



Harrisonburg City Public Schools

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"A place where learning has no limits and together we work for the success of all."

TO: Dr. Michael Richards and
Harrisonburg City School Board

FROM: Daniel Kirwan, Executive Director of Finance

DATE: September 2 , 2025

SUBJECT: Supplemental Appropriation to Re-appropriate Carry Over Funds

At the end of Fiscal Year 2025, there were outstanding encumbrances for purchase orders issued prior to June 30, 2025. These purchase orders were for goods and/or services contracted but not received prior to the end of the fiscal year. The purpose of this supplemental appropriation is to request carry over funds in the amount of \$1,658,234.59 for outstanding purchase orders so they can be re-appropriated from the Fiscal Year 2025 budget and carried over to the Fiscal Year 2026 budget.

There is an additional allocation of unexpended state All In Funds in the amount of \$1,815,816.64 that can be carried over through FY2026.

This is standard practice at this time of the year.

Expenditure Fund/Function to Receive Supplemental Appropriation	Expenditure Fund to Receive Supplemental Appropriation	Supplemental Appropriation Request
Fund 1111	Operating Budget	
61	Instruction	\$655,246.34
62	Administration, Attendance, and Health	\$15,109.00
63	Transportation	\$9,220.25
64	Operations and Maintenance	\$793,907.99
68	Technology	\$184,751.01
All In	All In Funding	
61	Instruction	\$1,594,553.67
63	Transportation	\$221,262.97

Thank you for your consideration of this request.