



SCHEDULE A – Outsourced Accounting & Advisory Services

Client	Crosslake Community School										
Service Provider	Creative Planning Business Accounting Services, LLC										
Agreement Number	Schedule A										
Start Date	4/1/2024										
Terms	On-going per Professional Services Agreement										
Description of Services	Creative Planning Business Accounting Services, LLC shall provide the following services (collectively, the "Services"):										
	<table><thead><tr><th>Service</th><th>Frequency</th><th>Investment</th></tr></thead><tbody><tr><td>Monthly Outsourced Accounting Services Package</td><td>Monthly Investment</td><td>\$4,900/mo.</td></tr><tr><td>Accounts Payable -<ul style="list-style-type: none">Record bank activity in the general ledger – (1) account.Credit card account(s) reconciliation – (1) account.Invoice processing and coding twice per month.Record deposits in the general ledger.Adjusting Journal Entries & Balancing, as necessary.Payroll Processing –<ul style="list-style-type: none">Process payroll including paying staff, ensure proper UFARS accounting, calculating, and paying all federal and state income taxes, remitting of the state pension contributions, and processing changes to benefits and deductions.Prepare and file quarterly 941's, W-2's, and ACA reporting.Grant Accounting –<ul style="list-style-type: none">Review and monitor state and federal grants that require reimbursement through the MN Department of Education's reimbursement reporting system (SEDRA – State Special Education and MEGS/SERVS – Federal Programs).Verify that the coding in the finance system matches SEDRA and MEGS/SERVS.Process and maintain all necessary grant financial reports.Assist with grant specific audits.Includes the following recurring grants – Title, Federal Special Ed, and food service-related funding.Other monthly accounting –<ul style="list-style-type: none">Develop and maintain a five-year operating budget in sync with the client's program.Monitor the budget vs. actual to determine when budget revisions are necessary.Monitor the budget to verify the client is receiving all available funding to ensure they are maximizing their revenue.Month end closing including bank statement reconciliation and any related journal entries.Prepare and provide monthly financial reports and supplemental information.</td><td></td><td></td></tr></tbody></table>	Service	Frequency	Investment	Monthly Outsourced Accounting Services Package	Monthly Investment	\$4,900/mo.	Accounts Payable - <ul style="list-style-type: none">Record bank activity in the general ledger – (1) account.Credit card account(s) reconciliation – (1) account.Invoice processing and coding twice per month.Record deposits in the general ledger.Adjusting Journal Entries & Balancing, as necessary. Payroll Processing – <ul style="list-style-type: none">Process payroll including paying staff, ensure proper UFARS accounting, calculating, and paying all federal and state income taxes, remitting of the state pension contributions, and processing changes to benefits and deductions.Prepare and file quarterly 941's, W-2's, and ACA reporting. Grant Accounting – <ul style="list-style-type: none">Review and monitor state and federal grants that require reimbursement through the MN Department of Education's reimbursement reporting system (SEDRA – State Special Education and MEGS/SERVS – Federal Programs).Verify that the coding in the finance system matches SEDRA and MEGS/SERVS.Process and maintain all necessary grant financial reports.Assist with grant specific audits.Includes the following recurring grants – Title, Federal Special Ed, and food service-related funding. Other monthly accounting – <ul style="list-style-type: none">Develop and maintain a five-year operating budget in sync with the client's program.Monitor the budget vs. actual to determine when budget revisions are necessary.Monitor the budget to verify the client is receiving all available funding to ensure they are maximizing their revenue.Month end closing including bank statement reconciliation and any related journal entries.Prepare and provide monthly financial reports and supplemental information.			
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<ul style="list-style-type: none"> Analyze account activity to ensure the budget correctly reflects the client's operations. Review and analyze cash flow projections. Submit enrollment/average daily membership (ADM) estimates directly to MDE (starting in fourth year of operations). Lease Aid application assistance. Annual/quarterly sales tax reporting. 		
Audit Preparation	Annual	\$14,500*/annually
<ul style="list-style-type: none"> Coordinate the audit process directly with your respective audit firm. Prepare all required audit files and supporting workpapers for the annual audit. Enter and review all year end accrual entries and ensure accurate financial reporting. Provide audit status reports to administration. Ensure all reports are submitted by mandated deadlines. 		*This fee includes up to 100 hours of audit prep services. If more hours are needed to complete the audit the client will be charged at standard hourly rates.
Grant Advisory Services	Monthly	\$300/mo.
<ul style="list-style-type: none"> Meetings with client and/or other client representatives. Grant updates requested by client and/or other client representatives. The agreement includes a cap of twenty-four (24) hours of advisory services and meetings per year. For any additional time requested for advisory services, an hourly rate will be applied at our standard hourly rates. 		
Controller/Senior Advisor Advisory Services	Monthly	\$600/mo.
<ul style="list-style-type: none"> Meetings with client and/or other client representatives. Budget updates requested from client. The agreement includes a cap of thirty-six (36) hours of advisory services and meetings per year. For any additional time requested for advisory services, an hourly rate will be applied at our standard hourly rates. 		
1099 Processing	Annual	\$500/annually
<ul style="list-style-type: none"> Prepare and file 1099s on an annual basis. 		
On-Boarding/Transition Fee	One-Time	\$5,500*/one-time
<ul style="list-style-type: none"> Work with school and prior provider to transition the accounting services. Set up of Bill.com and other required systems. 		*This fee includes up to 40 hours of transition and on-boarding services. If more hours are needed to complete the on-boarding and transition the client will be charged at standard hourly rates.

Additional services that may be added:	Additional services that may be added: <ul style="list-style-type: none"> • Strategic budget consulting with our senior advisory team when it comes to an expansion or replication of your program. • IRS Tax Form 990 preparation, review, and submission. • Contract review. • Grant assistance for other grants (Federal CSP Grant, Federal REAP Grant, Federal Stimulus Grants, etc.) • Board Finance Training. • Financial forecast assistance when the client is preparing for a purchase of building, expansion, and/or replication.
Service Notes:	See Appendix A – Services & Expectations Rubric Attached Special Notes: <ul style="list-style-type: none"> • Any additional scope not specifically defined in this schedule of services will be communicated, requested, confirmed, and billed at standard billing rates. • Changes or alterations to this agreement require approval by both parties and mutually agreed upon time frame.



This Schedule A shall remain confidential between Crosslake Community School and Creative Planning Business Accounting Services, LLC.

The parties agree that this Service Schedule Agreement incorporates the [Professional Services Terms & Conditions](#) (the "Terms") (collectively, the "Agreement"), all of which shall remain confidential between Client and Creative Planning Business Accounting Services, LLC (or related affiliate/s identified herein). By signing this Service Schedule Agreement, Client acknowledges and agrees that Client has had an ample opportunity to review the terms contained in the Agreement. Client further agrees that Client has had the opportunity to obtain legal counsel and through Client's own determination, with or without counsel, accepts this Agreement.

The undersigned represent and warrant they are authorized signers for their respective organizations.

For and on behalf of Creative Planning Business Accounting Services, LLC		For and on behalf of Client	
Signature	_____	Signature	_____
Contact Name	_____	Contact Name	_____
Title	_____	Title	_____
Date	_____	Date	_____

APPENDIX A

SERVICES & EXPECTATIONS RUBRIC

ACCOUNTS PAYABLE/ACCOUNTS RECEIVABLE

Creative Planning Business Services Expectations	Client Expectations
Process accounts payable on a bi-weekly basis within five business days of receipt, as cash flow allows.	Submit invoices to bill.com on a weekly or bi-weekly basis. Approver will review/approve in bill.com.
Process accounts receivable twice monthly, with the exception of payment collection depository transactions which will be processed at month end.	Provide back up for all deposits on a minimum of bi-weekly basis, no later than month end. If the client utilizes a payment collection system (revtrak, vanco, Infinite Campus, Boonli, Merch bank card ...etc.) client will provide report of prior months transaction details or provide access to the system for accounts payable to retrieve reports.
Process all credit card activity monthly to coincide with statement close date.	Submit all completed back up and purchase detail for transactions monthly, based on statement close dates, no later than month end. Back up will be provided in a spreadsheet format if not using Divvy software.
Process bank wires and miscellaneous bank activity on a monthly basis.	Provide complete back up of all ACHs, manual checks and other bank initiated transactions at the time the transaction occurs, no later than month end
Process and submit 1099s annually.	Provide a copy of W-9s for all vendors prior to payment.

PAYROLL

BerganKDV Expectations	Client Expectations
Process payroll twice per month.	Submit summary of timesheets (using an electronic template) 7 days prior to payroll date.
Process changes to benefits in payroll system, when necessary.	Submit changes to benefits in a clear manner 7 days prior to payroll date.
Process all quarterly tax 941 tax filings.	Sign and submit the 941 form to the IRS.
Process hourly staff pay and stipend pay.	For 50 or less employees – Provide information from the school's time & labor system or at least

	a spreadsheet (BerganKDV template) for hourly staff and any stipends to be paid that clearly state the gross amount to be paid and what duties were performed. For more than 50 employees – Provide information from the school's time & labor system.
Import benefit renewal information into payroll system.	Provide clear benefit and deduction changes prior to renewal (at least one month prior to renewal period).
Process annually W-2's and ACA reporting.	Submit all related tax documents by January 15 th
Send payroll register prior to finalizing payroll to school.	Review payroll register making sure it is accurate and complete prior to finalizing payroll.

GRANT MANAGEMENT/SEDRA/SERVS

BerganKDV Expectations	Client Expectations
Assist school in developing budget.	Prepare budget narratives.
Assist school with submission of grant applications.	Provide approval to submit grant applications.
Ensure proper recording of revenues and expenditures.	Be available to meet periodically to review coding.
Request reimbursement on at least a quarterly basis.	Provide timely signatures and approval when required.

BUDGETING

BerganKDV Expectations	Client Expectations
Assist in the development of the annual budget.	Be available to meet often to develop the budget.
Present the budget to school leadership, finance committee, and school board for approval.	Review and approve the budget before uploading into the accounting system.

FINANCIAL REPORTING

BerganKDV Expectations	Client Expectations
Prepare a monthly financial report to include the following – Executive Summary, Balance Sheet, Statement of Revenues & Expenditures, and Cash Flow Report.	Review the monthly financial report; obtain board approval each month.
Prepare a monthly supplemental report comprised of the payment register, cash receipts, and journal entries for the month.	Review the monthly supplemental report; obtain board approval each month.

Prepare bank reconciliations of all bank and investment accounts monthly.	Provide online access to retrieve bank statements for all bank and investment accounts or send bank statements for all bank and investment accounts to us timely (as soon as the month ends or shortly thereafter).
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AUDIT PREPARATION SERVICES

BerganKDV Expectations	Client Expectations
Analyze all accounts to ensure proper accounting.	Provide support to our team when necessary.
Upload UFARS data to MDE.	
Track capital assets using fixed asset software.	Review capital asset listing and ensure accuracy of inventory.
Assist school with sending certain service contracts to MDE on an annual basis.	Provide a copy of all service contracts that meet MDE standards.

OTHER SERVICES INCLUDED IN BASE MONTHLY FEE

BerganKDV Expectations	Client Expectations
For schools in year four and beyond – Submit enrollment/average daily membership (ADM) estimates to MDE via the ADMWE system.	Provide internal enrollment reports and MARSS 15 report monthly.
Attend meetings with school leadership and/or finance committee/school board upon request, virtually is preferred.	Provide dates and times for our participation in meetings in advance.
Assist school with annual lease aid application. Coordinate/manage updating the various components of the application process.	Assist with application process ensuring proper signatures are received to complete the application process.
48-hour response to client requests for information.	48-hour response to Creative Planning Business Accounting Services, LLC requests for information.

Creative Planning Business Services reserves the right to assess fees for excessive non-compliance of these expectations as listed.