



"Every Student, Every Day"

## Memorandum

Date: December 10, 2018  
To: Board of Directors of the Pendleton School District 16R  
From: Michelle Jones, Director of Business Services  
Subject: November 30, 2018 Financial Report

### Proposal:

#### Expenditures

Salary and benefits are in line with projections for the month of November. Note that the YTD budget to actual discrepancy for Supplies and Books is due to the fact that the annual computer purchase was budgeted under the Books category and paid from the Supplies category. This is not an issue that needs a correcting entry, from an accounting prospective either category can be used. All other expenditures are within monthly and/or annual budget projections.

#### Revenue

Property tax payments as well as the State School Fund continue to fall in line with budget projections. Fall student activity funds have been received. Miscellaneous revenue reflects the reimbursement from CTUIR for their summer school program (PSD processes the payroll for teachers and assistants and the payment to the bus company for transportation), as well as the insurance payment for the maintenance vehicle that caught fire on October 3.

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

**Motion:** I move that the November 30, 2018 Financial Report 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 \_\_\_\_\_