



CHELSEA

SCHOOL DISTRICT

BUSINESS OFFICE

500 Washington Street
Chelsea, MI 48118
P: 734.433.2208
F: 734.433.2218
www.chelsea.k12.mi.us

To: Board of Education

From: Nicole Lechner

Re: May Board Report

Date: May 9, 2025

This year marks our required five-year rebid of the Food Service Management contract. We held the pre-bid meeting earlier this month, with vendors touring kitchen facilities at Chelsea High School and South Meadows Elementary. Bids are due May 27, 2025, and following MDE approval, we plan to bring a board recommendation in June.

Final year-end planning is well underway as we work diligently to close out the current fiscal year. The preparation for the final budget amendment started with the cutoff for purchase order requests last month. Each budget line item is now undergoing a thorough review to ensure all expenditures are accurately reconciled with reasonable estimates, allowing for precise adjustments in the final amendment. As we finalize these changes to the current year's budget, we are simultaneously incorporating them into our preliminary budget for 2025/26.

In addition to budget preparations, we are actively collaborating with our bond counsel and financial advisors as we move closer to issuing the third series of our bond. Critical factors such as current interest rates, updated taxable values, and potential election timelines are being closely analyzed.

We have also confirmed the schedule for our 2024/25 annual financial audit with Gabridge & Co. This is the third year that they will be conducting the audit. The auditors will start preliminary fieldwork in June, focusing on sample testing of key areas including accounts payable, cash receipts, and payroll processes. Comprehensive fieldwork will take place during the last week of August. Following the completion of their review, we anticipate presenting the finalized audit to the full board at the first board meeting in October.

Please let me know if you have any questions.

Respectfully,
Nicole Lechner, Chief Financial Officer
Chelsea School District