



MEMORANDUM

To: Sharon School Board
From: Tara Weatherell, Business Manager
Date: 9/8/2020
Re: Business Manager's Report for 9/8/2020 Board Meeting

FY19 Audit Updates

- SU final draft is still pending

FY20 Fiscal Year End Closure/Wrap Up

- The Business Office Team continues to work through FY20 year-end reconciliation and wrap up
- FY20 Pre-Audit materials have all been submitted to the auditors
- FY20 Audit checklist has been received; we are working to get the additional documentation together and uploaded; actual audit is scheduled for October it will be handled with limited in person work due to COVID

FY21-22 Draft Budget Calendar

- Draft Budget Calendar was accepted by the Full Board on 8/28; copy attached

FY20 STAT Books

- AOE extended the FY20 STAT Book collection (I have 7) to September 15 from August 15. This requires a manual line by line account code crosswalk from our system generated excel reports to the AOE's excel file and then additional worksheets breaking down expenses and revenues into different categories

FY20 Final Special Education Expenditure Report

- Report was due to AOE August 1; we have submitted but will need to adjust as a result of FY20 fiscal yearend reconciliation

School Food Authority Responsibilities

- USDA & Child Nutrition Program extended the Summer Food Service Program through 12/31 which allows us to continue to serve free meals to all children up to age 18

- Summer Food Service Coronavirus Relief Funds grant application was due on 8/12; I submit about \$6,800 worth of items for June, July & August for reimbursement (if all approved)

CAREs Funding

- I continue to participate in training/information meetings provided to keep up to date on the funding rules, regulations and unacceptable/acceptable expenditures; these continue to change;
- We have not been told how much CRF Funds our SU will have available; but we submitted our application which was due 9/2. We have been given our ESSR Funding amount which we will need to provide up to roughly 11% to the Independent Schools within our footprint (Sharon Academy & Brookhaven)
- Superintendent Kinnarney, COVID Coordinator, Shane Oakes and I have met to review the initial items that we are in hopes to obtain funding reimbursement for; we will continue to meet as these needs progress through the opening and first few weeks of school

FY20-21 Expenditure Report

- Attached please find the FY20-21 expenditure report through August (pdf & excel versions). I will continue to provide this on a monthly basis with my Board report.