



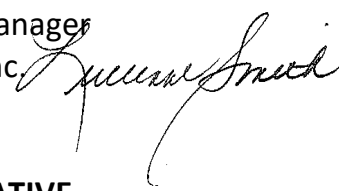
SOUTHEAST ISLAND SCHOOL DISTRICT

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: Rodney Morrison , Superintendent

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

Date: October 16, 2023

SUBJECT: BUSINESS MANAGER'S REPORT NARRATIVE
Goal #3: Increase Communication District and Community Wide

Monthly Activities: Our monthly activities are proceeding as planned, below are some key highlights from the past month:

FY 2024 BUDGET: Our expenditures remain well within budget, and we have been diligently monitoring all financial activities. As of the current month, there are no significant budget overruns or unexpected expenses to report. This fiscal responsibility reflects our commitment to ensuring the best use of the resources entrusted to us.

FY 2023 AUDIT STATUS: I am pleased to inform you that our annual audit is in its final stages and is expected to be completed this week. We have been working closely with our auditors to ensure a thorough and accurate examination of our financial records. The final printed copy of the audit report is expected to be in our hands before the end of this month. We anticipate that the audit will yield a positive outcome and demonstrate our commitment to transparency and accountability.

FY 2024 Q1 GRANT REIMBURSEMENTS: Our efforts to process Q1 Grant reimbursements are on track. By promptly processing these reimbursements, we are ensuring that our cash flow remains stable and that we can continue to support our educational programs and initiatives without disruption. This will also allow us to meet our obligations and make the most of the grants received.

FY 2024 Q1 PAYROLL REPORTS: All Q1 payroll reports have been submitted on time and without any delays. This demonstrates our commitment to ensuring that our employees are compensated

accurately and on schedule. We are proud of our payroll team for their dedication and efficiency in this regard.

FY 2025 BUDGET: The FY 2025 budget timeline is attached.

In conclusion, our monthly activities are progressing as planned, with responsible fiscal management, timely submission of Q1 payroll reports, and the imminent completion of our annual audit. We remain committed to upholding the highest standards of accountability, financial prudence, and transparency in all our operations.

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

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



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

FY 2025 BUDGET PROCESS AND TIMELINE

Administrators meet with Staff - Administrators identify priorities/needs

January 2024 – March 2024

Business Manager presents projected revenues

February 2024

Business Manager Provides Superintendent Update Estimate & Budget Parameters and

FY 2025 Draft Budget discussed

February 2024

FY 2025 1st Proposed Budget presented to the Board

March Board Work session 2024

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 2025 2nd Proposed Budget Presented to the Board

April Board Work session 2024

FY 2025 3rd (and Final) Proposed Budget Presented to the Board

May Board Work session 2024

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 thrive in an ever-changing world.*