

Craig City School District

Business Manager Report

4.29.2026

Updates from the Business Office

Thank you to everyone who has served on hiring committees over the past couple of months. It takes a lot of time to interview each candidate and deliberate with fellow committee members. Your time and dedication to the process is greatly appreciated.

March Board Meeting notes

During the last Board meeting, there was discussion regarding the ALASBO New Business Manager Institute (NBMI), which is now titled the Alaska Business Management Institute (ABMI). Superintendent Hanson and I subsequently discussed the potential benefits and drawbacks of my participation in the program.

After careful consideration, it was determined that the time and financial commitments associated with the course currently outweigh the anticipated benefits. While the program offers valuable general training, much of the knowledge gained through on-the-job experience has been more directly applicable to the specific needs and operations of our district.

The course requires an ongoing commitment of approximately two to four hours per week, in addition to biweekly teleconferences. It also includes two in-person sessions per year—one in Fairbanks and one in Anchorage—each lasting four to five days. Along with the time away from daily responsibilities, the total estimated cost exceeds \$9,000, including the \$2,550 course fee, materials, and travel expenses.

Given the district's current budget constraints, we feel it is not advisable to pursue the course at this time. That said, this decision is not a reflection of the program's value. I will continue to participate in professional development through my ALASBO membership by attending ALASBO's monthly Business Manager meetings, "Power Lunch" sessions as relevant, and continue to join webinars offered in partnership with Tyler Technologies (our accounting software). These opportunities provide targeted, practical information and access to a strong network of business managers across the state.

Transportation

The Pupil Transportation Program sent notification that our third and final payment for FY26 will be \$35,812, for a total of \$104,178 this school year. This is the exact amount we budgeted for transportation at the beginning of the school year. The check has not been received as of this board meeting, and is not included in the overview below. I anticipate the district will have approximately \$30,000 carryover in pupil transportation funding. This will be extremely helpful as FY27 funding will be decreased due to declining enrollment.

Please see the revenue and expenditure overview below.

Revenue Overview

Fund	FY26 Budgeted Revenue	03/01/2026 through 03/15/2026	ACTUALS YTD as of 3/31/2026	Remaining to be Received
100 General Fund	\$ 8,028,632	\$ 493,857	\$ 5,683,529	\$ 2,345,103
205 Pupil Transportation	\$ 104,178	\$ -	\$ 68,366	\$ 35,812
259 Food Service	\$ 249,376	\$ 50,714	\$ 152,761	\$ 96,614

Expenditure Overview

Fund	FY26 Budgeted Expenditures	03/01/2026 through 03/15/2026	ACTUALS YTD as of 3/31/2026	Remaining to be Expended
100 General Fund	\$ 7,567,068	\$ 526,821	\$ 4,741,897	\$ 2,825,171
205 Pupil Transportation	\$ 104,178	\$ 6,265	\$ 49,349	\$ 54,829
259 Food Service	\$ 276,920	\$ 20,265	\$ 211,276	\$ 65,644

As always, please let me know if you have any questions.

Melinda Bass

Business Manager

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