



## MEMORANDUM

To: Sharon School Board  
From: Tara Weatherell, Business Manager  
Date: 2/4/2021  
Re: Business Manager's Report for 2/9/2021 Board Meeting

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### **FY20 Fiscal Year End Closure/Wrap Up**

- The Auditors are continuing their work on the FY20 audits; projected to have all drafts as of 2<sup>nd</sup> week of February.

### **February Dates**

- 2/15 Preliminary Budget Data Collection Due to AOE
- 2/28 W2s & 1099s due to SSA and State of Vermont (if in paper form)
- 2/28 2<sup>nd</sup> Special Education Trimester Ends
- 2/28 Mail 1095-B/C to IRS (if required to file electronically)
- 2/28 Initiate Bid RFPs for next fiscal year

### **School Food Authority Responsibilities**

- 2/28 Verification Process Completed

### **CAREs Funding**

- Submissions for reimbursement under the CRF/Efficiency VT Grant Reimbursement Request to AOE and following guidance on any additional funding as provided

### **Discussion Items:**

- Revenue/Expenditure Summary
  - I have added \$6,995 to the items overspending or projected to overspend on the expenditure report for budget to actual on Teacher Salary Increases