



NORTH SLOPE BOROUGH SCHOOL DISTRICT
M E M O R A N D U M

TO: Robyn Burke, President
Members of the School Board

THROUGH: David Vadiveloo, Chief School Administrator

FROM: Lila Peterson, Director of Finance

DATE: December 24, 2022

SUBJECT: Contracts over \$10,000- Altman Rogers & Co **Memo No: SB23-122**
(Action Item)

2020-2025 STRATEGIC PLAN SUMMARY

4.0 Financial & Operational Stewardship: Effectively employ our operational and financial resources to support our strategic goals and long-term stability of the district.

4.2 Financial Stewardship: Ensure financial management based on what is best for our students.

NSBSD Policy Manual:

BP 3312, Contracts: All contracts and MOA's \$10,000 or greater require Board approval.

BP 3400, Management of District Assets/Accounts: the Board shall provide for an annual audit of district accounts by a public accountant who has no personal interest in district fiscal affairs. The audit shall be conducted in accordance with the requirements of state regulations. A certified copy of the audit will be filed with the state Commissioner of Education by November 15 of each year, for the year ending the preceding June 30.

Issue Summary:

The School District will commence preparing for the FY23 audit in the coming months. The District will be working with auditors to establishing an audit plan and timeline. The administration requests the retention of Altman Rogers & Co as the District's Auditors for the FY23 school year audit. Altman Rogers currently completes audits for over 30 of the 53 Alaska school districts, is very familiar with the federal and state compliance requirements specific to school districts and is available to initiate work in April/May. The District recommends the approval of this engagement. A budget allowance has been included in the FY2024 Budget as this will be an FY24 expenditure.

See the attached "Engagement Letter" proposal from Altman Rogers to provide audit services.

Length of Contract:

The services rendered will be for the Financial and Federal and State Single Audit for the fiscal year ending June 30, 2023. Audit Preliminary fieldwork is expected to begin as early as mid-April. Work will continue until audit is completed. Estimated completion will be November 2023.

Funding Source and Purchase/Contract Amount:

Auditing and Accounting Services 100.200.550.000.412 Contract amount: \$98,000

Available Budget:

Provisions have been made for this contract in the FY24 Budget.

Budget Line Transfer:

Not required

Grant Funds:

There are no grant funds associated with the funding of identified contracts.

Compliance with BP 3311:

The North Slope Borough School District appointed Altman Rogers to conduct the Financial Statement and Federal and Single Audit last year. The work was completed timely. Proposed audit fees are equal to last year and lower than paid in the prior years. Altman Rogers is the only audit firm that has provided a timely audit report in the last six years to the NSBSD. BP 3311 does not apply.

Proposed Motion:

“I move that the NSBSD Board of Education approve the Audit Engagement with Altman Rogers & Co in an amount of \$98,000 for the FY23 Financial, State and Federal Single Audit, as described in this memo and related Audit Engagement Letter.”

Moved by _____ Seconded by _____

Vote _____