

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** April 11, 2023

**NUMBER:** **Worksession**

**FR:** Office of the Superintendent

**SUBJECT:** Administrative Service  
Update

### **Administrative Services Department Update:**

We are now into the last quarter of the 2022-2023 fiscal year and have year end closeouts and reconciliations to do as quickly and accurately as possible; Schools are finishing up year-end supply orders, Accounts Payable is working on closing out purchase orders and getting bills paid, and Food Service is making sure meal counts are entered and submitted for reimbursement and that Staff meal accounts are paid up.

### **FY23 Financial Narrative Report for the period July 1, 2022 – February 28, 2023**

The monthly financial narrative report is included in your packet with highlights for the period ending February 28, 2023. The financial narrative report was discussed during the Budget Committee meeting.

### **Action Items:**

23-096 FY23 Budget Revision #3  
23-097 FY24 Proposed Operating Fund Budget  
23-098 Copier Purchase & Maintenance Services