Attachment A

AGREEMENT BETWEEN
KALAMAZOO REGIONAL EDUCATIONAL SERVICE AGENCY
AND
THE VICKSBURG COMMUNITY SCHOOL DISTRICT

This attachment A to the Shared Services Agreement is made and entered into this _13th_day of _May_, 2013 by and between Kalamazoo Regional Educational Service Agency and the Vicksburg Community School District.

It is agreed between the two Parties that:

Kalamazoo RESA will provide through its employee(s) the following, but not limited to, business services:

ACCOUNTS PAYABLE SERVICES:

- Prepare and process all accounts payable for the Vicksburg Community School District.
- Prepare prompt payment of vendors.
- Maintain accurate and timely records of expenditures.
- Prepare and maintain all supporting documents and distribute reports as needed.
- Process accounts payable checks for the following funds: General, Food Service, Debt Funds, Trust & Agency Funds, and Capital Projects Funds
- Enter data and maintain accounts payable files and records. Verify receipt of materials or services; match invoices, packing slips and other documentation necessary to process payment and distribute checks according to established procedures. Prepare necessary reports.
- Collect and open accounts payable mail.
- Verify vendor statements and handle all correspondence involving accounts payable. Assist in resolution of complaints between vendor and customer.
- Maintain historical records for all accounts payable transactions.
- Initiate transfers to fund bank account.
- Assist with monthly and year-end close out procedures and records.
- Verify accuracy of ASN's according to established procedures.
- Maintain vendor records and complete all 1099 reporting requirements.
- Assist with maintenance of fixed asset inventory.
- Reconcile and process all purchasing card transactions.
- Reconcile and Post AESOP/PESG Invoices
- Reconcile treasury bank account
- Process purchase orders as requested.
- Assist with purchasing process as requested.
- Provide internet based electronic document management system for all checks and documentation. (Software License cost for OnBase are not included and will be billed separately by MiCase).
- Provide electronic workflow process for approval and coding of accounts payable transactions.
- (Software License cost for OnBase are not included and will be billed separately by MiCase).
- Obtain and maintain W-9 vendor documentation.

<u>Vicksburg Community School District will provide the following services:</u>

Vicksburg Community School District will provide to Kalamazoo RESA all information needed to process accounts payable by established deadlines. Vicksburg Community School District staff will work with Kalamazoo RESA staff to establish and continually improve accounts payable processing efficiency. The following items will be completed by Vicksburg Community School District and forwarded to Kalamazoo RESA where appropriate.

- Forward accounts payable mail and documentation to Kalamazoo RESA by established deadlines.
- Process new vendor requests

<u>PAYROLL SERVICES:</u>

<u>Kalamazoo RESA will provide the following services:</u>

Prepare and process payroll for Vicksburg Community School District. Establish and maintain accounting records and procedures to insure the efficient operation of the payroll function. Return to Vicksburg Community School District all supporting documents produced by payroll activity for audit purposes.

- Maintain employee database consisting of all compensation related information as provided by Vicksburg Community School District
- Assist with contract computations
- Verify/input time sheets
- Prepare payroll and related reports
- Issue checks and make direct deposits through ACH
- Make payroll tax deposits
- Remit applicable employee deductions
- Complete employment verification requests
- Prepare monthly, quarterly and annual reports (941, MPSERS, etc.)
- Prepare data for Medicaid reporting
- Pay period ORS Reporting Requirements
- Process TSA and EPARS reporting requirements for 403(b) program
- Maintain worksheets for balancing payroll and deductions
- Prepare W-2/W-3 reports
- MPSERS Final Salary Affidavits
- Maintain payroll files
- Initiate transfers to fund bank account.
- Reconcile Payroll Bank Account
- Posting of all General Ledger batches
- Process employee direct to net reimbursements
- Make available appropriate personnel to answer audit questions

<u>Vicksburg Community School District will provide the following services:</u>

Provide to Kalamazoo RESA all information needed to process payroll by established deadlines. Vicksburg Community School District staff will work with Kalamazoo RESA staff to establish and continually improve payroll processing efficiency. The following items will be completed by Vicksburg Community School District and forwarded to Kalamazoo RESA where appropriate.

- Annual documentation of wages
- Collect and submit employee status and change forms (new hires, terminations, changes)
- Collect and submit employee deduction authorizations
- Initial employee setup information including entry of Primary Personnel screen, Contract Preparation Screen, and REP data screen
- Annual employee assignment review and updates
- Distribution of paychecks to employees
- Approve all pay advances if payroll data not submitted by required deadline
- All HR duties including but not limited to: hiring, salary placement decisions, employee orientation, benefit administration, state and federal employee compliance tracking, leave control balances, etc.
- Maintain employee absence records.

Attachment B

Vicksburg Community Schools agrees to pay Kalamazoo RESA $ 53,930 for the 2013-2014 school year. Reasonable increases in the actual cost of employee compensation and benefits will be incorporated into the fee for the 2014-2015 school year as agreed by both parties.

This contract will expire on June 30, 2015. After the initial term of the contract, either party may terminate the contract with ninety (90) days written notice.

For Kalamazoo Regional Educational Service Agency

_____
Superintendent   Date

-and-

For Vicksburg Community School District

_____
Superintendent   Date