



Annie Linville
August 2026

2026-2027 Business Office Department Goals

For FY27 it is our goal to continue to develop comprehensive SOP Documentation for the department to help maintain consistency in workflow and provide training and background documents for employees' reference.

Current Projects/Considerations

1. Processing Year End
2. Audit Prep
3. New School Year preparations
4. Building SOP documents for departmental procedures
5. Learning, learning, learning

Report Notes

This summer has been an extremely challenging one as I work through my first-year end process. I have been on with Linq constantly working through issues in our system and am still in the process of straightening out coding errors from the July payroll. For that reason, all financial reports are being submitted in draft form as I cannot balance them until the coding is corrected. There is also a rollover issue that is leading to blank Fund Balance, Capital Funds, and CHSSA reports for the month of August. I will be working with Linq again on Monday to get all of this corrected and final reports will be presented as soon as possible.

Staff Professional Development

- I attended ALASBO's Summer Leadership Conference is a great opportunity to meet up with peers from across the state. We covered a variety of topics including Impact Aide and DEED updates, as well as heard from Santa Clause on youth advocacy.
- At the Summer Leadership Conference I also attended the New Business Managers Institute (NMBI) program's in person meeting. This program is a great help in connecting with other new business managers around the state and discussing relevant topics and issues we face in our positions. The group provides great support as we learn our new roles.
- In December I attended ALASBO's annual conference in Anchorage. It was a full week with great opportunity to network and learn from my fellow Business Managers.