



## **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](mailto:sisd@sisd.org)


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### **M E M O R A N D U M**

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**TO:** SISD BOARD OF EDUCATION

**THRU:** Sherry Becker, Superintendent

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

**Date:** February 7, 2023

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

**FY 2023 2<sup>ND</sup> QTR.** – We were able to complete all necessary grant budget revisions and submit all Q2 grant reimbursements timely.

All the calendar year 2022 W2's and 1099's were issued timely and the electronic files were all uploaded to Social Security and IRS respectively before the required deadlines with no issues.

**E-RATE** – The Form 471 (application to USAC [Federal Government] for e-Rate discount) has been submitted and now we await the annual questions.

**FY 2023 AUDIT** - The interim audit is scheduled for the week of June 26<sup>th</sup> and the final audit the week of September 5, 2023.

**FY 2024 BUDGET** – As a reminder the budget timeline is attached.

The following is a schedule of how the BSA changes would impact SISD's General Operating Budget, based on the same enrollment/intensives/correspondence count from this year:

EFFECTS ON SOUTHEAST ISLAND SD'S GENERAL OPERATING FUND			
BSA Change	New BSA	Projected State Aid	<u>Increase for SISD</u>
\$ 100	\$ 6,060	\$ 4,354,504	\$ 71,857
\$ 200	\$ 6,160	\$ 4,426,360	\$ 143,713
\$ 300	\$ 6,260	\$ 4,498,217	\$ 215,570
\$ 400	\$ 6,360	\$ 4,570,073	\$ 287,426
\$ 500	\$ 6,460	\$ 4,641,930	\$ 359,283
\$ 600	\$ 6,560	\$ 4,713,786	\$ 431,139
\$ 700	\$ 6,660	\$ 4,785,643	\$ 502,996
\$ 800	\$ 6,760	\$ 4,857,499	\$ 574,852
\$ 900	\$ 6,860	\$ 4,929,356	\$ 646,709
\$ 1,000	\$ 6,960	\$ 5,001,212	\$ 718,565
\$ 860	\$ 6,820	\$ 4,900,613	\$ 617,966

**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.



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### **FY 2024 BUDGET PROCESS AND TIMELINE**

**Administrators meet with Staff - Administrators identify priorities/needs**

January 2023 – March 2023

**Business Manager presents projected revenues**

February 2023

**Business Manager Provides Superintendent Update Estimate & Budget Parameters and**

**FY 2024 Draft Budget discussed**

February 2023

**FY 2024 1<sup>st</sup> Proposed Budget presented to the Board**

March Board Work session 2023

**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 2024 2<sup>nd</sup> Proposed Budget Presented to the Board**

April Board Work session 2023

**FY 2024 3<sup>rd</sup> (and Final) Proposed Budget Presented to the Board**

May Board Work session 2023

Adoption of Budget May Regular Board Meeting

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