



CHELSEA
SCHOOL DISTRICT

BUSINESS OFFICE

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To: Board of Education

From: Nicole Lechner

Re: May Board Report

Date: April 27, 2026

Year-end budget preparation is well underway as we work to close out the current fiscal year and develop estimates for the 2026–2027 school year. We are also closely monitoring the state budget process and are awaiting additional details from the Michigan House of Representatives and the Michigan Senate. These updates will provide greater clarity on funding expectations for next year and help inform our final budget assumptions. We anticipate scheduling a Finance Committee meeting toward the end of May to review key assumptions in advance of the June budget hearing.

I also had the opportunity to meet with Robyn Anes from Clark Construction to conduct a more in-depth review of the bond budget and refine our approach to tracking project expenditures as we move into the next phase of construction. During our discussion, we walked through prior project budgets and existing monitoring processes. Looking ahead, our next meeting will focus on developing and implementing a more streamlined tracking tool that will allow for real-time monitoring of bond fund balances and stronger assurance that funds remain available.

Activity within the Business Office continues to ramp up as we approach year-end. Our team is simultaneously closing out current year transactions while preparing for the transition into the new fiscal cycle. Payroll is compiling year-end payout data and rolling workbooks forward in preparation for the first July payroll. Accounts Payable is working diligently to close purchase orders and process as many invoices as possible prior to June 30. At the same time, our accountant is focused on completing grant billings, reconciling accruals, and preparing the balance sheet for year-end close. These roles are highly interconnected, with each function relying on timely and accurate information from the others.

May marks our push to finish *stronger together* as we complete the year's work.

Respectfully,

Nicole Lechner, Chief Financial Officer
Chelsea School District