



Agenda Item Details

Meeting	Dec 15, 2025 - Regular School Board Meeting
Category	3. Administrative Reports
Subject	3.2 Finance Manager Report
Type	Reports

Past Issues and Findings

- Backlog of active accounts accounts is a hindrance for budget organization and will need an overhaul to create efficiencies and appropriately assign expenditures responsibilities to administrative staff
- The FY24–25 1202 Report remains incomplete and will be finalized as capacity allows
- IRS reporting and penalties: I am continuing outreach to the recommended IRS team to request a hold on additional penalties and to pursue possible relief for the existing penalty. Hold times remain between 3–5 hours, which creates significant scheduling challenges. Based on feedback from other districts with similar experiences, I am still hopeful we may obtain penalty relief.

Progress on Past Items

- Preparing FY 2024–25 audit materials, with planned submission by the end of next week.
- Working with the Food Service Director to complete the food service audit. Claims remain on withholding until the audit is complete.

Current Projects

- Impact Aid: Initial payment of \$1.27 million was received on November 17. The FY 2027 Impact Aid application is open in the Impact Aid Grant System (IAGS), with a deadline of February 2, 2025.
- Winter Transportation Committee meeting scheduled for December (date TBD).
- Annual Budget Report for 2025–26 is expected to be completed by the end of next week.
- USDA Grant access efforts are ongoing; working through system requirements.
- Continuing work on grant budgeting and planning for current and upcoming cycles.
- Hiring, interview and selection for new finance assistant

Future Work

- Preparation for W-2s and IRS year-end reporting will begin soon.
- Continued focus on grant budgeting and claims.

Looking to Implement Improvements to Systems

- Building reconciliation systems for payroll.
- Establishing reconciliation systems and separation of duties for Accounts Receivable.
- Establishing reconciliation systems and separation of duties for Accounts Payable.
- Recruitment is in progress for a new staff member expected to join in January. Based on current workload and backlog, an additional FTE may ultimately be needed to fully stabilize operations.

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.