Ryland | SCHOOL BUSINESS CONSULTING

PROPOSAL FOR SERVICES

Date: February 2, 2017

To: Kevin Collins

From: Terri Ryland

Subject: Business Office Assistance

Kevin, per your request and as we discussed, Ryland SBC is pleased to submit a proposal for business office assistance for San Leandro USD, including interim support with daily operations in the business office and assistance with budget development. Our staff has always been committed to improving the delivery of educational services to California's children, and we look forward to continuing to work with your staff toward that end..

Ryland School Business Consulting has been in business since 2004. Originally a sole proprietorship, the firm has incorporated with almost a dozen full-time and part-time associates. We provide services to school districts, community colleges, county offices of education, law firms, charter schools, and companies. We specialize in interim assignments, closing the books, building budgets, reviewing charter school petitions and operations, as well as fraud audits, facilities accounting, coaching, training, internal control and systems reviews, and general business consulting. For additional information on the firm, our team, and our experience, please visit our website at www.rylandsbc.com.

Based on my discussions with you, Ryland SBC is prepared to assist the District in the following areas:

1. Provide interim staffing in the business office to oversee the daily operations of accounts payable, payroll, budget development and accounting.
2. Assist with budget development, including detail work on the Escape budget development system, facilitating meetings with principals and department heads, calculating revenues, and providing training to staff so they can maintain the budget moving forward.
3. Intermittent training on Escape in both accounting and budgeting.

Our costs are billed monthly based on hourly fees of $145 for professional services and for travel time. Since we do not know the length of time the services will be required, we will invoice up to $20,000 then discuss additional needs if further work is requested.

I look forward to the opportunity to discuss your needs further and to determine how Ryland SBC can best assist the district. Thank you for the opportunity to continue our work with the district.