

STATEMENT OF WORK (SOW)
Pursuant to Master Services Agreement 2022-1946

Between Rainier School District ("Client") and Northwest Regional Education Service District ("NWRESO")

SOW Engagement Number Fiscal 2022 - 510 - 6

Date: July 1, 2021

Client Representative: Joseph Hatrick, Interim-Superintendent

Phone Number: 503-556-3777

Email Address: joseph.hatrick@rsd.k12.or.us

Start Date: July 1, 2021

End Date: June 30, 2022

SOW Title:

Fiscal Services for FY 2021-2022

Description of Work:

To provide Business Management Services including the following:

Business Manager On Site as Selected (min equiv 1 day per week)	Annual Cost
1) Provide Staffing on-site days per week M-F less paid leaves	
2) Attend regular Board and Budget Committee meetings and present financial reports as needed.	
3) Reconcile bank accounts monthly.	
4) Cash management, banking and investment oversight.	
5) Financial management and budget development services.	
6) Prepare budget document.	
7) Coordinate annual audit and financial report.	
8) Debt service management.	
9) Supervise Daily Accounting Operations, Grant Management, Payroll	
Subtotal Business Manager - District superintendent select 92 days/year	\$ 52,808.00
Daily Accounting Operations	
1) Process district provided Accounts Payable 1x per week	
2) Process district provided Accounts Receivable as needed	
3) Monitor/report on ASB accounting.	
Subtotal Daily Accounting Operations	\$ 12,685.00
Grant Management/Compliance Reporting	
1) Grant financial management and reporting.	
2) IDEA accountability calculations (i.e., MOE, Excess Cost).	
3) ODE EGMS claims and tracking.	
Subtotal Grant Management/Compliance Reporting	\$ 6,501.00

Payroll

- 1) Serve as payroll administrator.
- 2) Maintain payroll records.
- 3) Process district provided payroll and related payroll liabilities 1x per month
- 4) Prepare quarterly and annual tax reports.
- 5) Manage PERS reporting.
- 6) Other related duties.
- 7) Additional pay-runs at district request at \$50 per check

Subtotal Payroll ONLY Services \$ 27,092.00

Service Pricing:

The District will use Service Credits to pay \$99,086 for Business Management Services as described above.

Invoice Cycle:

NWRES D will bill once annually

Client represents and warrants that (i) Client has the power and authority to enter into this Agreement; and (ii) No software or content provided by Client shall Inva de or Violate any right of privacy, personal or proprietary right, or other common law statutory right.

**NORTHWEST REGIONAL EDUCATION
SERVICE DISTRICT**

RAINIER SCHOOL DISTRICT

Name: Tami Montague _____

Name: Joseph Hattrick _____

Title: Chief Financial Officer _____

Title: Interim-Superintendent _____

Date: _____

Date: _____

By: _____

By: _____

Authorized Signature

Authorized Signature