



## **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)

---

### **MEMORANDUM**

---

**TO:** SISD BOARD OF EDUCATION

**THRU:** Sherry Becker, Superintendent

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

**Date:** November 7, 2022

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

**FY 2023 BUDGET** – A budget revision will be prepared and recommended for approval at the January board meeting.

**E-RATE** – We will be exercising a one-year extension option to our current Internet Contract with GCI. That will allow us to see how the other Internet suppliers respond to the potential increase in business this next year.

**INDIRECT APPLICATION** – The indirect rate application will be submitted to DEED by their December 15<sup>th</sup> deadline. This will provide us with our FY 2024 indirect rate for applicable grants.

**FY 2024 BUDGET** – Attached is the budget timeline for the FY 2024 budget.

**OTHER** – The business office staff have set up our old Square Accounting to accept credit cards for various reasons – they keep a spreadsheet on the google drive to monitor payments, so sales are credited to the proper accounts. We also still have our PayPal button on the website for anyone who prefers to pay for products online.

***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.*



## **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)

---

### **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

**Vision:** *Students are equipped to realize their dreams and aspirations.*

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