

**[NAME] Alliance Schedule of Services – [NAME] Child Development Center**

**Hosted Quickbooks –site to have viewing access**

Start with individual organization chart of accounts.

Consider standardizing at end of fiscal year if considered a significant time saver.

Required documents to be transmitted between Alliance and site by courier, electronic transmission or Alliance staff pick-up as needed on a weekly basis.

All accounting records to be retained in Alliance office through end of fiscal year

<b>Accounts Payable</b>		
<b>Site Staff</b>	<b>Alliance Staff</b>	<b>Site Reporting Deadlines</b>
Purchasing, ordering, securing services	Process invoices for payment in accounting software	Invoices transmitted to Alliance weekly
Invoices are received at site and matched with purchase order/packing slip	Prepare “Bills to be Paid” report for approval by site personnel-report to include total disbursement amount for the week and current bank balances	
Invoices are approved by designated personnel including expense designation if necessary	Upon approval by site, prepare bill payments using electronic signature and mail to vendors or return to site for signature-site to mail	
Petty cash on site	Handle communication with vendors regarding past due invoices	
	Provide suggestions regarding vendor changes to save costs if applicable	

<b>Credit Card/Debit Card Transactions</b>		
<b>Site Staff</b>	<b>Alliance Staff</b>	<b>Site Reporting Deadlines</b>
Transaction receipts coded by site personnel with appropriate expense designation	Receipts entered into accounting software	Receipts transmitted to Alliance weekly
Credit card statement received at site and forwarded to alliance	Debit card receipts filed in paid bill file	Credit card statement forwarded to Alliance immediately upon receipt by site
	Credit card receipts reconciled with statement	
	Alliance staff will work with site staff to resolve missing receipts	
	Credit card statement paid during weekly bill pay process	

<b>Payroll – Quickbooks semi-monthly pay periods</b>		
<b>Site Staff</b>	<b>Alliance Staff</b>	<b>Site Reporting Deadlines</b>
Manages time clock on site	Maintains accurate personnel data in QB including tracking time off	Accurate timesheets due to Alliance at least 3 working days before pay date
Provides accurate timesheet for payroll processing & emails/faxes to alliance	Enters pay period data into software	
	Produces payroll summary spreadsheet for pay period and emails to site for approval	
	Once approved, process payroll	
	Funds direct deposited into employee accounts or on pay card – no paper checks except for termination checks	
	Pay stubs emailed to individual employees or paystub sent to site for those without email	
	Payroll tax deposits, quarterly & annual reporting handled by Alliance or Intuit depending on payroll subscription of site	

<b>Family Fee Billing</b>		
<b>Site Staff</b>	<b>Alliance Staff</b>	<b>Site Reporting Deadlines</b>
Put printed invoices in parent mailboxes	Bill fees in advance monthly in QB	
	Distribute invoices via email to parent and to site	
	Provide site with A/R report summary	
	Handle family inquiries regarding invoices	

<b>Income/Fee Collection, Posting, Deposits</b>		
<b>Site Staff</b>	<b>Alliance Staff</b>	<b>Site Reporting Deadlines</b>
Receive funder & family fee payments via hand off, lock box, credit card swipe or mail. Stamp checks “for deposit”.	Alliance staff travel to site weekly and process deposits in QB on site or takes funds back to Alliance office for processing	Funder electronic payment advices transmitted to Alliance weekly
Give cash receipt if necessary or CDE required receipt (site choice)	Takes deposit to bank	
Complete cash receipt log for hand-off to Alliance	Online family fee payments through QB go directly to Alliance via email	
Receive funder electronic payment advices for alliance pick-up	Issues formal STATE/LOCAL CCDF AGENCY receipt if necessary	
	Follows up with families regarding past due balances and payment plans	
	Issues NOAs for CCDF delinquent fees and mail to family	

	Keeps site informed of all receivable issues with families or funders	
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<b>Bank Reconciliations</b>		
<b>Site Staff</b>	<b>Alliance Staff</b>	<b>Site Reporting Deadlines</b>
Bank statements are mailed to site, reviewed by site personnel and forwarded to Alliance	Statements are reconciled and retained by Alliance for audit	Bank statements to be forwarded to Alliance when received
	Copy of reconciliation & statement are sent back to site for review	

<b>Budgets</b>		
<b>Site Staff</b>	<b>Alliance Staff</b>	<b>Site Reporting Deadlines</b>
Provide list of proposed changes to be implemented in coming year.	Prepare various budget scenarios using information provided by site and data from prior year	Required documentation to be forwarded to Alliance at least 60 days prior to due date of completed budget
	Update budget throughout year as enrollment and funding change	

<b>Financial Reporting</b>		
<b>Site Staff</b>	<b>Alliance Staff</b>	<b>Site Reporting Deadlines</b>
	Provide monthly P&L budget comparison and balance sheet by due date	Grant reporting forms to be forwarded to Alliance upon receipt by site
	Present financial reports and analysis to board quarterly if requested	
	Work with site to meet grant reporting deadlines and prepare financial portion of grant reports	

<b>Subsidy/ Grant Management</b>		
<b>Site Staff</b>	<b>Alliance Staff</b>	<b>Site Reporting Deadlines</b>
<b>STATE CCDF CONTRACT</b>		
Execute contract amendments and forward copy to Alliance	Prepare annual funding renewal	
	Project and monitor contract earnings	
	Prepare required contract transfers	
	Prepare quarterly forms for attendance and fiscal	
<b>State CCDF Voucher</b>		
Monitor timesheets throughout month	Check timesheets for completeness	Timesheets due to Alliance 1 day prior to APP deadline to ensure timely payment from APP
Ensure all absence reasons are listed on timesheet and days of attendance are recorded	Transmit to STATE agency by deadline	

Forward timesheets to alliance	Reconcile payments received from STATE agency	
Forward Childcare certificates when received from APP	Monitor certificate expiration dates and follow up with APP and family	
<b>Pre K</b>		
	Prepare annual funding agreement and enhancement budget	Forward Prek workbook to Alliance when received from State
	Track enhancement budget expenses and prepare annual budget report	
	Reconcile PreK funding payments	
<b>Local Wage Subsidy</b>		
	Create annual Staff Roster and Compensation Plan	Plan for salary increases due to Alliance upon release of Compensation Plan due date
	Prepare salary matrix	
	Maintain employee info on Workforce Registry	

<b>Audit &amp; Tax Return</b>		
<b>Site Staff</b>	<b>Alliance Staff</b>	<b>Site Reporting Deadlines</b>
Provide copies of contracts, grant agreements, insurance policies, & lease agreements as requested by Alliance	Handle audit at site as it relates to all financial records and child files depending on services received by site	
Site to work with Alliance to set audit date	Prepare records for storage at conclusion of audit	
	Provide info as necessary for tax return prep	

<b>Personnel/Benefits</b>		
<b>Site Staff</b>	<b>Alliance Staff</b>	<b>Site Reporting Deadlines</b>
New hire intake including all personnel file forms & transcripts	Review new hire file for completeness	New hire information due to Alliance by employees first day of work
Notify Alliance of all new hires	Maintain data on workforce registry and forward transcripts to WAGE SUBSIDY ADMINISTRATIVE office	
Determine new hire education level on WAGE SUBSIDY salary matrix	Benefit administration throughout year	
Provide salary info throughout year if Alliance not handling payroll	Insurance open-enrollment with staff and work with broker to obtain best rates	

<b>Attendance- E Signature</b>		
<b>Site Staff</b>	<b>Alliance Staff</b>	<b>Site Reporting Deadlines</b>
Daily attendance monitoring	Record attendance and absences in _____ (NAME OF AUTOMATED SYSTEM) weekly	Attendance records must be completed by the 8 <sup>th</sup> of the month.
Follow up on absences & notes	Compile attendance for STATE reporting	

	Report to _____ by monthly due date	
	Track absences and prepare notices for distribution to families on quarterly basis	

<b>Enrollment</b>		
<b>Site Staff</b>	<b>Alliance Staff</b>	<b>Site Reporting Deadlines</b>
Recruit subsidy families and maintain center waitlist	Verify CCDF eligibility; ensure paperwork complete and submitted	Site to forward all family documentation required to certify immediately upon receipt by site
Initial family Interview using questionnaire & form checklist	CCDF Recertification as needed- requests for additional info to be handled by site	
Provide family with initial file packet depending on interview results and handle requests from Alliance for additional documentation	Upload required forms monthly by due date	
Emergency & family contact info updates after initial intake	Certify WAGE SUBSIDY enrollment by due date	
Child assessments online		

<b>Miscellaneous</b>		
<b>Site Staff</b>	<b>Alliance Staff</b>	<b>Site Reporting Deadlines</b>
Advise Alliance of asset disposition	Maintain schedules of fixed assets and equipment and related depreciation schedules	State & City business filing forms due to Alliance upon receipt by site.
	Maintain accrual for use tax and file annual return	
	Prepare various required state and city business filings	
	Assist with property/liability insurance renewals	
	Provide families with year-end fee information for taxes	