



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

MEMORANDUM

TO: SISD BOARD OF EDUCATION

THRU: Lauren Burch, Superintendent

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

A handwritten signature in black ink, appearing to read "Lucienne Smith", is written over the printed name in the "FROM:" field.

Date: September 17, 2016, 2016

SUBJECT: **FINANCIAL REPORT NARRATIVE**

FY 2017 Budget – It appears we are pretty close to our targeted enrollment so we may be able to work with our current budget all year.

FY 2016 Audit – Audit preparation is completed and this year the auditors are performing their audit off site. With all the hard work of the staff in District Office getting documentation in electronic format the past few years, we have been able to upload all required documentation to the auditors thru their secure portal. All information was provided to them this past week and now we need only respond to a few additional questions. This will save the district the cost of the auditors travel and accommodations and we hope to be able to continue this in future years to reduce the cost of the required annual audit. The off-site audit is a model being used by other school districts as well.

SISD Food Service Review – We have begun to respond to the State for the Food Service administrative review they are conducting on Southeast Island School District this year. This audit occurs once every 4-5 years and is to review compliance of Food Service federal requirements. This is an important review as it will provide us the opportunity to continue to be an approved CEP District for many of our sites and this reduces paperwork for the Food Service program and also to continue receiving the Fresh Fruit and Vegetables grant. They will be reviewing the kitchens at Thorne Bay, Kasaan and Naukati.

Average Daily Membership – the official count period (enrollment) for the Alaska School Districts is Monday, October 3, 2016 thru Friday October 28, 2016. SISD's count will begin a week early on Monday, September 26, 2016.

Please do not hesitate to ask any questions. Thank you.