

Charter School Central Business Office Core Package

- **ACCOUNTS PAYABLE & PURCHASING**
 - Assist school in creating a system of purchase orders and approvals (if needed)
 - Code approved invoices to proper funds & chart of accounts
 - Match invoices to POs
 - Enter invoices from vendors and suppliers
 - Reconcile invoices to statements
 - Pay monthly recurring invoices
 - Make payments to vendors via check and/or ACH
- **ACCOUNTS RECEIVABLE**
 - Invoice local school systems and track funds received. Prepare a quarterly report reconciling funds owed vs. funds received
 - Coordinate with your school the drawdown of federal and state funds from NCDPI
 - Preparation of semi-annual NC Sales Tax Refund requests
- **REVENUES**
 - Enter deposits into LINQ accounting system with proper source coding
 - Track grant monies received from each funding source
- **RECONCILIATIONS**
 - Reconcile bank and credit card accounts monthly
 - Reconcile cash accounts in LINQ monthly
 - Review profit-and-loss accounts monthly for accuracy
- **PAYROLL**
 - Process payroll monthly or semi-monthly
 - Pay employees via direct deposit
 - Remit state and federal payroll withholding and taxes, and file associated quarterly and annual payroll reports
 - Prepare employee W2s
- **COMPLIANCE**
 - Monthly Zero-Out journal entries as required
 - Coordination with auditors for annual financial statement audit
 - Preparation and filing of IRS Forms 1099 and related NC filing
- **FINANCIAL STATEMENTS**
 - Balance Sheet, Profit & Loss, Budget-to-Actual, Previous Year Comparison
 - Prepare statements monthly, quarterly, or as needed by the Board or management
- **BUDGETING & FORECASTING**
 - Consult with Board and/or managers as needed to create the annual budget or recommend budget adjustments

Charter School Central Business Office Add-On Modules

- **SCHOOL NUTRITION MODULE**

- Assist school in qualifying for the Federally Assisted National School Breakfast and School Lunch Programs
- Assist school in preparing annual catering contract (if needed)
- Assist school in securing mandated recipe and nutrient analysis for submission
- Consult with school on best practices and Point-of-Sale compliance
- Submit claims monthly for reimbursement
- Run the direct certification process to capture all students who qualify as low income for school nutrition, Title 1, and ESSR reporting purposes.

- **POWERSCHOOL MODULE**

- Setup school year and terms
- Setup school schedules (Bell Schedules)
- Configure attendance to track students correctly
- Review attendance submissions for completeness
- Configure high school schedules per semester to track course credits toward graduation (if needed)
- Setup Parent Portal for parents to access student grades, etc. (if desired)

- **AD HOC PROJECTS / FINANCING**

- Prepare specialized reports or mine data to assist the school in securing financing, raising money through capital fundraising initiatives, or other specialized needs

- **BOARD TRAINING**

- Workshops covering:
 - “I’m Not Good With Numbers: How to read financial reports;”
 - “Staying Out of Hot Water: Financial compliance with NCDPI;”
 - “Love on a 2-Way Street: The difference between governing and managing, and why you should stay in your lane.”