



Nome Public Schools

TO: Nome Public Schools Board of Education
THRU: Jamie Burgess, Superintendent
FROM: Genevieve Hollins, Alaska Education & Business Services, Inc.
SUBJECT: FY2026 Expenditures: 7/01/2025 through 08/31/2025
 - All Except Special Revenue Programs -
DATE: September 4, 2025

REVENUES:

	Received	Current Budget	Amount Remaining	% Received
State of Alaska - Foundation	\$ 1,705,000	\$ 10,229,234	\$ 8,524,234	16.67%
State of Alaska - TRS On Behalf ¹	-	983,025	983,025	0.00%
State of Alaska - PERS On Behalf ¹	-	65,914	65,914	0.00%
City of Nome	357,914	2,700,000	2,342,086	13.26%
Impact Aid - U.S. Government PL-874	-	1,500	1,500	0.00%
E-Rate	220,150	2,514,158	2,294,008	8.76%
Earnings on Investments	24,156	175,000	150,844	13.80%
Other (Fees/Gate/Rentals/Donations)	28,529	340,000	311,471	8.39%
Transfer In From Other Funds	-	950,000	950,000	0.00%
Decrease (Increase) of Fund Balance	-	549,688	549,688	0.00%
Pupil Transportation (Fund 205)	-	665,697	665,697	0.00%
Food Service (Fund 255)	-	819,000	819,000	0.00%
TOTAL REVENUES	\$ 2,335,749	\$ 19,993,216	\$ 17,657,468	11.68%

(Excluding Federal Special Revenue Programs)

EXPENDITURES:

	Expended & Encumbered	Current Budget	Amount Remaining	% Expended
General Fund (100)	\$ 1,669,735	\$ 18,508,519	\$ 16,838,784	9.02%
Pupil Transportation (205) ²	662,697	665,697	3,000	99.55%
Food Service Fund (255)	-	819,000	819,000	0.00%
TOTAL EXPENDITURES AND ENCUMBRANCES	\$ 2,332,433	\$ 19,993,216	\$ 17,660,784	11.67%

Percentage of Revenue Budget Recvd: 11.68%
 Percentage of Budget Expended: 11.67%
 Percentage of Year Passed: 16.99%

Days of Expenditures for this Fiscal Year: 62 Days

Remaining in Fiscal Year for Expenditures: 303 Days

Checking Account Bank Balance as of August 31, 2025 - \$8,582,616

CDs Bank Balance as of August 31, 2025 - \$1,049,821

Northrim Checking Bank Balance as of August 31, 2025 - \$2,500

¹PERS and TRS On-Behalf Revenues (and expenses) will be recorded at year-end after receipt of State's final On-Behalf report. This is only a book entry and no funds come through the District's bank account.

²All regular route costs are encumbered for the year at \$662k cost +\$3k in extra runs. Budgeting to use ~ \$85k of Pupil Transp Fund Balance.



Nome Public Schools

MEMORANDUM

To: Board of Education
Thru: Jamie Burgess, Superintendent
From: Genevieve Hollins, Contracted CFO
Alaska Education & Business Services, Inc.
Date: September 4, 2025
Subject: **Financial Narrative**

FY2025 Audit

The FY2025 financial audit is taking place the week of September 22, 2025. We are working diligently to wrap everything up for audit.

August Inservice

The Business Office staff presented information at the new year in-service and was able to meet with various staff and administrators to review processes, budgets, payroll, questions and concerns. We also held a combination in-person and Zoom coaches/advisors meeting to review processes, and we were able to record it so any new coaches/advisors can view it later during the year.

Grants

All FY2025 grant FERs were submitted timely. We are working through finalization of FY2026 grant budgets and they are being submitted one at a time.

Pupil Transportation RFP

We will be releasing the Pupil Transportation RFP in a couple months as we are currently in our final year under the current contract.

Standard Operating Procedures (SOP) #1 - District Communications

Attached please find SOP #1 - District Communications - for your review, reference, and comments. This SOP establishes uniform procedures for district communications.

Thank you & have a great school year!

NOME PUBLIC SCHOOLS
Nome, Alaska

SOP No. 1 - DISTRICT COMMUNICATIONS

1. PURPOSE: To establish uniform procedures for district communications.
2. AUTHORITY: Superintendent or designee
3. RESPONSIBILITY: All employees
4. PROCEDURES: The following are procedures for district communications:
 - a. The Nome Public Schools' district website will be the repository of all District documents, instructions, guidelines, and procedures.
 - b. Employees are required to check their email at least once each day and immediately acknowledge receipt as appropriate. If unable to comply with an email request at the time requested, then the email recipient shall communicate such and collaboratively determine a response date.
 - c. Employees are required to respond to telephone inquiries as soon as possible, but no later than 24 hours after receipt of a telephone call.
 - d. If there is any question about whether responding to an email or phone call falls within the responsibility of an employee, the employee should immediately refer the matter to his/her supervisor.
 - e. Employees who are out of the office are required to initiate an email auto-reply offering another school district employee as a contact. They are also required to place a similar message on their telephone when out of the office; or they may forward their phone as appropriate. Communicate advanced notice of upcoming planned absences at least 2 days prior to the absence.
 - f. Create an email signature block. Contact IT for assistance.
 1. Full Name
 2. Department/Position
 3. Phone/Fax
 4. Mailing Address
 5. Disclosure message (Example: *The information contained in this email (including any attachments) is confidential and may be privileged. If you are not*

the intended recipient, do not read, print, copy, retain, distribute, or disclose its content. If you have received this email in error, please advise us by return email.)

REFERENCES:

BP 4119.3 – Duties of Personnel

BP 3523 – Electronic Mail

REVISION DATE: 6/3/2019

EXHIBITS: None