



***Wilton-Lyndeborough Cooperative School District***  
***School Administrative Unit #63***

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Peter Weaver  
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Director of Student Support Services

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Business Administrator

## **BUSINESS ADMINISTRATOR REPORT**

August 13, 2024

The Business Office staff has been busy reconciling our FY24 financials while supporting our buildings with FY25 ordering and preparing to open in a few weeks. I am finalizing my review and internal audit of all FY24 Revenues and Expenditures and will provide the Board with a final report of FY24 Expenditures at the Board's September 10<sup>th</sup> meeting.

Our Facilities crew has been incredibly busy this summer getting our schools ready for staff and students. In addition to their traditional summer cleaning and upkeep routines, the following significant projects have taken place in our buildings:

### **LCS**

- Installation of key fob access (funded by SAFE Grant)

### **FRES**

- Conversion of the 3<sup>rd</sup> floor janitor's closet to the calm down room

### **WLC**

- Replaced Fire Alarm Control Panel
- Installation of key fob access (funded by SAFE Grant)
- Gym windows scheduled for replacement starting the week of August 12<sup>th</sup>
- Replaced grease trap in the kitchen
- Dishwasher has been removed and new one is scheduled to be installed before school starts
- Replaced flooring in main hall
- Parking lot paving is scheduled for substantial completion by August 23<sup>rd</sup>

On July 23<sup>rd</sup>, I met with the NH Department of Education to discuss spending down our ESSER III grant, which expires September 30, 2024. They were incredibly supportive of the projects we have completed and helped to refine options for spending the totality of our \$684,010 allotment.

Our FY26 Budget Process is scheduled to start Tuesday, September 10<sup>th</sup> with a joint meeting with the Budget Committee. As discussed back in May, the goal of this meeting is to discuss strategy/goals/objectives for the FY26 Budget and establish guidelines for Administration to begin building the budget. The first draft presentation of the FY26 Budget is scheduled for October 8<sup>th</sup>.