



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: Sherry Becker, Superintendent
FROM: Lucienne Smith, Contracted Business Manager
Alaska Education & Business Services, Inc. *Lucienne Smith*
Date: November 13, 2020
SUBJECT: BUSINESS MANAGER'S REPORT NARRATIVE

FY 2020 AUDIT – We will review the FY 2020 Audit during the work session. There were no findings, and General Operating Fund, Pupil Transportation, Food Service, and Employee Housing fund balances were all increased.

FY 2021 BUDGET REVISION – Just a reminder that a budget revision will be submitted to the Board in January as our enrollment and number of intensives were less than projected.

E-RATE – The e-Rate process and submitting our annual 470 and 471 applications will begin soon. We will be looking at what to expend the Category 2 funds on, as we have received the renewal funds for the next 5 years. Since we are in year 1 of a 3-year contract with GCI, a 470 will not be required for our Category 1 - Internet services, but we will prepare and submit a 471 by the required deadline.

END OF YEAR TASKS – We will be working on the end of year W2's/W3 and 1099's the end of next month and the beginning of January in order to meet the federal timelines on having all submitted. Currently we await the new W2 forms for any COVID changes that are being implemented.

FY 2022 BUDGET – Following is the budget timeline for our FY 2022 budget.

FY 2022 INDIRECT COST APPLICATION - We have submitted our FY 2022 indirect cost application and it has increased from this year's 4.20% to 6.75%. By the end of January, we should receive the formal approval letter from DEED.

FY 2020 PPE REPORT - Before month end, we will submit the required Per Pupil Expenditure (PPE) report to DEED. You may recall this information is required by law for the ESEA (Elementary & Secondary Education Act) as amended by the ESSA (Every Student Succeeds Act). The information is scheduled to be included in the State Report Card to the Public.

Please do not hesitate to ask questions.



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FY 2022 BUDGET PROCESS AND TIMELINE

Administrators meet with Staff - Administrators identify priorities/needs
January 2021

Business Manager presents projected revenues
January 20, 2021

**Business Manager Provides Superintendent Update Estimate & Budget Parameters and
FY 2022 Draft Budget discussed**
February 2021

FY 2022 1st Proposed Budget presented to the Board
March Board Work session 2021

Public Budget Hearing (*The district budget shall be prepared annually from the best possible estimates of revenues and expenditures. The Superintendent or designee shall determine the manner in which the budget shall be prepared and shall schedule the budget adoption process in accordance with legal time requirements. A public hearing shall be held prior to the adoption of the budget or a revised budget.*)

FY 2022 2nd Proposed Budget Presented to the Board
April Board Work session 2021

FY 2022 3rd (and Final) Proposed Budget Presented to the Board
May Board Work session 2022
Adoption of Budget May Regular Board Meeting

Vision: *Students are equipped to realize their dreams and aspirations.*

Mission: *Together we will foster student skills to achieve their goals and adapt to an ever-changing world.*