



## **SOUTHEAST ISLAND SCHOOL DISTRICT**

P.O. Box 19569, 1010 Sandy Beach Rd Thorne Bay, Alaska 99919  
(907) 828-8254 Fax: (907) 828-8257 Email: [sisd@sisd.org](mailto:sisd@sisd.org)

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### **MEMORANDUM**

**TO:** SISD BOARD OF EDUCATION

**THRU:** Sherry Becker, Superintendent

**FROM:** Lucienne Smith, Contracted Business Manager  
Alaska Education & Business Services, Inc.

**Date:** October 22, 2019

**SUBJECT: BUSINESS MANAGER'S OCTOBER REPORT NARRATIVE**

**FY 2019 AUDIT** – The audit has been completed and there were no findings. We did increase our fund balance in the Pupil Transportation fund and in the Housing fund, but reduced fund balance in the CIP and the General fund.

**AVERAGE DAILY MEMBERSHIP** – We will know more about this by month end. Thorne Bay enrollment is down substantially and that is going to affect foundation funding. Once the definite foundation is calculated, we will begin our budget revision for this year and have it ready for board approval in January.

**FY2020 BUDGET** – A draft timeline for the FY 2020 budget process is attached.

**ACCOUNTING** – The State of Alaska DEED has updated their Chart of Accounts with a few changes. One change that we will implement this year is that all software licensing will be expense to object code 475 (which rolls up to 450 – supplies, material, & media). In the past, it has been expensed to supplies, material & media (450), other purchased services (440), and other expenses - dues fees (490) depending on if it was an annual update, or combined with other work etc.

The other change is a new function 560 for the administration of technology personnel – which most smaller districts do not have – that falls under the Superintendent/Assistant Superintendent duties.

**ACCOUNTING STAFF** – The new Payroll personnel is absorbing all the information to process and meet all payroll deadlines. In addition to payroll, this position is being trained on Accounts Payable (cross training and backup are very important), cash receipts, and fixed assets. All is going swimmingly to date.

***Vision:*** *Students are equipped to realize their dreams and aspirations.*

***Mission:*** *Together we will foster student skills to achieve their goals and adapt to an ever-changing world.*

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**E-rate** – Our USAC Form 470 and RFP has been posted and we await bids. The deadline for submitting bids is scheduled for December 6, 2019 at 3 pm.

Please do not hesitate to ask any questions.

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### **FY 2021 BUDGET PROCESS AND TIME LINE**

#### **Budget Process, Time Line, Revenue Presentation**

January 2020

#### **Administrators meet with Staff - Administrators identify priorities/needs**

January 2020

#### **Business Manager presents probable revenues**

January 22, 2018

#### **Business Manager Provides Superintendent Update Estimate & Budget Parameters and FY 2021 Draft Budget discussed**

February 2020

#### **FY 2021 1<sup>st</sup> Proposed Budget presented to the Board**

March Board Work session 2020

**Public Budget Hearing** (*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 2021 2<sup>nd</sup> Proposed Budget Presented to the Board**

April Board Work session 2020

#### **FY 2021 3<sup>rd</sup> (and Final) Proposed Budget Presented to the Board**

May Board Work session 2020

Adoption of Budget May Regular Board Meeting

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