MEMORANDUM

TO:	NWABSD Board of Education Members	**DATE:**	August 28, 2026
		NUMBER:	**Worksession**
FR:	Office of the Superintendent	**SUBJECT:**	Administrative Service Update

Administrative Services Department Update:

The 2026/2027 fiscal and school year has begun. The Business Office is grateful to report no staff turnover this year, building now on knowledge and expertise in each of our respective roles. This summer was spent finalizing FY26 payments, reconciling accounts, setting up new budgets, and reviewing in-department processes. Payroll has completed the entering of all new hire paperwork received from Human Resources, along with reviewing current employee payroll information to ensure everyone is paid completely and correctly, abiding by Board Policy, the applicable Negotiated Agreement, state statute, and within federal compliance expectations. The Purchasing office is updating the District's fixed asset list and reviewing current vendors. Year-end TRS, PERS, and state and federal grant reporting documents have been or are being finalized as the final reporting is available.

The Business Office held district trainings during the Principals' and New Teachers' Inservices at the beginning of August to welcome new staff to the district, introduce them to the duties and expectations of the department, and how to access relevant information. The goal is to have the resources in the hands of those who need it, and who best to connect with in the Business Office for questions that arise. Additionally, our staff has led the annual Food Service Mandatory Training and Secretary refresh during the inservice weeks, as well as several TimeClock Plus trainings and question-and-answer sessions for the District's new timekeeping software that went live July 1 and is in the final stages of configuration.

The District's FY26 Final Audit is scheduled for the week of September 14-18, 2026 with Altmans Rogers. The auditors will complete their review the District's FY26 financial records along with the processes that are in place to confirm that the District is following Board Policy and Generally Accepted Accounting Principles (GAAP). Once completed, the auditors need approximately 6 weeks to finalize the audit documents before they could be presented to the Board for approval. In addition to the annual audit, the District is also currently undertaking a TRS retirement audit for the Alaska Department of Retirement and Benefits and a payroll audit for Combs Insurance Agency, who brokers the District's insurance policies.

Attachments

The final FY26 monthly financial narrative report is included in your packet for the period ending June 30, 2026. The first FY27 monthly financial narrative report is also included in your packet for the period ending July 31, 2026. Both financial reports were discussed during the Budget Committee meeting.

Northwest Arctic Borough School District
Financial Narrative
For Month Ending June 30, 2026

Included in the attached, reconciled report are the FY26 reports for General Fund Revenue & Expenditures, Board Expenditures, and the Investment Account balance for month ending 6/30/2026. The Board last received a report June 23, 2026 with expenditures and revenue through April 30, 2026.

For the purposes of this report, we are approximately 100% through the fiscal year and have expended 87% of our general operating budget, as well as received 96% of our budgeted general fund revenue. 87% of our General Fund budget is expended and encumbered.

Northwest Arctic Borough School District

Financial Narrative

For Month Ending July 31, 2026

Included in the attached not-reconciled report are the FY27 reports for General Fund Revenue & Expenditures, Board Expenditures, and the Investment Account balance for month ending 7/31/2026. The Board last received a report June 23, 2026 with expenditures and revenue through April 30, 2026.

For the purposes of this report, we are approximately 8% through the fiscal year and have expended 3% of our general operating budget, as well as received 5% of our budgeted general fund revenue. 55% of our General Fund budget is expended and encumbered.