



# NORTH SLOPE BOROUGH SCHOOL DISTRICT

## MEMORANDUM

**TO** Roxanne Brower, President  
Members of the School Board

**THROUGH** Stewart McDonald, Superintendent

**FROM** David Nielsen, Director of Financial Services

**DATE** January 31, 2018

**SUBJECT** Contracts \$10K or greater

**MEMO#: SB18-**  
**(Action Item)**

### 2015-20 STRATEGIC PLAN SUMMARY – 2017-18 SCHOOL YEAR

#### DEVELOPMENT OF THE WHOLE CHILD

- 4 **FINANCIAL & OPERATIONAL STEWARDSHIP:** Effectively employ our operational and financial resources to support our strategic goals and long-term stability of the district.

OBJECTIVE

- 4.1 **FINANCIAL STEWARDSHIP/MANAGEMENT:** Ensure financial management based on what is best for our students.

AS OF JUNE 2017

#### Recommendation

The administration recommends the following \$10,000 or greater proposals for approval at this meeting.

#### Issue Summary

In accordance with applicable Board policy, contracts and MOA's \$10,000 or greater require Board approval. BP 3312

#### Background

### ITEM 1. NIEDERMEYER SERVICES INC.

Beginning as early as February 15, 2018, Niedermeyer Services will begin performing the work requested. Niedermeyer Services will assist in "Audit Preparation" and "General Ledger" account reconciliations. Niedermeyer Services anticipates that the work will include analysis of accounting entries source documentation and the workflow along with related regulatory analysis and reporting. The work will also include analysis of the revenue, expenses, and balance sheet accruals along with related accounting / budgeting activities when deemed appropriate. Niedermeyer Services will provide assistance only as requested and approved by NSBSD. Work times are estimated to vary depending upon the request and range from 20 to 40 hours of on-site work varying from 3 to 5 times for the remainder of the school year. Offsite work as requested will be provided and conducted at the Anchorage office when possible to reduce travel and transportation costs. Niedermeyer Services will provide periodic status reports on its work; usually in conjunction with its billing or as requested.

<b>BUSINESS OFFICE</b>	<b>100.200.550-410</b>	AMOUNT	<b>\$20,000</b>
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**Motion:**

“I move that the NSBSD Board of Education approve the above \$10,000 and greater proposal, Item 1, as described in this memo and attachments.”

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

Vote \_\_\_\_\_