,064,997)	(9.00)																														
20 Reduce the projected amount for Kaiser healthcare costs based on the final notice of premium rate changes which lowers the rate increase from 11.0% to 0.2% and 0.1% for Kaiser HMO and Kaiser POS, respectively	(300,000)	-																														
21 Repurpose non-personnel costs within the Support Operations departments to fund item #13 shown above	(50,000)	-																														
22 Subtotal: Expenditure Reductions	(2,708,252)	(22.43)																														
23 Total, Net Expenditure Adjustments	(522,469)	3.27																														
24 FY 2013 Approved Operating Expenditure Budget	\$ 215,168,668	2,026.43																														
Remaining Funding Surplus/ (Deficit)	0																															
<table> <tr> <td>FY 2012 Final City Appropriation (including below-the-line preschool)</td><td>174,956,420</td><td></td></tr> <tr> <td>FY 2013 Proposed City Appropriation</td><td>180,548,722</td><td></td></tr> <tr> <td>FY 2013 Revised City Appropriation</td><td>180,719,405</td><td></td></tr> <tr> <td>Total City Appropriation % Increase</td><td>3.3%</td><td></td></tr> <tr> <td>FY 2012 Final Total Operating Revenue</td><td>\$ 210,569,152</td><td></td></tr> <tr> <td>\$ Change in Revenue, FY 2013 Revised Proposal to FY 2012 Final</td><td>4,599,516</td><td></td></tr> <tr> <td>% Change in Revenue, FY 2013 to FY 2012</td><td>2.2%</td><td></td></tr> <tr> <td>FY 2012 Final Operating Expenditures and FTE</td><td>\$ 210,569,152</td><td>2,011.75</td></tr> <tr> <td>\$ Change in Expenditures and FTE, FY 2013 Revised Proposal to FY 2012 Final</td><td>4,599,516</td><td>14.68</td></tr> <tr> <td>% Change in Expenditures and FTE, FY 2013 to FY 2012</td><td>2.2%</td><td>0.7%</td></tr> </table>			FY 2012 Final City Appropriation (including below-the-line preschool)	174,956,420		FY 2013 Proposed City Appropriation	180,548,722		FY 2013 Revised City Appropriation	180,719,405		Total City Appropriation % Increase	3.3%		FY 2012 Final Total Operating Revenue	\$ 210,569,152		\$ Change in Revenue, FY 2013 Revised Proposal to FY 2012 Final	4,599,516		% Change in Revenue, FY 2013 to FY 2012	2.2%		FY 2012 Final Operating Expenditures and FTE	\$ 210,569,152	2,011.75	\$ Change in Expenditures and FTE, FY 2013 Revised Proposal to FY 2012 Final	4,599,516	14.68	% Change in Expenditures and FTE, FY 2013 to FY 2012	2.2%	0.7%
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Shared Programs Priorities

Programs	FY 2013 Funding Need	FTE
Early Childhood Coordinator	\$ 154,815	1.00
Adult Education: Job Training and Workforce Development Opportunities	\$ 500,000	4.00
Total	\$ 654,815	5.00