

**ABERDEEN SCHOOL DISTRICT NO. 5
ABERDEEN, WASHINGTON**

Special Meeting of the Board of Directors
Community Room, Aberdeen High School
December 21, 2023, 6 p.m.

AGENDA

Remote meeting via Zoom:

https://asd5-org.zoom.us/webinar/register/WN_7UgEI_-6Qc-4Z9M25v9wJg

6:00 p.m. Call to Order

Flag Salute

Financial Services

1. Fund Transfer from Capital Projects to General Fund

ADJOURN



*Our Children,
Our Schools,
Our Future*

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360-538-2000
Fax 360-538-2014
www.asd5.org

Jeffrey Thake, Ed.D.
Superintendent
360-538-2002

Christi Sayres
Human Resources
360-538-2003

Elyssa Louderback
Business & Operations
360-538-2007

Traci Sandstrom
Teaching & Learning
Technology
360-538-2123

Lynn Green
Career & Technical Education
Secondary Curriculum
360-538-2038

Richard K. Bates, Ed.D.
Special Education
360-538-2017

This District is an Equal
Opportunity Employer

TO: Board of Directors
Jeffrey Thake, Superintendent

FROM: Elyssa Louderback,
Interim Executive Director of Business & Operations

RE: **Transfer of funds from Capital Projects Fund to General Fund**

DATE: December 21, 2023

As we were working on the Fiscal Year end process, two errors were made. The accounting in the Skyward system is correct for Fiscal Year 2023. No corrections will need to be made to the year end statements, they are accurate. However, two errors were made on receipt of the funds at the Grays Harbor County Treasurer's office. Both errors were made at my direction.

Closing out the year, we accumulated all the transactions that had been made during the year as part of the Capital Projects (funded by ESSER dollars) that were approved by OSPI. The direction from OSPI was to move all the transactions from the General Fund to the Capital Project fund. We did this. However, the payment for those transactions had already been made from the General Fund. When we started claiming the funds in September and again in October, we directed the Treasurer's office to put the funds into the Capital Projects Fund. The September transaction was for \$662,361.46 and the October transaction was for \$110,387.87. This totals \$772,749.33. Since all of these transactions were actually paid out of the General Fund, we need to reimburse the General Fund for those expenses.

While all the transactions are reflected accurately in the accounting system, we erred in our communication with the County Treasurer's Office. I request that you approve the transfer of funds at the County Treasurer's Office in the Capital Project fund to the General Fund. With this correction, the accounting system and County Treasurer's office will reconcile accurately at the end of December.

If you have any additional questions, please reach out to me and I will be happy to explain them further.

ABERDEEN SCHOOL DISTRICT No. 5

RESOLUTION 2023-10

**TRANSFER OF FUNDS
FROM CAPITAL PROJECTS FUND TO THE GENERAL FUND**

WHEREAS, the Aberdeen School District Board of Directors wishes to transfer monies from the Capital Projects Fund to the General Fund to reimburse the General Fund for payments made on projects, and

WHEREAS, funds were redirected from the General Fund to the Capital Projects Fund in the amount of \$662,361.46 in September of 2023 and \$110,387.87 in October of 2023 totaling \$772,749.33, in error, and

WHEREAS, the necessary funds were erroneously directed to the Capital Projects Fund from federal sources,

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Directors of Aberdeen School District No. 5 requests the County Treasurer transfer **\$772,749.33** from the Capital Project Fund to the General Fund.

ADOPTED this 21st day of December, 2023.

ABERDEEN SCHOOL DISTRICT NO. 5
GRAYS HARBOR COUNTY, WASHINGTON

Jennifer Durney, President

Suzy Ritter, Vice President

Jessica Jurasin, Director

Annica Mizin, Director

Jeremy Wright, Director

Superintendent Jeffrey Thake
Secretary to the Board of Directors