

ADDENDUM 1
STATEMENT OF WORK

Consultant shall be responsible for maintaining an accurate financial system of record but shall not have the authority to make any management-level decisions nor make any recommendations to the Client’s governing body. Such decision-making authority and responsibility for making recommendations to Client’s governing body shall be exclusive to the Client’s Director or designee. Client shall manage the school’s day-to-day operations as its administrative manager.

Consultant shall implement the necessary software and set up the systems required to provide Services remotely including training of Client designated liaison.

Consultant shall perform the back office and payroll services functions indicated below under the direction and supervision of Client. Client’s designated staff shall assist with the functions indicated below with support from Consultant:

#	Item	Client	Consultant
1.	Keep the Director informed on the business affairs of the school.		✓
2.	Respond to requests for financial/accounting information from Director and others in a timely manner.		✓
3.	Evaluate accounting procedures, systems, and controls in all school departments and recommend improvements in their design, implementation, and maintenance.		✓
4.	Maintain a continuous auditing program for all funds and assist the school’s independent and internal auditors in conducting the annual or periodic audits.	Assist with non-business office items	✓
5.	Ensure that accounting systems comply with applicable laws and regulations.		✓
6.	Develop periodic cash flow analysis to aid in determining cash available for investment and payment of bills.		✓
7.	Oversee preparation of monthly bank reconciliations.		✓
8.	Prepare and enter all budget adjustments, additions, and deletions.	Approved by Client	✓
9.	Review all expenditure requests, purchase orders, and check requests and maintain control of budget by verifying availability of funds and proper account coding.	Final approval of all PO’s	✓

#	Item	Client	Consultant
10.	Assist in the preparation of the budget and development of long- and short-range objectives for the business operations of the school.	Final approval of Budget	✓
11.	Ensure that business operations support the school's goals and objectives.	Assist with non-business office items	✓
12.	Comply with policies established by federal and state law, CDE, and local board policy in area of business operations.	Assist with non-business office items	✓
13.	Compile, maintain, and file all physical and computerized reports, records, and other documents as required.	Assist with physical records kept at Client's location	✓
14.	Prepare and evaluate monthly financial statements by funding source and related budget reports.		✓
15.	Develop financial information for submission of data to CDE as required.	Client shall approve all submittals to outside agencies	✓
16.	Oversee quarterly and annual reports for all grant funds.		✓
17.	Prepare all board, administrative, and staff reports in a timely and professional manner.	Assist with non-business office items	✓ Consultant shall be responsible for Financial and business office related reports only
18.	Participate in board meetings remotely (via Zoom or conference call) and make presentations to the board.		Remotely via Zoom or conference call
19.	Prepare Financial schedules for grant applications and compliance reports.		✓

#	Item	Client	Consultant
20.	Purchasing:		
	a) Punch Out Purchasing administration		✓
	b) Purchase Requisitions and Approval workflow	Approve PO's	✓
	c) Purchasing and Ordering	✓	
	d) Receiving and Distribution of goods and services	✓	
21.	Accounts Payable:		
	a) Scanning and uploading invoices and back up documentation to Consultant	✓	
	b) Processing Vendor Invoices	✓	✓
	c) Processing Accounts Payables	Approve all payments	✓
	d) Print and mail checks	✓	
22.	Cash receipts:		
	a) Process cash receipts and bank deposits	✓	
	b) Record deposits		✓
23.	Human Resources:		
	a) Applicant tracking and processing	✓	
	b) Employee HR files	✓	
	c) Benefits management	✓	
	d) STRS/PERS Appointments		✓
	e) Contributions and Deductions	✓	✓
	f) Time and Attendance records collection and upload for Payroll	✓	

#	Item	Client	Consultant
	g) Employee Online Portal administration		✓
24.	Payroll:		
	a) Payroll processing a. Paychecks b. Direct Deposits	Approve Payroll Registers	✓
	b) Payroll Liabilities processing a. Health & Welfare b. Garnishments c. Federal and State Payroll Taxes		✓
	c) 941 preparation and filing		✓
	d) STRS/PERS a. reporting b. tracking		✓
	e) EDD filings and responses		✓
	f) Credential monitoring and management	✓	✓
	g) Time and Attendance	✓	
	h) Payroll Reporting a. Monthly, b. Quarterly, and c. Annual (including W2 and 1095).		✓