August 12, 2021

M E M O R A N D U M

TO: HCSD Board of Education

FROM: Amy Stevenson, Business Manager

RE: August 2021 Board Report

Current Information:

1. FY 2022 School Budget was submitted to the AK Department of Education & Early Learning before July 15. We are waiting for this to be approved.
2. Completed our FY 21 annual audit. The financial statement will be drafted and sent out for the district to look at for errors soon.
3. Completed and submitted our School Nutrition program forms for FY21.
4. All accounts payable files are set up
5. Payroll and AP checks are up to date.
6. Most of the orders are completed.
7. Annual orders were received for instructional supplies.
8. All grant files are set up.

Next Steps:

1. The bank reconciliation for July needs to be done.
2. Primero Edge work to be updated.
3. Working on Final Expenditure Reports for the State of Alaska grants.
4. HR and payroll set up for new staff and updating files for returning staff.
5. Set up all budgets in the computer for all funds.
6. Deposits to be entered.