



PURPOSE CAPITAL
GROUP

CHARTER SCHOOL SERVICES

FULL-SERVICE SCOPE

CONFIDENTIAL



ABOUT US

Purpose Capital is a trusted finance partner for entrepreneurial-minded Founders and Executive Directors who lead high-impact organizations. We help you effectively manage your financial resources so you can spend more time on the work you are passionate about.



OUR MISSION:

Empower leaders to make better business decisions with financial services that will help them increase impact and drive long-term sustainability

MEET THE FOUNDER

Hi there, I'm Candace, founder and CEO of Purpose Capital Group. After working for over a decade in investment banking and corporate finance, I started Purpose Capital because I saw that many startups and smaller companies needed some of the same support I was providing for billion-dollar brands. These organizations were built from the ground-up by passionate leaders who were doing great work, but they needed financial guidance and tools.

I'm here to help overextended leaders of impact-driven start-ups provide the right level of financial oversight for their organization, to free up their time and deliver results aligned to their purpose.



CANDACE RAMSEY-BROWN

SERVICE OBJECTIVE

Purpose Capital supports founders and leaders of charter schools with outsourced finance back-office and CFO services. We help deliver oversight for your schools finances to ensure long term sustainability. Purpose Capital is excited for the opportunity to partner with your school and provide strategic financial services to support and accelerate your work and mission.

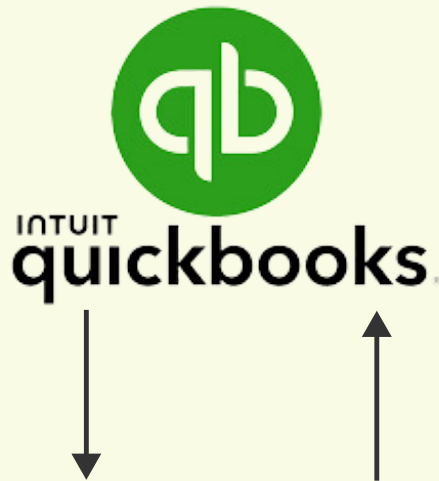
In partnership with the school leadership team, Purpose Capital is here to serve as a finance leader for the organization to drive innovation and sound decision making. We aim to provide insights and recommendations related to the financial direction of the organization including: forecasting, budgeting, cash flow and finance operations



OUR PROCESS

An integrated suite of systems to drive efficiencies in your financial processes and reporting.

Maintain financial records using the GADOE chart of accounts for efficient and accurate reporting



Approve and pay invoices with a direct feed to your accounting system



Budgeting and financial reporting with customized dashboards



Process payroll, manage time-off and employee onboarding

SERVICE SCOPE

BACK-OFFICE SUPPORT

PURPOSE CAPITAL

SCHOOL TEAM

BOOKKEEPING

- Process and post all cash receipts, cash disbursements, revenues and expenses in the accounting system in accordance with Generally Accepted Accounting Principles (GAAP) and the GADOE chart of accounts
- Track revenue and expenditures for specific grants and funds
- Review and analyze leases, contracts and other transactions to ensure proper recording
- Reconcile monthly bank and credit card statements
- Close books on a monthly basis, including a financial transactions review and the closing entries for revenue, expense accruals and prepaid expense recognition
- Track and maintain vendor files including required W-9's
- Provide recommended edits for the chart of accounts, as needed

- Provide all financial related documents including grants, loans, leases and all other contracts
- Provide read only access to all bank and credit accounts
- Respond in a timely manner to any questions related closing the books
- Payment of accounting software monthly fees



ACCOUNTS PAYABLE

- Support and train staff on Bill.com processes and approvals
- Input all bills and invoices in to Bill.com and route for approval
- Ensure invoices are approved per the schools approval thresholds as outlined in the financial policies
- Process vendor payments through Bill.com once approved.
- Manage vendor billing and invoicing concerns and questions
- Track and maintain vendor files including required W-9's
- Preparation and filing of 1099s

- Maintain purchase orders, packing slips, credit card receipts and documentation as outlined in FPPM
- Designate a team member to submit all invoices to payment processing portal on a weekly basis
- Approve bill payment within designated timeline
- Provide receipts and all other supporting documents for purchases
- Adhere to documented procedures found in the Board approved financial policies and procedures manual
- Payment of Bill.com fees

PAYROLL

- Assist with new employee payroll onboarding and setup in payroll processing system
- Input payroll and deductions into the payroll processing system
- Process semi-monthly payroll
- Ensure payroll processing company prepares and files State and Federal taxes and reports
- Assist with preparation and delivery of W2 forms
- Process monthly TRS payments

- Share relevant employee data to ensure accurate payroll including salary, hourly wages and deductions
- Provide access to TRS payment portal
- Submit payroll changes and timesheets by due dates
- Maintain employee files
- Payment of payroll processing fees
- Benefit reporting under the Affordable Care Act

AUDIT SUPPORT

- Prepare closing of the books for the end of the fiscal year
 - Ensure all bank and credit card reconciliations are completed
 - Provide support with finalizing interim audit testing deliverables
 - Review purchases and related documentation to ensure adherence to the school's capitalization policy
 - Prepare all requested audit schedules
 - Provide requested documentation for state and federal grants
 - Work with the auditor to understand their requirements and develop a system for streamlining the audit
 - Work with the auditor to record all adjusting entries
 - Finalize trial balance with auditors
 - Review and recommend edits for the draft Financial Statements and draft Management Letter
 - Assist with 990 preparation and review
- Provide all non-financial records required by the audit including but not limited to student enrollment and attendance reports, employee records, teacher certifications, and Board Minutes.
 - Provide any monitoring reports from GADOE and or the SCSC if available
 - Payment of auditor and 990 fees



OUTSOURCED CFO SERVICES

PURPOSE CAPITAL

SCHOOL TEAM

BUDGETING & FORECASTING

- Support annual budgeting process and ongoing forecast updates.
- Coordinate with school's board to ensure timely approval of the budget and budget amendments as needed.
- Provide ongoing budget management and guide school spending to be in alignment with the budget
- Create and maintain multi-year projections that align to the school long-term goals and strategic priorities

- Provide information related to enrollment and revenues and expense expectations
- Provide timely response to inquiries pertaining to budget preparation
- Submit reports and budget to authorizer as required

MONTHLY FINANCIAL REPORTING

- Prepare monthly financial report packages including actual P&L, balance sheet, cash flow and budget vs actual analysis
- Present financial reporting to Leadership and/or the Finance Committee

- Submit reports and budget to authorizer as required



GRANT FINANCIAL MANAGEMENT

- Track grant expenditures and recognize revenue
 - Assess whether grant restrictions are fulfilled
 - Prepare and submit state and federal grant budgets
 - Recommend budget amendments and submit changes once approved by School
 - Submit monthly reimbursement requests if applicable
 - Compile and maintain required back-up documentation for each drawdown
 - Prepare required reports for restricted and other grants as needed
- Provide all grant documentation in a timely fashion
 - Maintain payroll certifications for all grant-funded staff members
 - Approve federal grant drawdowns via electronic signature on prepared drawdown packages
 - Review draft and provide feedback on the grant budgets
 - Provide necessary sign-offs and approvals with the Conapp portal in a timely manner

GOVERNMENT FINANCIAL REPORTING

- Prepare and file quarterly and annual reports as required by the authorizer and the state including but not limited to Completion Reports and DE46 Budgets
 - Support financial federal monitoring needs
- Provide necessary sign-offs and approvals with the Conapp portal in a timely manner
 - Spearhead any federal monitoring
 - Maintain all non-financial documentation outlined in the current fiscal years Cross-Functional Monitoring Indicators

MONTHLY SERVICE FEES

Our fixed pricing structure seeks to drive transparency and increases based on years of operation to align fees with the support needed as the school scales

Back-Office Support

- Bookkeeping*
- Accounts Payable
- Payroll

Year 1	Year 2-3	Year 4-5	Mature**
\$2,500	\$3,000	\$3,500	\$4,000

Outsourced CFO Services

- Budgeting & Forecasting
- Grant Management
- Monthly Financial Reporting
- Government Financial Reporting

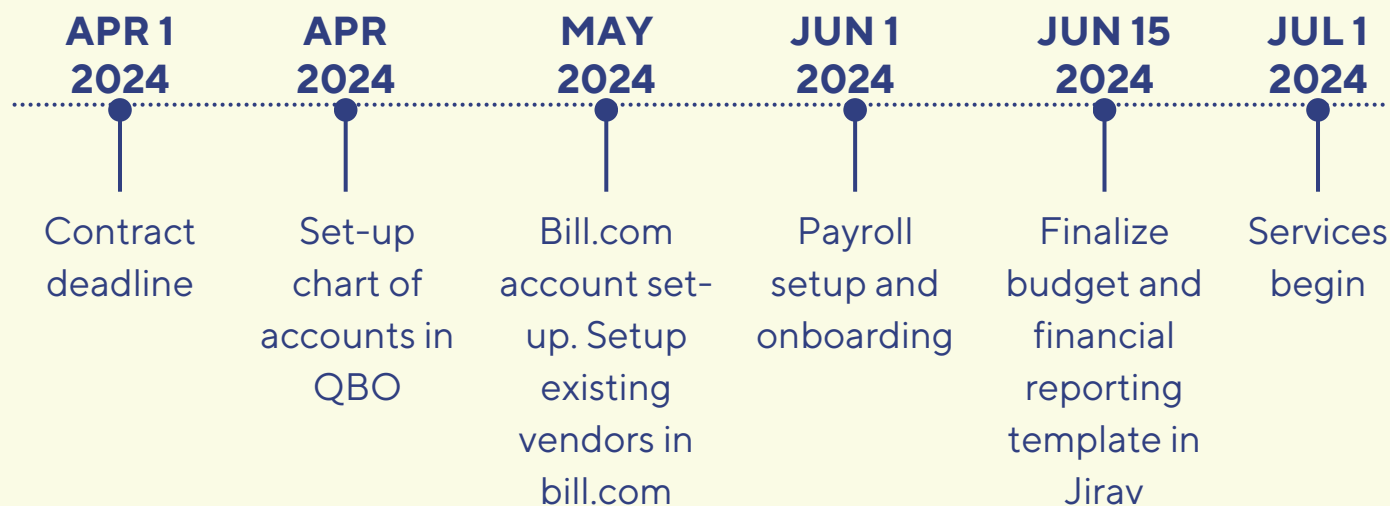
Year 1-5	Mature**
\$5,000	\$6,000

*Includes audit support for any fiscal year where bookkeeping services were provided

** Schools with an annual budgets up to \$10MM. Budgets above \$10MM require customized pricing

ONBOARDING TIMELINE

The onboarding process takes approximately 90 days to provide sufficient time for transition of all systems. Below is an estimated timeline and key onboarding milestones.



CONTACT INFO

We look forward to working with you and supporting the long-term financial health of your school.

To learn more or to get a customized quote please contact us

Email: hello@purposecapitalgroup.com

Phone: 215-326-9365

Visit us at purposecapitalgroup.com

