

## **Exhibit A: Scope of Work**

### **Non-WIOA Grant Accounting Functions**

#### **General Ledger**

- Post all journal entries to the general ledger (including payroll and related entries, cash and credit card receipts, reclassifications, audit adjustments, petty cash, recurring entries, accounts payable, accounts receivable, depreciation, fixed assets, et al.)
- Reconciliation of balance sheet accounts
- Allocation of administrative, facility and other overhead expenses
- Account for fixed assets (including classification and recording of additions, transfers and retirements, and creation of depreciation schedules)
- Account for temporarily -restricted net assets (including classification and recording of additions and transfers)
- Account for investments (including gains, losses and additions)
- Maintenance of documentation of all general ledger transactions

#### **Accounts Payable**

- Provision of system for processing check requests, invoices and recurring invoices (including scanning and archiving of documentation, approval protocol, manual invoice entry and vendors' electronic invoice submission) for Non-WIOA related grants
- Preparation and mailing of 1099s
- Vendor communication (including vendor inquiries and substantiation of invoice information)
- Generation of all source materials for posting to general ledger

#### **Funder Reporting**

- Preparation and submission of Corporate Non-WIOA grants and contracts reports (including periodic cost reimbursement reports, fee for service vouchers and grant reports)
- Preparation of private foundation grant budgets and periodic reports
- Allocation of expenses to contracts and grants (including periodic tracking reports)
- Development and submission of budget revisions for grants and contracts

- Liaison to funding agency finance staff and auditors (including preparation of applicable audit materials)
- Tracking of accounts receivables and outstanding receivables
- Generation of all source materials for posting to general ledger
- Coordination with The Partnership's Program management staff to ensure proper allocations and overall grant compliance

### **Cash Management/Accounts Receivable**

- Preparation, submission and verification of cash and check deposits
- Verification of ACH deposits and credit card transaction
- Matching of payments and deposits to outstanding accounts receivable down to client / individual entity
- Liaison to funding source's disbursement department (including inquiries regarding late and missing payments)
- Reimbursements to Operating account (regardless of funding source)
- Generation of all source materials for posting to general ledger

### **Assistance with Annual Agency Budget Preparation**

- Providing the CFO with specific Non-WIOA grant projection information for the new year's budget Input of specific Non-WIOA grant budget data into CFO-prepared budget spreadsheets.

### **Assistance with Non-WIOA Information for Annual Audit and Tax Preparation**

- Preparation of all audit materials related to Non-WIOA grants
- Provide CFO with Non-WIOA grand closeout information for the fiscal year.