



**CHELSEA**  
SCHOOL DISTRICT

**BUSINESS OFFICE**

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**To:** Board of Education  
**From:** Nicole Lechner  
**Re:** February Board Report  
**Date:** 2/4/2025

Our first budget amendment will be presented at the February board meeting and is set for possible approval at the March board meeting. We have proposed several changes to the General Fund, Special Revenue Funds, and Debt Funds budget. The General Fund amendment reflects adjustments for pupil count, funding sources, and updated expenses related to staffing and operational costs. Additionally, our Food Service budget was updated to account for the receipt of a \$45,000 equipment assistance grant. We have also updated benefit expenses and increased equipment repair expenses for the Food Service budget. Other fund estimates have been revised to reflect updated beginning fund balance figures from the 2023/24 financial audit, along with other minor expense changes. Further details for each budget will be included in the full board presentation and the accompanying budget amendment packet.

We successfully completed all 1099 and W2 reporting at the end of January. To recap, 85 1099 forms were issued for 2024 and 526 W2's were processed. Once balanced, both documents are uploaded for online submission as the final reporting step. Our department takes pride in meeting the calendar year-end reporting requirements each January and looks forward to ensuring a smooth process moving forward.

The second round of Chelsea Education Foundation grants will soon be announced for staff. Once the grants are announced, we will initiate the process of creating accounts for staff to use when making purchases related to their grant funding. This system enables more effective tracking of each individual grant and streamlines the year-end reconciliation process. Staff will be able to use purchase orders to place orders and be reimbursed for grant expenses. At this time, we are also reviewing the first round of grants to confirm which funds have yet to be utilized.

Please let me know if you have any questions.

Respectfully,  
Nicole Lechner, Chief Financial Officer  
Chelsea School District