



Management Advisory Group Business Operations, Inc.
Educational and Administrative Consultants
“Doing It Better for Less”

Chairman of the Board
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President & CEO
Aimee Skiff

AGREEMENT FOR ACCOUNTING SERVICES
Bainbridge-Guilford Central School District
March 23, 2023

Management Advisory Group Business Operations (MAGBO), a corporation under the laws of New York, specializing in School District Business Office Operations, State Aid Reimbursement and Educational Consulting, proposes to provide accounting services to the Bainbridge-Guilford Central School District.

1. **Scope of Services** - MAGBO will visit the district three times per month and work remotely to provide the following services and perform the following operations for the School District.
 - A. Prepare bank reconciliations – all funds;
 - B. Post all journal entries;
 - C. Post all cash receipts;
 - D. Draft treasurer’s reports;
 - E. Maintain complete and up to date ledgers for all funds;
 - F. Prepare and maintain a cash flow statement;
 - G. Prepare and maintain fund balance projections;
 - H. Process budget transfers;
 - I. Prepare annual sales tax report for school lunch program;
 - J. Assist with payroll as needed;
 - K. Complete Medicaid Cost Report Annually;
 - L. Monitor State and Federal Grants and file FS-25’s and FS-10F’s;
 - M. Assist with the IDEA Maintenance of Effort Reporting annually;
 - N. Complete the NYS and Federal ESSA Transparency reports annually;
 - O. Close books and assist in preparation for external audit;
 - P. Complete annual ST-3 and SAMS state aid forms;
 - Q. Maintain written Business Office Procedures.

2. **Responsibilities of the District** - The District will provide the following information.
 - A. Username and password for accounting software;
 - B. Cash receipts and bank statements; and
 - C. Other information as needed.

3. Terms

- A. This Agreement will be in effect from July 1, 2023 - June 30, 2024.
- B. Either party may terminate this Agreement with 60 days written notice.

4. Fee

- A. MAGBO will be due \$46,000 annually for above services.
- B. Invoices will be billed on a monthly basis of \$3,833.33.

5. Acceptance

Bainbridge-Guilford Central School District



Management Advisory Group Business Operations, Inc.

Date

3/23/23

Date