Nome Public Schools

MEMORANDUM

To: Board of Education
Thru: Jamie Burgess, Superintendent
From: Genevieve Hollins, Contracted CFO
Alaska Education & Business Services, Inc.
Date: November 5, 2026
Subject: **Financial Narrative**

Happy nearly Thanksgiving!

FY2026 Audit

The audited financial statements are in draft form and are awaiting the Federal Office of Management and Budget (OMB) to issue their 2026 OMB Compliance Supplement. Attached is a letter from the Commissioner regarding same.

Grants

The first quarter grant reimbursements were due October 31st, and all that had approved grant applications were submitted. There is still 1 more grant fund without an approved application for which we will still need to seek reimbursement once DEED approves the application.

Action Item – Alaska Gold - Snow Removal

Attached as an action item, is the Alaska Gold snow removal quote for 2026-2027 season. Per Mr. Duarte, several other entities in town who also move snow are either not moving snow this year, do not have sufficient staffing to take on the district as a client, or are busy with other projects. Alaska Gold is the only available company currently. They provided excellent service last year. Mr. Duarte has set in place expectations to maintain safe and accessible school facilities while providing greater oversight of contracted service expenditures with the intention of bringing the overall costs down.

FY2027 Budget

Currently we are down 5% in expenses in comparison to this time in the past 2 years. This is mainly due to unfilled/vacant positions!

The student count period ended October 23rd, and the District Foundation Summary which includes the student count and Sped child count was submitted to DEED on November 4, 2026. We are down 17 students in brick-and-mortar, up 18.5 students in Nanut Homeschool, and our intensive student count is the same as budgeted. Now, DEED will reconcile our student count with any crossover with other school districts and by mid-March 2027 DEED will publish their finalized and official student count by district which will denote the final funding for each district.

We are working on the following regarding an upcoming budget revision:

- Gathering information/quotes for various upcoming textbook adoptions, which will impact the budget and will need to be included in a budget revision.
- Trueing up salaries and benefits, including looking at the impact to the budget for incoming teachers that were uncertified for some time, as well as the impact of unfilled budgeted positions and the maneuverability of those funds to fill existing needs in other ways
- Calculating additional needed funds in Pupil Transportation (field trips and Sped driving)
- Calculating/estimating whether there are additional needed funds in Food Service to break-even

FY2028 Budget Timeline

The FY2028 budget timeline is included in the Consent Agenda. Below is a copy of same.

FY 2028 BUDGET PROCESS AND TIMELINE

Budget Process, Timeline, Revenue Presentation, Board Sets Education & Fiscal Priorities For the District in Accordance with their Strategic Plan

BP 3100 - BUDGET – The district budget shall be prepared annually from the best possible estimates of revenues and expenditures. The Superintendent or designee shall determine the manner in which the budget shall be prepared and shall schedule the budget adoption process in accordance with legal time requirements. A public hearing shall be held prior to the adoption of the budget or a revised budget.

FY 2028 1st Draft Budget presented to the Board at regular meeting
January 12, 2027

Work Session: "Budget Deep Dive"
January 26, 2027

Tribal Consultations
February 2027

FY 2028 2nd Draft presented to the Board at regular meeting
March 9, 2027

FY 2028 3rd Draft/Final Budget presented to the Board at regular meeting
April 13, 2027

FY 2028 Budget Adoption at special session
April 27, 2027

Nome-Beltz Partial Roof Replacement Project

We are awaiting the arrival of the siding before further work may continue. Change orders for internal painting, ceiling tiling, and carpeting have been received, reviewed and are in the process of being signed for the base bids so that the materials can be obtained timely.

Standard Operating Procedures (SOP) #13 & #14 – Bank Reconciliations & Adjusting Journal Entries

Attached herein please find SOP# 13 – Bank Reconciliations and SOP# 14 – Adjusting Journal Entries, for your review, reference, and comments.

Thank you!

THE STATE of ALASKA
GOVERNOR MIKE DUNLEAVY

Department of Education & Early Development

OFFICE OF THE COMMISSIONER

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October 22, 2026

Subject: FY2026 Single Audits and District Funding Continuation

Dear Superintendents,

The Department of Education and Early Development (DEED) would like to provide clarification regarding FY2026 single audits and their relationship to district funding.

The Federal Office of Management and Budget (OMB) is late in issuing the 2026 OMB Compliance Supplement. While the final version remains under review by OMB with no firm release date, a draft is available to help auditors plan single audits. However, as outlined in Governmental Audit Quality Center (GAQC) Alert #502, it is not appropriate for an auditor to issue a June 30, 2026, year-end single audit before the release of the final supplement.

To ensure this federal delay does not negatively impact Alaska school districts, DEED will not withhold funding under AS 14.14.050 solely due to audit delays resulting from the pending release of the 2026 OMB Compliance Supplement.

DEED will continue to monitor federal guidance and communications closely and share updates as new information becomes available. Thank you for your continued commitment to maintaining strong fiscal stewardship on behalf of Alaska's students and communities.

Sincerely,

Dr. Deena M. Bishop, Ed. D.
Commissioner

cc: Alaska School Business Officials

NOME PUBLIC SCHOOLS

Nome, Alaska

SOP No 13 - BANK RECONCILIATIONS

1. PURPOSE: To establish procedures for performing and reviewing monthly bank reconciliations.

2. AUTHORITY: Superintendent or designee

3. RESPONSIBILITY: CFO or designee

4. PROCEDURES: The following are control activities recommended for the bank reconciliation process.

a. The Superintendent or designee shall receive and review all bank statements and shall also receive and review reconciliations upon completion.

b. The CFO obtains the monthly bank statements via the online banking website, an compares the activity on the statement with the activity in the cash account in the general ledger using the software system bank reconciliation module. Identify and investigate any discrepancies and prepare AJEs as needed. Contact the bank for any unexplained or erroneous transactions on the bank statement.

c. The following information is typically included in the month-end cash reconciliation journal entry: interbank transfers, bank service charges and fees, etc. An adjusting journal entry should be prepared to reflect this information and the entry should be reviewed and approved by another individual not completing the bank reconciliation. See SOP No. 14 – Adjusting Journal Entries.

d. Once the monthly bank reconciliation is balanced (reconciled balances matches the general ledger balance) and completed in the software system, the reconciliation and month should be closed.

e. Bank reconciliations should be completed by the 10th of the month following the bank statement date.

f. The reconciliations and bank statements should be attached together and saved chronologically, by fiscal year. All bank statements and reconciliations should be scanned for ease in transmission to auditors during the annual audit.

g. Review stale-dated outstanding checks (over one year past issue date) at least annually. Void and reissue checks when appropriate, and forward outstanding funds to the State of Alaska Department of Revenue – Treasury Division as unclaimed property when required.

h. All bank balances should be collateralized in accordance with board policy.

REFERENCES:
BP 3100 – Budget
BP 3200 – Income
BP 3305 – Electronic Fund Transactions
BP 3452 – Student Activity Funds

REVISION DATE: 06/18/2019

EXHIBITS: None

NOME PUBLIC SCHOOLS
Nome, Alaska

SOP No. 14 - ADJUSTING JOURNAL ENTRIES

1. PURPOSE: To establish procedures for identifying, preparing, authorizing, and recording adjusting journal entries (AJEs). The majority of the transactions entered into the general ledger are through the cash receipts, cash disbursements, and payroll processes. However, to make correction to account balances or to book items such as indirect expenses/revenue, prepaid expenses, etc., it is necessary to enter journal entries.

2. AUTHORITY: Superintendent or designee

3. RESPONSIBILITY: The CFO and all budget supervisors are responsible for ensuring compliance with this procedure.

4. PROCEDURES: The following are control activities for the journal entry process.

    a. Actions (b) and (c) may be performed by budget supervisors or the business department.

    b. Identify the activity to be recorded and the affected accounts. Examples of activities include incorrectly stated account balances, transactions recorded in the wrong accounts, write-offs of immaterial balances, approved expenditure or revenue transfers, automatic bank transactions, etc.

    c. Compile supporting documentation (audit trail) including one or more of the following items: original entries for correcting AJEs, correspondence, spreadsheets, statements, and approvals from affected budget supervisors when appropriate.

    d. The CFO receives the supporting documentation, enters an AJE in the financial software system, signs/dates the AJE, and returns a copy to the affected budget supervisor.

    e. Save posted AJEs electronically in chronological order, for easy transmission to the auditors during the annual audit.

REFERENCES:
BP 3100 – Budget
BP 3110 – Transfer of Funds

BP 3200 – Income
BP 3440.1 – Fixed Assets Capitalization
BP 3470 – Fund Balance Classification

REVISION DATE: 11/05/2026

EXHIBITS: None