



# Nome Public Schools

**TO:** Nome Public Schools Board of Education  
**THRU:** Jamie Burgess, Superintendent  
**FROM:** Genevieve Hollins, Alaska Education & Business Services, Inc.  
**SUBJECT:** FY2025 Expenditures: 7/01/2024 through 05/31/2025  
 - All Except Special Revenue Programs -  
**DATE:** June 5, 2025

## REVENUES:

	Received	Current Budget	Amount Remaining	% Received
State of Alaska - Foundation	\$ 8,341,102	\$ 8,675,092	\$ 333,990	96.15%
State of Alaska - One Time	1,054,948	1,115,538	60,590	94.57%
State of Alaska - TRS On Behalf <sup>1</sup>	-	785,902	785,902	0.00%
State of Alaska - PERS On Behalf <sup>1</sup>	-	48,240	48,240	0.00%
City of Nome	2,326,389	3,400,000	1,073,611	68.42%
Impact Aid - U.S. Government PL-874	49,242	90,000	40,758	54.71%
E-Rate	2,048,073	2,641,798	593,725	77.53%
Earnings on Investments	223,897	200,000	(23,897)	111.95%
Other (Fees/Gate/Rentals/Donations)	310,760	340,000	29,240	91.40%
Transfer In From Other Funds	600,000	600,000	-	100.00%
Decrease (Increase) of Fund Balance		239,845	239,845	0.00%
Pupil Transportation (Fund 205)	525,487	560,975	35,488	93.67%
Food Service (Fund 255)	657,894	847,000	189,106	77.67%
<b>TOTAL REVENUES</b>	<b>\$ 16,137,792</b>	<b>\$ 19,544,390</b>	<b>\$ 3,406,598</b>	<b>82.57%</b>
(Excluding Federal Special Revenue Programs)				

## EXPENDITURES:

	Expended & Encumbered	Current Budget	Amount Remaining	% Expended
General Fund (100)	\$ 14,577,285	\$ 18,136,415	\$ 3,559,130	80.38%
Pupil Transportation (205) <sup>2</sup>	614,976	614,976	-	100.00%
Food Service Fund (255)	739,631	847,000	107,369	87.32%
<b>TOTAL EXPENDITURES AND ENCUMBRANCES</b>	<b>\$ 15,931,892</b>	<b>\$ 19,598,391</b>	<b>\$ 3,666,499</b>	<b>81.29%</b>

Percentage of Revenue Budget Recvd: 82.57%  
 Percentage of Budget Expended: 81.29%  
 Percentage of Year Passed: 91.78%

Days of Expenditures for this Fiscal Year: 335 Days

Remaining in Fiscal Year for Expenditures: 30 Days

Checking Account Bank Balance as of May 31, 2025 - \$7,952,160

CDs Bank Balance as of May 31, 2025 - \$2,111,774

Northrim Checking Bank Balance as of May 31, 2025 - \$2,500

<sup>1</sup>PERS and TRS On-Behalf Revenues (and expenses) will be recorded at year-end after receipt of State's final On-Behalf report. This is only a book entry and no funds come through the District's bank account.

<sup>2</sup>All regular route costs are encumbered for the year. Budgeting to use ~ \$47k of Pupil Transp Fund Balance.



*Nome Public Schools*

## **MEMORANDUM**

To: Board of Education  
Thru: Jamie Burgess, Superintendent  
From: Genevieve Hollins, Contracted CFO  
Alaska Education & Business Services, Inc.  
Date: June 5, 2025  
Subject: **Financial Narrative**

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### **FY2026 Budget**

The FY2026 Budget that was approved by the School District Board on April 29<sup>th</sup>, 2025, was submitted to the City by May 1<sup>st</sup>. The City Council voted to reduce their appropriation to \$2.7M for FY2026. That is a \$700,000 reduction.

The District is required to submit a balanced budget to the Department of Education & Early Development no later than July 15<sup>th</sup> each year to continue receiving Foundation payments.

District Administration has submitted revised FY2026 Budget for Board approval under the Action Items in this packet. To balance the budget, we are transferring an additional \$700,000 from the Apartment fund to the General Operating Fund for a grand total transfer out from the Apartment fund of \$950,000. The remaining fund balance in the Apartment Fund at June 30, 2026 (end of FY2026) will be approximately \$945k. That includes the -\$229k in the Nome Teacher/VPSO Apartment fund that has been expended but not reimbursed due to the project not continuing.

### **FY2026 Food Service**

Administration is recommending acceptance of the first of four one-year renewals from NMS. Their amendment to continue for the ensuing year is attached under Action Items for Board approval. They have kept their pricing structure the same as FY2025.

### **Bulk Fuel Purchase**

Administration has not received a response from NJUS regarding projections of the cost per gallon for fuel. As such, Administration is recommending, under Action Items, that the Board approve the purchase of at least 180,000 gallons of heating fuel, but not to exceed our existing budget of \$740,000. If we can purchase 190,000 gallons of heating fuel that would be preferable, but will depend on the cost at time of delivery.

### **FY2026 Audit**

Under Action Items, you will find Administration's recommendation to approve the audit services of our existing auditors, Altman, Rogers & Company for FY2026. They are always punctual, efficient, and knowledgeable.

**Standard Operating Procedure (SOP) #5 - MOAs with Employees (NEW SOP)**

SOP #5 - MOAs with Employees - We have produced a new SOP and inserted it below our SOP #4 - Payroll. We will move all other SOP numbering down. SOP #5 is to establish uniform procedures for initiating, processing, authorizing, reviewing, recording, and paying Memoranda of Agreements (MOAs) with employees. Please find the SOP attached for your review, reference, and comments.

***Thank you!***

NOME PUBLIC SCHOOLS  
Nome, Alaska

**SOP No. 5**

MEMORANDA OF AGREEMENTS (MOA'S) WITH EMPLOYEES

1. PURPOSE: To establish procedures for initiating, processing, authorizing, reviewing, recording, and paying Memoranda of Agreements (MOAs) with employees.
2. AUTHORITY: Superintendent or designee
3. RESPONSIBILITY: Superintendent, Administrator, Chief Financial Officer (CFO) and Payroll Technician
4. PROCEDURES: The following procedures should be followed for completing MOAs with employees to be processed through payroll:
  - a. EMPLOYEE AND PERSONNEL/PAYROLL RECORDS
    - (1) Follow procedures under SOP 4 to ensure proper personnel/payroll records are maintained. Further detail is below.
  - b. PROCESSING MOAs
    - (1) The Administrator with oversight over the program/site/department budget/revenue source should prepare the MOA. Templates/support for an MOA for a particular task/position can be sourced from Human Resources, the Superintendent's office, etcetera.
    - (2) MOAs shall include the following information:
      - (a) Name of staff member/employee
      - (b) Position/Task
      - (c) Expectations of staff member/employee
      - (d) Responsibilities of the District
      - (e) Compensation rate, total compensation, payment timeline
      - (f) Signature Lines and Date
      - (g) Account Code
      - (h) Notate whether the pay will be retirement eligible
    - (3) Account codes and retirement eligibility can be obtained from the CFO.

- (4) The MOA must be signed by the staff member/employee and the Superintendent. The Administrator with oversight can also sign, but cannot sign in place of the Superintendent unless a memo designating the Administrator to financially obligate the District is on file with the Business Office.
- (5) If there are additional forms to be completed by the staff member/employee, they must be (a) listed in the MOA under Expectations, and (b) attached to the MOA.
- (6) The MOA should be sent to the staff member/employee for signature, then routed to the Superintendent. If Administrator is signing, they should sign. A copy of the fully executed MOA is sent to the staff member, Administrator, Human Resources, Payroll Technician, and the CFO. MOAs must be fully executed and returned to the staff member/employee before any work on the MOA begins.
- (7) Human Resources will add any non-current staff member/employee to the onboarding platform (Frontline Central) and ensure that all personnel/payroll documents (W4, I9, Direct Deposit Form, etc) are completed.
- (8) Human Resources will add the MOA to the HR Report for the next regular Board of Education meeting for Board ratification.
- (9) When the expectations/tasks for an MOA are complete, the Administrator will complete a payment request and send to the Payroll Technician and CFO with a copy of the MOA attached to the payment request.
- (10) Payroll Technician will obtain approval of the Superintendent on all MOA payment requests and will then proceed with processing payroll for payment of the MOA.

REFERENCES:

BP 3312 Contracts

BP 4151 Salary Guides – Exempt Employees

BP 4261 Leaves and Absences

BP 4262 Holidays

IRS Guidance: <https://www.irs.gov/newsroom/understanding-employee-vs-contractor-designation>

ASLAM/DEED Records Retention Schedule: Click on “School Districts, #400.1”  
<https://archives.alaska.gov/rims/>

EXHIBITS: None

REVISION DATE: 6/1/2025

SOP No. 5