

2014-15
Business Services Agreement
Between
The California Montessori Project
And
Wheatland School District

Contract Length: 2014-15

Cost per Pupil: \$185 X P2 ADA
Less 60% of CMP Bookkeeper employee costs

Included: APTA/Harris Software fees for AptaFund
Yuba County Office of Education fees

Services to be Provided by WSD are:

Process monthly payroll; issue W-2s, tax deposits
Enter all Payroll/Employee info into system
STRS reporting
Maintain General Ledger
Deposit and Enter Cash Receipts
Audit purchasing and AP processing

Provide employee insurance & other deduction information
Print and mail all AP checks
Process and submit SACS reports 4X per year by sponsor
Assist in development and revision of budget
Complete monthly cash flow reports
Generate revenue and expense reports
Generate monthly budget reports by site
Facilitate auditor's requests
Password protect online access to software

CMP will:

Enter requisitions
Process, print and mail PO's
Maintain receipts/invoices/files
Process and Approve AP
Develop CMP/Campus Budgets
Provide all employee contracts
Process timesheets
Provide new employee set up documents
Issue 1099 forms