

RE: TTO services

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Wed 7/17/2024 4:07 PM

To: Fitton, James (AC) <fittonj@district96.org>

 1 attachments (100 KB)

TTO Services (2).pdf;

Jim

Attached is an expectation list I put together, as times change, we try to add more services and some districts use us more than others. One major change has been with transitions to new business managers and or AP/Payroll personnel, we find ourselves doing IV training and process assimilation as some haven't worked in IV or had a TTO. In some cases, our staff actually work temporarily in positions at the districts to help them through staffing issues of abrupt changes. Please let me know if this is what you were looking for.

If your board would ever want me to do an introduction, I would be happy to present them. Thanks,

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District ongoing expectations of TTO services

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|---|--|---|
| ▪ Payroll and Benefits | ▪ IV Cloud Administration | ▪ Bond payments and Schedules |
| ▪ Accounts Payable | New connection groups (each FY and Student Activities) | Initializing surety bonds |
| ▪ Treasurer investing services | Provisional Databases | Bond Registrar/Paying Agent |
| ▪ W2 and 1099 verification printing and filings (State and Fed) | IV user additions and deletions | Interest distribution and cash flow management |
| ▪ Yearend audit adjustments tying into AFRs | Roll overs | Tax/IMRF/TRS tables uploaded in IV |
| ▪ Bank Reconciliations including Depository Accounts | IV training | Year end and Budget support |
| ▪ Banking Solutions | ▪ AFR and ASA submittal to ISBE and ASA Publications | Pay quarterly and monthly Federal and State taxes (prep and balancing of quarterly Form 941s) |
| ▪ Monthly Reporting | ▪ Audit Support | |
| ▪ Revenue allocation by levy/tax and grant collections | ▪ Tax exemptions (property etc.) | |
| ▪ Managing Cash Balances | ▪ Deed holder | ▪ Staff training to TTO service |
| ▪ Managing Journal Entries | | |