

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM #88 (2006-2007)

October 16, 2006

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: OUT-OF-DISTRICT TRAVEL - FIRST QUARTER REPORT
FY 2006-2007

ASD Goal: *Ensure public accountability through continued preparation and publication of the Profile of Performance, budget basics, and budget and bond summaries.*

PERTINENT FACTS:

The attached Travel Report summarizes the travel taken by District employees and School Board members during the first quarter of FY 2006-2007 for both in-state and out-of-state travel. This report complies with the revised travel procedures established in the fall 2004 and in accordance with School Board Policy Sections 156, Board Member Travel, and 526, Staff Travel.

There were 89 District employees and School Board members who traveled during the first quarter of FY 2006-2007 on 97 trips for a total travel cost to the District of \$157,309.24.

<u>Funding Source</u>	<u># Board & Emp.</u>	<u># Trips</u>	<u>Travel Cost</u>	<u>Substitute Cost</u>
District	30	35	\$ 79,572.01	\$.00
Grants	42	43	77,737.23	959.84
External/Self	<u>17</u>	<u>19</u>	<u>.00</u>	<u>.00</u>
	89	97	\$157,309.24	\$ 959.84

Three School Board members attended one conference in Anchorage; and there was one out-of-district trip during the first quarter of FY 2006-2007. The Superintendent attended one conference in Anchorage; and there were two out-of-district trips during the first quarter of FY 2006-2007. Travel expenses for School Board and Superintendent travel in other time periods may also be recorded in this quarter.

The distribution of the travel budget has been identified more precisely by account codes. For instance, the \$44,900 annual budget for the School Board has been allocated in the following accounts:

	<u>Annual Budget</u>	<u>Expended YTD</u>	<u>Account Code</u>
School Board Conferences	\$ 12,000	\$ 4,693.43	100101-3600/3610
School Board Legislative Lobbying	23,900	.00	100102-3600/3610
Other Staff Travel:			
Legislative Lobbying	<u>9,000</u>	<u>.00</u>	100103-3600/3610
	\$ 44,900	\$ 4,693.43	

Similarly, the Superintendent's travel and other staff travel has been allocated in the following accounts:

Superintendent's Travel	\$ 10,300	\$ 3,403.77	100201-3600/3610
Superintendent's Lobbying	\$ 4,500	\$ 1,017.46	100202-3600/3610
Other Staff Travel [1]	\$.00	\$.00	109910-3600/3610

[1] Other staff travel is budgeted in the Non-Departmental (099) account. Budget transfers are made from this account to the account of those who report directly to the Superintendent for their respective staff members.

CC/JS/CS

Attachments

Prepared By: Chad Stiteler, Controller
 Approved By: Janet Stokesbary, Chief Financial Officer

SCHOOL BOARD TRAVEL EXPENDITURES/CONFERENCES
100101-3600/3610
 Year-to-Date through September 30, 2006

DATE RECEIVED	PARTICIPANT	DESCRIPTION	TRAVEL DATES	DESTINATION		AUTHORIZED TOTAL	1st QTR ACTUAL EXPENSE	REMAINING BALANCE	VENDOR NAME	DESCRIPTION	VOUCHER NUMBER	EXPENSE REPORT DATE
08/02/06	Mary Marks	NSBA Annual CUBE Conference	9/27 - 10/2/06	Phoenix, AZ	Estimate	2324.00	1060.00 685.30 350.00	1264.00 578.70 228.70	Ritz-Carlton AMEX Nationa School Seminars	Lodging Airfare Registration	7P02788 Ck 285961 7P02789	
08/28/06	Jeff Friedman	Council Great City Schools	10/24 - 10/29/06	San Diego, CA	Estimate	2130.00	636.01 175.00	1493.99 1318.99	AMEX Council Of Seminars	Airfare Registration	Ck 287719 7P03659	
08/28/06	Kennedy, Crystal	Council Great City Schools	10/24 - 10/29/06	San Diego, CA	Estimate	1710.00	201.11 175.00	1508.89 1333.89	AMEX Council Of Seminars	Airfare Registration	Ck 287719 7P03657	
08/28/06	John Steiner	Council Great City Schools	10/24 - 10/29/06	San Diego, CA	Estimate	1955.00	636.01	1318.99	AMEX	Airfare	Ck 287719	
09/11/06	Jake Metcalfe	Council Great City Schools	10/24 - 10/29/06	San Diego, CA	Estimate	2130.00	175.00	1955.00	Council Of Seminars	Registration	7P04580	
09/06/06	Kennedy, Crystal	AASB Boardmanship	9/16 -9/17-06	Anchorage, AK	Actual	250.00	300.00	(50.00)	AASB	Registration	7P03654	
09/06/06	Jeff Friedman	AASB Boardmanship	9/16 -9/17-06	Anchorage, AK	Actual	250.00	300.00	(50.00)	AASB	Registration	7P03654	
09/06/06	Paul Steele	AASB Boardmanship	9/16 -9/17-06	Anchorage, AK	Actual	150.00	0.00	150.00				

8575.00 4693.43

SUMMARY	
Adopted Budget	\$12,000.00
Expenditures & encumbrances:	387.00
1st Quarter	4,693.43
2nd Quarter	0.00
3rd Quarter	0.00
4th Quarter	0.00
BALANCE	\$6,919.57

SUPERINTENDENT'S TRAVEL EXPENDITURES
100201-3600/3610
Year-to-Date through September 30, 2006

DATE RECEIVED	PARTICIPANT	DESCRIPTION	TRAVEL DATES	DESTINATION		AUTHORIZED TOTAL	1st QTR ACTUAL EXPENSE	REMAINING BALANCE	VENDOR NAME	DESCRIPTION	VOUCHER NUMBER	EXPENSE REPORT DATE
5/24/06	Carol Comeau	Council Great City Schools Meeting	7/20-7/23/06	Newark, NJ	Actual	2213.76	1088.31 897.45 189.60	1125.45 228.00 38.40	AMEX First National Bank Carol Comeau	Airfare Lodging Reimbursement	Ck 280105 7P03222 Ck 285395	8/9/06
8/16/06	Carol Comeau	Council Great City Schools Conference	10/24 - 10/29/06	San Diego, CA	Estimate	2255.30	701.30	1554.00	AMEX	Airfare	Ck 285961	
8/19/06	Carol Comeau	AASA Fall Meeting	10/4 - 10/7/06	Fairbanks, AK	Estimate	1075.00	277.11	797.89	AMEX	Airfare	Ck 287719	
9/27/06	Carol Comeau	AASB Boardmanship	9/16 -9/17-06	Anchorage, AK	Actual	250.00	250.00	0.00	AASB	Registration	7P04917	

5794.06 3403.77

SUMMARY	
Adopted Budget	\$10,300.00
Expenditures & encumbrances:	350.00
1st Quarter	3,403.77
2nd Quarter	0.00
3rd Quarter	0.00
4th Quarter	0.00
BALANCE	\$6,546.23

SUPERINTENDENT'S LEGISLATIVE LOBBYING
100202-3600/3610
 Year-to-Date through September 30, 2006

DATE RECEIVED	PARTICIPANT	DESCRIPTION	TRAVEL DATES	DESTINATION		AUTHORIZED TOTAL	1st QTR ACTUAL EXPENSE	REMAINING BALANCE	VENDOR NAME	DESCRIPTION	VOUCHER NUMBER	EXPENSE REPORT DATE
5/15/06	Carol Comeau	AASA Summer Metting	7/29 - 7/31/06	Juneau, AK	Actual	1017.46	366.10	651.36	AMEX	Airfare	Ck 280105	8/16/06
							311.36	340.00	First National Bank	Lodging	7P04532	
							240.00	100.00	Carol Comeau	Reimbursement	Ck 285976	
							100.00	0.00	AASA	Registration	7P00962	

1017.46 1017.46

SUMMARY	
Adopted Budget	\$4,500.00
Expenditures & encumbrances:	0.00
1st Quarter	1,017.46
2nd Quarter	0.00
3rd Quarter	0.00
4th Quarter	0.00
BALANCE	\$3,482.54