



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

To: Superintendent, Business Manager, and School Governing Body
Corp. 5265 Alexandria Community School Corporation

From: Melissa K. Ambre, Department Director, Office of School Finance

Date: July 7, 2023

Re: Excessive Education Fund Transfer List

The Department conducted its review of information shared by your school corporation regarding its placement on the Excessive Education Fund Transfer List for calendar year 2022. Based on our initial review and/or discussion, we are satisfied with the response provided by your school corporation at this time. We did not recommend further action be taken by the Distressed Unit Appeals Board regarding the 2022 transfers at its June 29 meeting.

Please keep the following things in mind as you consider transfers from the Education fund to the Operations fund during the current calendar year.

1. During calendar year 2023, school corporations are still held to a 15.0 percent target transfer threshold.
2. As you consider making Education fund to Operations fund transfers this year, evaluate whether a transfer is necessary or if other options exist.
 - a. Does an unforeseen circumstance result in the need for a transfer?
 - b. If you have a signed board resolution specifying a monthly transfer amount, is it necessary to transfer the maximum each month? You might consider adopting a resolution that allows for a periodic transfer, as needed, that sets a maximum amount.
 - c. What expenditures from the Operations fund necessitated using revenue from the Education fund?
 - d. If the transfer is for technology or small capital project needs, is the school eligible for a common school technology or construction loan?
 - e. If a portion of the transfer is for utilities, consider energy savings projects.
 - f. Does the school utilize the unreimbursed levy process for curricular materials above the state's reimbursement amount?
 - g. Would there be a cost savings associated with participation in the Indiana State Government Health Insurance and Prescription Benefit Plan?
 - h. Evaluate your top expenditure categories in the Operations fund? Are there steps that can be taken to mitigate the cost? You may want to consider exploring or utilizing the services of an education or purchasing cooperative, interlocal agreement, or other arrangement?
3. If you have questions on accounting for transfers, please let us know.

The Department will continue to monitor Education fund to Operations fund transfers during calendar year 2023.

As required by law, please post a copy of this communication on your public website with other documentation related to the 2022 Excessive Education Fund Transfer List notification. If you have any questions, please contact us at Form9@doe.in.gov.

Copy: Pete Miller, Distressed Unit Appeals Board



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

To: Alexandria CSC Superintendent Corp. 5265

Copy: School Business Officer and School Governing Body

From: Melissa K. Ambre, Department Director, Office of School Finance

Date: May 18, 2023

Re: Excessive Education Fund Transfer List

Based on the requirements of Indiana Code 20-40-2-9, Alexandria CSC transferred more than fifteen percent of total Education fund revenue in calendar year 2022. Therefore, the school corporation did not meet the education fund transfer target percentage for calendar year 2022 and is subject to further review. Based on Form 9 financial data filed with IDOE, the following determination was made:

- | | |
|---|-----------------|
| 1. Total revenue deposited into the Education Fund for CY 2022 | \$11,959,253.86 |
| 2. Total transfer amount from the Education to Operations fund | \$ 2,241,101.26 |
| 3. Education to Operations transfers as percent of total Education Fund revenue | 18.74% |

Based on the information, the school corporation shall do the following:

1. Publicly acknowledge receipt of this notice at the next meeting of the school governing body,
2. Enter into the school governing body's official meeting minutes acknowledgement of this notice, and
3. Within thirty days, publish IDOE's notice and any relevant individual reports prepared by IDOE on the school corporations internet site.

The school corporation has ninety days from the date of the original notice to prepare and submit to the Fiscal and Qualitative Indicators Committee (FQIC) and IDOE explanatory documentation to explain the following:

"I.C. 20-40-2-10(b)

- (1) How and why the school corporation's leadership believes the school corporation failed to meet the education fund transfer target percentage.
- (2) The steps the school corporation's leadership is planning or actively taking to budget and spend during the next calendar year to meet the education fund transfer target percentage for the next calendar year."

Please present the information prepared and shared with FQIC and IDOE to the school governing body at its next public meeting. The governing body shall enter documentation and discussion as part of its official minutes for that meeting. A checklist and frequently asked questions document is attached to the memorandum to assist in this process.

Please email or mail a complete copy of the information to:

Distressed Unit Appeal Board
Peter Miller, Executive Director
100 N. Senate Ave.
IGCN, 10th Floor
Indianapolis, IN 46204
indicators@duab.in.gov

Indiana Department of Education
Melissa Ambre, Dept. Director, School Finance
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