



## Memorandum

Date: August 11, 2025

To: Board of Directors of the Pendleton School District 16R

From: Michelle Jones, Director of Business Services

Subject: July 31, 2025 Financial Report

### Proposal:

#### Expenditures

Salaries and benefits are in line with projections for the fiscal year. Contract Serv/Prof reflects the Wheatland broker compensation agreement payment, which was budgeted/projected originally under Insurance. All other expenditures for the month of July are usual and customary. Any discrepancies between Monthly/Actual and Monthly/Budget are invoice timing differences. (Monthly/Budget amounts are based on prior year expenditure history.)

#### Revenue

Revenue for the month of July is in line with current projections. Please note that the negative amount reported under Miscellaneous revenue is due to an audit required journal entry at the end of each fiscal year to 'zero out' any liabilities on the books on June 30<sup>th</sup>. We then reinstate those liabilities after July 1. This entry is required because the District operates on a cash basis of accounting and cannot have any outstanding liabilities at year-end.

**Recommendation:** Michelle Jones, Director of Business Services, recommends the July 31, 2025 financial reports be approved.

**Motion:** I move that the July 31, 2025 Financial Reports be approved as presented.

Motion for Approval:

Made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Motion for Rejection:

Made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Motion for Further Consideration:

Made by \_\_\_\_\_ Seconded by \_\_\_\_\_