

Date: April 30, 2026

To: All Principals  
All Budget Directors

From: John Larsen, Business Administrator  
Daniel Ellis, Director of Accounting, Budgets & Audits  
April Gaydosh, Administrator, Human Resources  
Steffany Ellsworth, Support Services Manager, Information Systems  
Bonnie Brennan, Director of Insurance Services  
Sarah Palmer, Director of Payroll  
Kurt Prusse, Director of Purchasing

Subject: **2025-26 Year-End Finance Processing Deadlines**

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Please observe the attached critical deadlines regarding the financial year-end processes for the 2025-26 school year. Please review these dates as they could have a major impact on your location's ability to operate.