



Services Summary

School Management Services, (SMS) provides an innovative, comprehensive approach to providing efficient, state-of-the-art business management and support services.

Accounting

- Supervision.
- UFARS Compliance.
- General Ledger Reconciliation.
- Federal & Local Grants.
- Special Education Reporting.
- Bank Statement reconciliation – monthly.
- Student enrollment projections.

Accounts payable

- Process accounts payable checks accurately and timely according to existing payment schedule.
- Ensure proper UFARS coding of expenditures.
- Procurement review.
- Process and issue annual 1099 forms.

Annual audit coordination

- Planning and Coordination.
- Audit Schedules.
- Auditor Experience.

Benefit and insurance planning services

- Manage an effective group health benefit strategy.
- Program analysis & support services.
- Eligibility and enrollment audit.
- GASB planning.
- 403 b management.
- Property & casualty insurance management.

Board and management communications

- 5-Year Plan.
- Budget Cycle.
- Truth-in-Taxation Hearing.
- Levy Certification.
- Committee Representation.
- Benefit Strategy.

Cash flow management

- Cash Flow Projections.
- Schedule of Investments.
- Treasurer's Report.
- Aid/Tax Anticipation.
- Pledged Collateral Compliance.

Financial planning

- Multi-Year Financial Planning Model
- Budget Development.
- Negotiations Support and Costing.
- Bond/Operating Referendum Planning.

Internal audit

- Payroll, Accounts Payable, Benefits, MARSS:
 - Test Randomly Selected Transactions for Policy & Prescribed Procedural Compliance.
 - Test Benefits, Payroll, Benefit Plan Enrollment and benefit provider invoices to ensure all are aligned.
 - MARSS Audit – review student records, accounting and submissions to ensure all students are captured

Levy certification

- Levy Planning & Certification.
- Board Communication.
- Truth-in-Taxation Hearing.

Payroll

- Process Payroll.
- Payment of Federal & State Income Tax Withholdings.
- Tax Return Preparation & Filing – Quarterly Federal 941, State Tax, Unemployment Tax.
- Year-End W2 Preparation & Filing.
- Assist with management of Flexible Benefits 125 Plan as needed.
- Reconciliation of Employee benefits and Payroll withholdings.
- Ensure proper UFARS coding of Staff to line-up with State & Federal Grants and Restricted Revenues.

