



**CHELSEA**  
SCHOOL DISTRICT

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**To:** Board of Education

**From:** Nicole Lechner

**Re:** April Board Report

**Date:** March 24, 2026

The District will initiate its scheduled debt principal and interest payments later this month for the 2020, 2022, and 2025 Debt Funds. The total payment across these obligations will be \$7,843,407.99. As in prior years, these payments will be processed via secure wire transfer directly through Chelsea State Bank. Once set up, Chelsea State Bank will call to confirm the amounts and correct accounts before processing the wire transfers. This method ensures both efficiency and accuracy while reducing administrative handling and processing time associated with paper checks.

As we move into the final quarter of the fiscal year, preparations are underway to ensure a smooth and accurate year-end closeout. A key component of this process is the management of purchase orders. In order to ensure all expenditures are properly recorded within the current fiscal year, it is essential that purchase orders are in place early enough for goods and services to be received and invoiced prior to June 30.

To support this effort, the District has established April 15th as the cutoff date for initiating new purchase orders. This timeline allows sufficient time for processing, delivery, and invoicing, which is critical for maintaining accurate financial reporting and compliance. While there may be limited exceptions, primarily within operations and technology, these will be reviewed on a case-by-case basis to ensure alignment with operational needs and fiscal responsibility.

We appreciate the cooperation of all staff and administrators in adhering to these timelines, as it plays a vital role in maintaining the integrity and efficiency of our financial processes.

As we head into Spring Break, we stay focused on finishing the year stronger together.

Respectfully,

Nicole Lechner, Chief Financial Officer  
Chelsea School District