



## Business & Accounting Solutions, LLC

### Eagle Academy Nevada Proposal to Perform Financial and Accounting Services

**Presented To:**

Eagle Charter Schools of Nevada

**Contact & Delivery:**

Jai Mallory

**Prepared By:**

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Managing Member

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**January 13, 2023**

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**Transmittal Letter**



ACS  
Business & Accounting Solutions, LLC

January 13, 2023

Jai Mallory

Dear Ms. Mallory

ACS Business and Accounting Solutions, LLC, is pleased to submit this proposal in response to your request for accounting services. The purpose of this proposal is to welcome the opportunity to work with Eagle Academy Public Charter Nevada. ACS is committed to performing professional accounting services to assist you in accomplishing your goals. This proposal provides a compelling case why ACS is qualified to provide services to your organization. We are committed to serving and providing our clients with the experience, training, competence, and capacity to provide an outstanding level of quality client service. We specialize in providing services to non-profit organizations.

We thank you for the opportunity to serve you and look forward to hearing from you. Should you have any question regarding this proposal, please feel free to contact me directly at (301) 996-3909 or [ashorter@acscpa.net](mailto:ashorter@acscpa.net).

Sincerely,

Andrea C. Shorter, CPA  
Managing Member

## **Company Profile, Technical Approach and Experience**

In this section we will provide the company profile, technical approach and experience of ACS Business & Accounting Solutions, LLC.

### **Company Profile**

ACS Business & Accounting Solutions, LLC is a licensed CPA firm in Maryland and the District of Columbia that provides state governments with the seasoned assistance necessary for your specialized needs. ACS provides accounting support for Non-Profits that receive Federal Grants and contracts from various Federal agencies including; Federal entitlement funds, Other competitive Federal Grants, Federal Title V-Part B Public State government funds, per pupil funding, MSDE, USAID, Public Facility, Direct Loans, Credit Enhancement, Department of Defense, Department of Agriculture, EPA, NOAA, Bureau of Reclamation, and the Bureau of Land Management. We have been working specifically with non-profit organizations for 16 years.

ACS is an active member of the following organizations:

- Greater Washington Certified Public Accountants
- Maryland Society of Certified Public Accountants

ACS provides bookkeeping, accounting, computer system selection and assessment, tax preparation, and management consulting services to a wide variety of clients in the nonprofit industry. The Principal, Andrea Shorter, CPA of the firm has worked closely with various non-profit organizations.

Because the accounting arena is ever changing, our professionals are required to attend training classes throughout the year to stay abreast of the changes. We rely on the varied experiences of our staff with similar organizations, and technical guidelines published by American Institute of Certified Public Accountants, Government Accountability Office, Office of Management and Budget and the U.S. Treasury to assist in developing best practices to improve financial reporting for Maryland State Department of Education

### **ACS' Experience with this type of work**

ACS Business & Accounting Solutions, LLC has had many engagements similar to this one. We prepare budgets for all of our non-profit organizations and provide budget versus actual reports for the budgets in their entirety and by each funding source. We are certified QuickBooks Proadvisors and have over 20 years of experience working with QuickBooks. We have established and re-organized an uncountable numbers of QuickBooks files for non-profit organizations. We are currently doing all of the work noted in your scope of work with the Center for Urban Families.

### **Corporate Approach to Communication**

Continuous communication with management throughout the year is vital to providing quality service to our clients. Throughout the accounting process ACS' managing member will meet with the contact person to discuss arising issues.

Upon award of the contract, an introduction and initial review meeting would be set up to determine the timing of the deliverables based on the school's Task Google Sheet. We will also discuss the formatting and timing of reports, the timing of periodic meetings and the interaction with EAGLE staff.

## **Methodology and Approach**

### ***Introduction and initial review***

We understand that as you choose a professional accounting services provider, it is important for the process to be smooth, orderly and free from program disruption. We will develop a plan to assist in this phase that incorporates successful techniques based on our varied experiences with non-profit organizations. This plan is to establish expectations from both parties and to gain a level of confidence that the information that we are providing is reasonable and reliable.

The first step in the process is to clarify the expectations of the organization's management of ACS and to clarify what will be required from Eagle Academy Public Charter School Nevada. All of the phases are outlined during an initial meeting with timelines established. The next step is an initial review of the organizations financial and organizational records and financial system if applicable. The next step is to report to the organization any discoveries and any adjustments that may be required. The next step is to process the adjustments.

### ***Establish and/or Review the financial infrastructure***

The first step in this phase is to use the knowledge gained in the first phase, knowledge of the framework required by GAAP and our knowledge from working with other organizations to develop/review the chart of accounts, forms and report formats. The next step is to determine which software packages (when necessary) will meet the organization's needs. If considered necessary, we will review a number of software packages and make a suggestion to management. Once the software package is established, it will be set up and the opening information will be entered. Initial financial reports will be generated and verified with management.

### ***Establish the processes***

We understand the importance of everyone in the organization knowing and understanding their role in the process and knowing how their role affects others. In the very beginning of the engagement, we create and review the policies and procedures for the organization with management. Any adjustments to the policies and procedures are approved by the organization's board. Based on these approved policies and procedures, a more detailed set of processes for the various aspects of the accounting cycle will be determined and documented. This documented set of processes is reviewed with the appropriate staff and management and then finalized.

### ***Bookkeeping (Accounts Payable and Accounts Receivable)***

Our approach to bookkeeping services is to first determine the process at the beginning of the engagement. A meeting is set up to clarify the organization's expectations of ACS and the information that ACS needs from the organization. ACS has developed a model process based on organizations similar to Eagle Academy PCS Nevada for the bookkeeping process. The model is modified to suit the needs of the organization. This process includes the full-cycle accounts payable, invoicing and deposit and cash reconciliation. Once the process is determined, it is

documented. We also understand that there may be times when the process may need to change or be adjusted. Our goal is to make this process as smooth as possible and without disruption of programs.

### ***Accounting Services***

ACS has developed a process that encompasses the duties necessary to ensure the organization's financial statements are produced in a timely manner. Our process includes a review by the Managing member of ACS, to provide any suggestions or alert management of any items that may cause problems. Management is also made aware of any trends we notice that may need to be addressed or budget variances that may need to be watched. Any variances from the policies and procedures that we notice that may cause a breach in the internal controls will also be addressed with management. Our goal is to assist Eagle Academy PCS Nevada with having an effective and efficient accounting process.

Because of our extensive experience with nonprofits, we are very experienced in grants management and issues that may arise. Each grant has different requirements for allocation, financial reporting and invoicing. We take the time to review each grant agreement and provide clarity to management of the reporting requirements necessary and the required due dates. The grants are recorded in the accounting system in accordance with the Generally Accepted Accounting Principles. Invoices and reports will be prepared and submitted to management and the funders according to the grant requirements on a timely basis.

We have also created a grant tracking system to ensure proper follow up on invoices, timely submission of reports and complete and proper allocation of expenses to grants and proper use of grant funds.

Our project tracking approach makes use of easy-to-use analytical tools and is an efficient way of controlling project resources and schedules. The system tracks each project's performance, schedule, milestones and deliverables. Our project management tools provide for the appropriate controls and guidance to execute the planned projects, provide quality service, meet project schedules, and complete the project within budget.

Our project tracking approach assists in:

- Ensuring Quality Control and
- Compliance Management

## Corporate Experience

ACS Business and Accounting Solutions is proposing a team of professionals with extensive experience relevant to perform all accounting services for Eagle Academy PCS Nevada. We have the team dynamic necessary to analyze and understand our client's operations and unique factors that differentiate your organization. We develop a thorough understanding of your activities, operating systems, personnel and special needs. This data helps develop a proper strategy to build efficiencies and eliminate redundant procedures.

ACS Business and Accounting Solutions has long-standing client relationships within the non-profit industry, most of which have been with our firm for over 13 years. Our combined team has been providing accounting services for over 25 years, and consistently deliver high quality results.

**Andrea Shorter** is a seasoned CPA with over 25 years of experience. She has extensive experience in running a nonprofit accounting department. She inspires the team to work together and to cross train so that they can help each other and broaden their skills. Major strengths in streamlining, creating efficiencies and technical problem solving. Additional skills in inspiring the team to work as a unit and to come together for the good of the team.

**Ingrid Boykin** is a Certified Bookkeeper with more than 15 years of experience in bookkeeping and accounts payable processing. Major strengths in organization, coordination with various organizations and follow through. Additional skills in customer service,



## **Background Summary**

### **Key Personnel**

#### **Professional Profile of Andrea C. Shorter, CPA**

A seasoned professional with over 25 years of accounting experience, to include but not limited to Financial, Governmental and Contract Accounting. Major strengths in streamlining, creating efficiencies and technical problem solving. Additional skills in inspiring the team to work as a unit and to come together for the good of the team. Currently providing accounting consulting services to various organizations, including monthly accounting services, audit and monitor preparations, financial statement preparation, tax return preparation and assistance with accounting software selection and implementation.

- Provide monthly close preparation which includes financial statement preparation for all of my clients
- Provide process improvement suggestions. Once the client approves the suggestions, we implement them and document them.
- Provide outsourced accounting department services
- Payroll cost allocation utilizing the accounting system and Microsoft Excel
- Directed an Accounting Department with \$60 million in revenue and an \$84 million investment portfolio, and an operating budget of \$5 million.
- Supervised and managed a staff of 10 accounting professionals.
- Supervised and managed federal grant administration for non-profit organizations.
- Development of financial policies and procedures for non-profit entities.
- Directly managed all new federal cooperative agreements, non-federal agreements, grants and contracts.
- Administered and provide guidance on federal grant administration for 11 agencies including USAID, Forest Service, Department of Defense.

#### **Education**

- Certified Public Accountant (CPA)
- Master of Science in Computer Systems Management, University of Maryland
- Bachelor of Science degree in Accounting, University of Maryland, College Park
- Continuing Education classes subjects ranging from non-profit accounting issues related to general accounting.

#### **Certifications/Memberships**

- Certified Public Accountant, 1997
- Washington, DC License No. – CPA900717
- State of Maryland License No.- 26150
- Member of the Maryland Society of Accountants
- Member of Greater Washington CPAs

## **Professional Profile of Ingrid Boykin**

### **Provides the following for a portfolio of clients**

#### **Cash Disbursement**

- Responsible for overseeing and coordinating the processing of invoices or payment.
- Reconcile organizational invoices. Compile and review backup documentation for all expenses on invoices.
- Responsible for resolving problems directly related to payment of invoices.
- Processes purchase orders; determines proper center accounts to be charged.
- Processes journal entries, reimbursements, authorizing payments of invoices.
- Handle banking transactions, i.e. deposits.
- Proactively seek ways to streamline the Cash Disbursement process while adhering to proper internal controls.

#### **Cash Receipts**

- Record checks to be deposited for organization per the cash receipts log.
- Ensures accuracy, completeness, and compliance with standard accounting and audit procedures.

#### **Reporting**

- Participate in the preparation of periodic financial reports.
- Participate in activities involving reporting to internal and external stakeholders.

#### **Month End Close**

- Perform or review all accounting functions, to include posting or approving all journal entries and journal vouchers, safeguarding and accounting for petty cash, receipts, accounts payable and receivable, payroll, documentation, general ledger analysis, designated fund tracking, bank reconciliations, allocations, indirect rate calculations, prepare all A/R invoices.
- Responsible for maintaining clear and effective financial internal control documentation for the organization.

#### **Certifications/Memberships**

- Certified Bookkeeper
- Woodard Group

## **SCOPE OF SERVICES & FEES**

The Contractor agrees to perform the following new school start up services:

### **Bookkeeping**

- Once a week (The school will be able to write checks in between for emergencies)
- Utilizing Bill.com
- Record deposits
- Download banking transactions

### **Recording Payroll**

#### **Payroll Service Payroll**

- Download payroll reports from payroll service
- Record the payroll in QuickBooks
- Reconcile the payroll liability accounts

### **Monthly**

- Reconcile the bank accounts
- Prepare financial statements

### **Year-End**

- Prepare 1099s
- **Assist with the 990 preparation**
- **Budget Preparation**
  - Set up budget format consistent with the financial statements

### **Setup**

- Setup Bill.com system
- Train staff on the Bill.com process
- Setup QuickBooks for bank transaction downloads

These services will be billed at \$150/hour and will be billed monthly.

### **The School agrees to provide:**

1. QuickBooks Online
2. Bill.com
3. Staff person to send bills to bill.com
4. Staff person to provide requested information