

Phase 1 - July

- Organizational On-Board
- Strategic Plan Review
- Historical Financials Analysis
- FY25 Budget Analysis
- Cortney Budget Document & Audit Process
- Uncovered several odd accounting methods and processes that needed to be re-strategized and handled moving forward.

Phase 2 – Late July & August

- FY25 Budget Overhaul & Re-Build By Department
- Full re-build and analysis of org chart financials and breakout by department
- Met w/ Every Department Head:
 - Analyzed past financials
 - Understood operational challenges
 - Implemented templates for department level budget build out
 - Completed each department budget for FY25
 - Tackled Operational Challenges expressed by team
- Worked with Matt to analyze personnel expense savings and opportunities for FY25
- Deep dive on income line items and strategies to increase and maintain them both strategically and operationally.

Phase 3 - September

- Buildout of Organizational Budget at Department Level
- Re-architected Accounting Framework and Chart of Accounts for school based on needs and insights goals
- Completed Full Budget template model and collaborated major changes with Matt by department
- Included analysis of every expense and line item, along with analyzing historical financials to ensure accuracy

Phase 4 - October

- Completed final budget version (pre-board approval) with Matt.
 - Included analysis of key items and strategy within Charter school practices with Cortney.
- Rolled out budget to Cortney for input into her model
- Rollout of new accounting framework inside of QuickBooks, including Training of Kathy and Ashley (w/ Cortney)
- Year To Date (Thru 9/30) Accounting Clean Up into new accounting framework (training, strategy, and obstacle resolution)
- Began day to day finance ops management for departments and directors (continued)
- Continued updates of revised cash flow budget as needed

Phase 5 – November to December

- Final Budget Approval with FC and Board
- Follow up budget items from board approval
- Continued implementation of new accounting process through 9/30, then through 10/31. Completed with Kathy, Ashley, and Cortney (as needed).
- Analysis of YTD financials with Matt and Exec team as needed
- Monthly process of sending financials to directors (completed once through 9/30 is cleaned.
- Distribution of final approved budget to directors (process agreed upon with Matt)
- On-Going needs of school, departments, approvals, etc
- On-Boarding of New CFO
 - Introduction to engagement since July that I have had with stem school
 - Walking them through prior year financials, key challenges, etc
 - Sharing new budget process, documents, etc (Cortney and Ryan versions)
 - Bringing up to speed on next phase projects we have identified for finance
 - Additional needs as they on-board to fully transition and bring them up to speed