



Agenda Item Details

| | |
|----------|---|
| Meeting | Nov 17, 2025 - Regular School Board Meeting |
| Category | 3. Administrative Reports |
| Subject | 3.2 Finance Manager Report |
| Type | Reports |

Clean Up and Audit Activities

- The Business Office continues to focus on cleanup and reconciliation work to ensure accuracy and transparency in financial operations.
- Ongoing cash reconciliation with CESA 4 is underway to verify balances and align financial records.
- Working closely with the Department of Public Instruction (DPI) and our external auditor to complete the Annual Report Submission and clear outstanding items from the prior fiscal year.
- Working with stakeholders to resolve outstanding invoices from FY24-25
- Preparing for the Federal Government to open and make a plan to retrieve all needed data and gain access to all required sites
- Preparation for the annual financial audit remains a top priority, with efforts focused on compliance and documentation.
- Referendum invoice payments continue to be processed, ensuring that all expenditures are properly recorded and charged to the correct funding sources.

Current Focus Areas

- Current efforts are centered on preparing the district's financial framework for the upcoming year.
- The team is continuing work on the development of the new budget.
- Grant budgets are being updated for the FY25-26 year in compliance with state and federal guidelines.
- A Food Service Audit corrective action is underway, and we are working closely with the Food Service Director to address identified findings, implement process improvements, and ensure full compliance with DPI and USDA regulations.
- Continued attention is being given to referendum invoice payments to maintain accurate and transparent tracking of all related expenditures.

Moving Forward

- Hiring efforts are in progress to support key financial and operational needs.
- Dedicating time to learning the Skyward Financial System, as part of daily activities which will enhance reporting, budgeting, and daily financial management.
- Continued learning around the School Finance Budget Cycle will help ensure compliance with deadlines and better integration of long-term financial planning.

[Bayfield_Budget_Summary_October2025_Breaks.pdf \(124 KB\)](#)

[BairdCalendar.pdf \(1,098 KB\)](#)

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.