



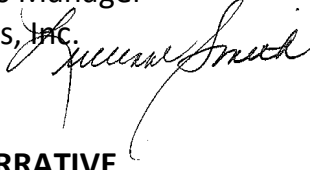
SOUTHEAST ISLAND SCHOOL DISTRICT

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M E M O R A N D U M

TO: SISD BOARD OF EDUCATION

THRU: Rodney Morrison, Superintendent

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

Date: April 11, 2025

SUBJECT: BUSINESS MANAGER'S REPORT NARRATIVE
Goal #3: Increase Communication District and Community Wide

FY 2025 BUDGET: Current expenditures remain in line with the budget for this time of year. We will have cleanup over the next couple of months - closing out purchase orders that have been fully or partially paid as well as expense adjustments for grant funds.

We have been in communication with the State regarding National Forest Receipts to determine if we can expect them to be paid out prior to June 30th.

FY 2026 INSURANCE – Questionnaires have been received, and we are in the processing of completing those for our property, auto and liability insurance. We should receive more information shortly thereafter.

FY 2026 FUNDING – The 2nd Proposed FY 2026 Budget will be reviewed during the work session. This will continue to be a work in progress while we await the outcome of the legislative session and the Governor's approval.

FY 2025 AUDIT – The **annual audit** for the 2025 records will take place during the week of **September 1st, 2025**. This audit reviews the company's financial statements and overall financial health for the entire year. It ensures accuracy and compliance with accounting standards and regulations, providing stakeholders with a clear and transparent picture of the organization's financial performance.

The **interim audit**, rescheduled for the third week of June 2025, will mainly focus on the test of controls and will address any issues or discrepancies early on, allowing the District to make necessary adjustments before the annual audit.

OTHER ITEMS – Q3 is upon us, and we are completing the grant reimbursements, Unemployment (ESC) and 941 Payroll tax liability reports by the end of this month.

We have our purchasing deadline instituted that allows us to issue purchase orders and receive them prior to the end of the school year, and close our financials in an orderly fashion.

Please feel free to ask questions.

Mission: *Students are equipped to achieve their dreams and aspirations*

Vision: *Set a foundation by cultivating experiences for students to develop goals and thrive in an ever-changing world.*