



# Memorandum

Date: January 13, 2025  
To: Board of Directors of the Pendleton School District 16R  
From: Michelle Jones, Director of Business Services  
Subject: December 31, 2024 Financial Report

**Proposal:**

**Expenditures**

Expenditures for the month of December are within expectations.

**Revenue**

Revenues for the month of December are within expectations.

**Recommendation:** Michelle Jones, Director of Business Services, recommends the December 31, 2024 financial reports be approved.

**Motion:** I move that the December 31, 2024 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 \_\_\_\_\_