

Young Audiences Charter Association Spring 2018 Application to
Orleans Parish School Board

Attachment 10: Financial Manager Contract



Dunn Financial Solutions, LLC
Serving Charter Schools & Non-Profit Organizations

Standard Engagement Letter

We are pleased to have the opportunity to provide consulting services to **Young Audiences Charter Association**. This letter is intended to confirm the terms of our representation of services to you. This Standard Engagement Letter describes the terms upon which Dunn Financial Solutions, LLC (DFS) will provide professional services to your organization. At your direction, DFS will undertake to provide appropriate consulting services in order to advance your interests with respect to such matters as you may assign to DFS and DFS may accept on a periodic and/or ad-hoc basis.

- 1. Professional Undertaking:** Our goal is to provide you with quality business and financial consulting services, on schedule and at a reasonable cost. Although DFS will do our best to serve you effectively, DFS cannot guarantee success on any given project or endeavor. A schedule of agreed-upon services is described in “**Schedule A**”. The services provided can be changed by mutual agreement of both parties.
- 2. Fees & Invoicing:** For the services described in Schedule A, it is agreed that the annual fee will not exceed \$85,000. The fee will be invoiced monthly. Annual fee can be revisited at any time by either party.
- 3. Other Fee Arrangements:** On occasion, and by specific separate agreement, a fee schedule other than an hourly fee, such as a fixed fee for a specifically defined project may be utilized. In such a case, the fee and payment schedule will be set forth in a separate agreement or addendum, but all other terms of this Standard Engagement Letter will apply.
- 4. Costs:** In the course of rendering services to your organization, it may be necessary for DFS to incur expenses for extraordinary items. The actual expenses may vary depending on the type of services that DFS provide to your company and DFS will not incur any expenses without your prior approval. Any expenses paid to third parties will be billed to you at our “out-of-pocket” cost.
- 5. Termination:** You have the right to terminate our services at any time. We have the same right, subject to a professional and ethical obligation to give you reasonable notice to arrange for alternative support.
- 6. Special Arrangements:** Special arrangements, if any, governing the basis on which DFS will provide and bill professional services to you and varying from or expanding upon the general arrangements set forth in this Standard Engagement Letter would be described in a cover letter to you or in a separate agreement or addendum.
- 7. Confidentiality:** DFS treats all aspects of our client relationships as confidential, and will gladly provide or sign appropriate non-disclosure agreements if desired.



Dunn Financial Solutions, LLC

Serving Charter Schools & Non-Profit Organizations

8. **Other Matters:** Unless we otherwise agree, the terms and conditions of this letter will apply to all matters for which you engage DFS. If you have any questions or concerns about the terms of this Standard Engagement Letter, please contact feel free to contact me.

Please acknowledge your receipt of this Letter, and your agreement with the terms and conditions set forth by signing below. Note that this Letter does not obligate you in any way to contract with us for services, instead it simply defines the terms and conditions in the event you chose to engage us at some point in time.

Young Audiences Charter Association

By: _____ Signature: _____

_____ Title:

CEO Dated: _____

Dunn Financial Solutions, LLC

By: Michael Dunn

Signature: _____

Title: Owner\Consultant Dated: _____



Dunn Financial Solutions, LLC
Serving Charter Schools & Non-Profit Organizations

Schedule A

Financial Management Services

Accounts Payable

- Enter vendor invoices in accounts payable system and ensure proper account coding in accordance with LAUGH Guide
- Review accounts payable aging on a regular basis with the School to determine which vendor invoices will be paid
- Print accounts payable checks in accordance with the School's directions on a regular basis
- Review and resolve any accounts payable issues with vendors

Cash Management

- Monitor School's available cash throughout the month and make recommendations regarding accounts payable payments, line of credit borrowing/repayment
- Record all cash receipts in proper accounts in accordance with LAUGH Guide
- Prepare monthly bank reconciliations for all of the School's bank accounts

Grants Management

- Ensure that grant expenses are spent in accordance with federal grant budgets
- Make recommendations to ensure School receives full grant allocations
- Prepare quarterly grant reports
- Resolve any reimbursement discrepancies

Monthly Financial Closing

- Review and reconcile all significant balance sheet accounts including all bank accounts
- Accrue all required revenue including MFP, grant revenue, federal food revenue
- Make necessary adjustments to deferred MFP revenue in accordance with the official student enrollment
- Record all payroll & employee benefits to proper account codes in accordance with the LAUGH Guide
- Accrue significant expenses as required
- Review expense accounts for proper classification in accordance with LAUGH Guide



Dunn Financial Solutions, LLC

Serving Charter Schools & Non-Profit Organizations

Financial Reporting

- Prepare monthly financial statements for School Leadership and Board of Directors – financial statements include balance sheet, year-to-date statement of revenue & expenses vs. year-to-date budget, schedule of available cash, accounts receivable detail, accounts payable detail
- Prepare quarterly financial statements for submission to charter authorizer including balance sheet and year-to-date statement of revenue & expenses vs. year-to-date budget

AFR (Annual Financial Report)

- Compile the necessary financial information required to complete AFR for submission to charter authorizer in accordance with LAUGH Guide
- Complete AFR report in format required by charter authorizer and submit by the required deadline

Financial Audit/A-133 Audit

- Prepare all PBC (Prepared By Client) schedules and supporting work papers required by the outside CPA firm
- Prepare all schedules required to support the spending of federal funds (Title I, Title II, IDEA B, National School Lunch Program)
- Respond to all financial audit requests for additional information including all audit testing
- Respond to financial analytic inquiries from auditors
- Prepare all supplementary schedules required as part of the audit and/or included in the financial statements

IRS Form 990

- Provide required information to auditors to facilitate completion of the IRS Form 990

IRS Form 1099s

- Prepare Form 1099s and Form 1096 for required vendors and submit to IRS

Budgets

- Work with School Leadership in the preparation of School's annual operating budget – create several versions based on varying assumptions from School Leadership



Dunn Financial Solutions, LLC

Serving Charter Schools & Non-Profit Organizations

- Make recommendations to School Leadership regarding budgeted revenue and expenses in areas where the School's budget is not in line with conventional guidelines
- Prepare budget document for approval by Board of Directors
- Submit approved budget to charter authorizer
- Upload original budget into accounting software for comparison to actual revenue and expenses (included in the Statement of Revenue & Expenses vs. Budget)
- Monitor significant changes to enrollment, per pupil revenue, other sources of revenue as well as spending trends in order to create revised budgets throughout the year
- Work with School Leadership in the preparation of a revised budget document, as required, for approval by Board of Directors