



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

**TO:** Eric Campbell, City Manager  
Larry Propst, Finance Director  
City of Harrisonburg

**FROM:** Tracy Shaver, HCPS Chief Financial Officer

**DATE:** June 3, 2020

**SUBJECT:** Operating Budget Fund (1111) Transfer

City Council approval is being requested for a transfer of funds from the Transportation function totaling \$100,000.00, from the Operations & Maintenance function totaling \$200,000.00, and from the Instructional function totaling \$200,000.00.

- Transfer of \$100,000.00 into the Administration, Attendance, and Health function to cover increased costs of legal fees and insurance related expenditures for FY2020.
- Transfer of \$400,000.00 into the Technology function to cover the purchase of technology software, equipment, and devices to provide for the continuity of instruction as a result of the COVID-19 pandemic.

Transferring funds between functions is normal procedure this time of year to make funds available where needed. **No new dollars are required from City Council to make this transfer.** The Harrisonburg City Public School Board approved this fund transfer on June 2, 2020. The following table will show the budget appropriation if this transfer is approved.

Function	Current Appropriation	Transfer Request	Revised Appropriation
61 Instruction	\$68,183,719.80	(\$200,000.00)	\$67,983,719.80
62 Admin, Attendance, Health	\$4,772,531.29	\$100,000.00	\$4,872,531.29
63 Transportation	\$4,434,204.00	(\$100,000.00)	\$4,334,204.00
64 Operations and Maintenance	\$6,369,453.12	(\$200,000.00)	\$6,169,453.12
68 Technology	\$4,103,729.37	\$400,000.00	\$4,503,729.37

Thank you for your consideration of this request.