



Service...Above and Beyond

Level 3—District-Based Services

CESA #4 has developed a new service providing Accounting Assistance to schools. The Finance Director at CESA #4 has over 16 years of experience auditing school districts. This service is designed to provide assistance to a Business Office that may have experienced a change in staff, to assist staff in leveraging time within the Business Office, or to provide assistance with either monthly or periodic account reconciliation for those accounts that have been an issue. CESA can provide assistance to Business Offices in the areas of balance sheet reconciliations, technical assistance on accounting issues, and reduce/eliminate auditors' internal control finding for lack of segregation of duties.

3A. Base Setup Fee

The base setup fee for this service is \$1,425. This provides three days of time for the CESA #4 Finance Director to come to the district, become familiar with your accounting system and processes, and also to meet with your business office to clarify your specific needs. This setup fee is charged only in the initial year of service.

3B. Ongoing Support

Additional days needed to provide any of the array of services listed above will be charged out at \$475 per day inclusive of travel.

If you are interested in this service, please contact the CESA #4 Finance Director at (608) 786-4540 to develop a customized proposal to meet your needs.

Fees:

Level 3A Setup Fee:
\$1,425

Level 3B: \$
Specify # of days _____

For more information:

Wayde A. Pollock
(608) 786-4540
wpollock@cesa4.org

School District of: _____

Signature: _____

Date: _____