



CENTER FOR RESILIENCE

Proposal for Professional Financial and Operational Services

Spottswood Education Management Agency, LLC (SEMA) submits this proposal for ongoing Financial and Operational Management services to CENTER FOR RESILIENCE to support its mission of improving the emotional well-being and academic readiness of children by delivering high-quality, interdisciplinary care, and collaborating with partners to develop new programs that meet the needs of our region's children and families.

Service Option #1: Financial Oversight

Proposed Financial Oversight Services:

Assist and support the CEO, site-based accounting/finance team and other agency personnel in:

- **Budget Support** - Developing the Agency's Annual Operating Budget.
- **Best Practice, Policy, Procedure Support** - Reviewing, amending or creating Agency financial Best Practices, Policies and Procedures.
- **Cash Flow Projection Support** - Developing quarterly Cash Flow Projections and Forecasts.
- **Audit Support** - Preparing for Agency's Annual Financial Audit.

Other direct Financial Services to include:

- **Financial Statement Review** - Review monthly financial statements produced by site-based accounting/finance personnel for accuracy and completeness.
- **Payroll Processing** - Administration of bi-weekly or semi-monthly payroll for approval including employee payment calculations, terminations, etc.
- **Grants Management** - Managing agency grants including:
 - Budget submission for grant applications,
 - Required periodic reporting,
 - Reimbursement/claims processing, and
 - Receivables tracking.
- **Monthly Meetings** - Meet monthly with CEO, site-based accounting/finance team and other agency personnel via Zoom or in-person as needed.

** All services (other than Monthly Meetings) will be provided remotely.*

Service Option #2: Operational Management Services (Outsourced COO)

Proposed Operational Management Services:

Assist CEO, site-based operations team and other agency personnel in the following functional areas:

Human Resources Support

- Offer letters and new hire onboarding
- Coordination of employee background checks
- Employment verification
- Employee orientation and training
- Employee benefits negotiations
- ADA accommodations assistance and support
- Employee benefits vendor coordination and support
- Distribute and maintain employee benefits guide
- Employee bonus and retention plan coordination and support
- Annual COLA and Merit increases coordination and support
- Employee credential management
- EEO reporting
- Employee handbook updating
- Employee policy review
- Employee performance evaluation support
- Employee records retention
- Employee complaints and grievances support
- Exit interview management
- Employee equipment return management
- Intent to return coordination
- Investigations support
- Employee help desk

Talent Management Support

- Coordination of agency-paid advertisements and posting
- Application tracking
- Candidate screening
- Resume review
- Candidate sourcing
- Job descriptions
- Offer letters
- New Hire documentation
- Pre-employment screening

Operations Support

- Operational Staff Training
- Insurance and Services Procurement
- Third party service contract negotiations
- Shared services contract negotiations

- Third party vendor support
- Implementation and ongoing support of Student Information System (SIS)
- Monthly review of SIS
- Implementation of and ongoing support of Human Resources Database
- Monthly review of Human Resources Database
- Vendor record retention
- Vendor complaints and grievances support
- Vendor contract terminations
- Vendor equipment return management

Technology Support Services

- Create maintain technology device inventory
- Tag technology devices as purchased
- Provide desktop support for agency owned technology devices (printers, laptops, cpu's, servers)
- Create, maintain and manage a technology support ticket system

****One (1) staff person will be on-site 2 days per week to support in coordinating all services.***

Service Option #3: Financial Management Services (Outsourced CFO)

Proposed Financial Management Services:

- Provide all services included in **Service Option #1: Financial Oversight**, and
- Provide Professional Out-Sourced CFO Services including:
 - Record all income and expenses, make any adjusting journal entries, and keep an up-to-date and balanced general ledger.
 - Oversee and prepare intracompany transactions on a monthly basis.
 - Review accounts receivable and the process for estimated the allowance.
 - If applicable, review Federal and State Grants Management LDOE's Electronic Grants Management System (EGMS).
 - Reconcile bank accounts and credit card accounts on a monthly basis.
 - If applicable, prepare and submit all financial reports required by federal, state and local agencies including OPSB and LDOE.
 - If applicable, prepare and submit budget reports required by federal, state and local agencies including OPSB and LDOE.
 - Perform accrual accounting journal entries on a monthly basis.
 - Perform fixed assets accounting including depreciation expense calculations.
 - Review your accounts receivable aging summary report for any additional corrections, updates, or changes that need to be made to your accounting file.
 - Monthly Financial Statement Preparation including Income Statement, Balance Sheet and Statement of Cash Flows.
 - Prepare required documents for Annual Financial Audit for submission to your External Auditors.
 - Meet with CEO and board Finance Committee no less than once per month.

- Participate in Monthly Board Meetings as requested.
- Participate in Monthly Finance Committee Meetings as requested
- Reporting of school financial results in compliance with state, local and federal requirements.
- Ongoing journal entries, tracking for grants.
- Processing of payments on behalf of agency, obtaining check or payment approvals, vendor issue resolution.
Note: in no event shall SEMA have any signatory authority over any agency bank accounts.
- Completion of budgets for categorical funding grant applications (excluding school improvement plans). Federal reimbursement requests, finance piece of document submission, receivables tracking.
- Grant management reporting (finance piece only).
- If applicable, Year-end close including July payouts, and completion and submission of Annual Financial Report (AFR).
- Complete independent financial audit preparation protocol and support independent financial audit for fiscal year end, including preparation of documentation for on-site testing by auditors, preparation of all requested accounting-related audit schedules, accounting-related assurance schedules, communication with auditors, review and recommend edits to audit draft response to management letter, and attend presentation with Finance Committee and Board.
- On-going development and management of agency budgets.

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Pricing Options



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Pricing Options

- **Pricing Option #1 - Pricing for Financial Oversight Services Only**
 - Monthly Fees: **\$4,500**
 - One-Time Implementation Fee: **N/A**
- **Pricing Option #2 - Pricing for Operational Management Services (Outsourced COO) Only**
 - Monthly Fees: **\$6,000**
 - One-Time Implementation Fee: **\$5,000**
- **Pricing Option #3 - Pricing for Financial Management Services (Outsourced CFO) Only**
 - Monthly Fees: **\$8,000**
 - One-Time Implementation Fee: **\$5,000**
- **Pricing Option #4 - Pricing for Operational Management Services (Outsourced COO) + Financial Management Services (Outsourced CFO)**
 - Monthly Fees: **\$11,200 (20% Bundled Service Discount)**
 - One-Time Implementation Fee: **\$8,000 (20% Discount)**
- **Pricing Option #5 - Pricing for Financial Oversight Services + Pricing for Operational Management Services (Outsourced COO)**
 - Monthly Fees: **\$8,400 (20% Bundled Service Discount)**
 - One-Time Implementation Fee: **\$5,000**