



CHELSEA

SCHOOL DISTRICT

BUSINESS OFFICE

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To: Board of Education

From: Nicole Lechner

Re: September Board Report

Date: September 3, 2025

September is always one of the busiest months for payroll and benefits, and this year has been no exception. Our team has been working to set up all new employees in the finance system and ensure they are enrolled in the appropriate benefit programs. In addition, the first payroll of the school year required incorporating new contracts for teachers, Fall athletic coaches, and Schedule B positions. These transitions represent a significant amount of detailed work on the front end, but they are essential to ensuring accuracy and consistency throughout the school year.

On a positive note, we are excited that two more employee groups were moved to our electronic time clock system in Red Rover starting September 1. Expanding the use of this system continues to improve overall payroll efficiency while reducing manual processes for each pay period.

The annual financial audit is well underway, with the auditors currently in the fieldwork and testing phase. They have requested several payroll related items for both salaried and hourly staff, and they have identified the federal grants subject to the single audit compliance testing. For this portion of the review, we submitted supporting documentation including grant budgets, general ledger detail, and reimbursement requests. Everything is progressing on schedule, and we anticipate closing out the audit by the end of the month.

On the budget front, we continue to monitor the ongoing conversations at the State level, which will ultimately shape funding allocations for the 2025/26 fiscal year. We will continue to operate under our preliminary estimates approved in June, with the understanding that adjustments will be made once the State finalizes our funding.

The excitement and momentum of a new school year reminds us why this work is so important and keeps us focused on supporting our schools in being *stronger together*.

Respectfully,
Nicole Lechner, Chief Financial Officer
Chelsea School District