

**Appendix F: Central Accounting and Reporting  
Detail of Services Provided**

**I. Contact Information**

**Central Account and Reporting's invoice for services provided under this Agreement shall be sent to the following Agency contact:**

Name: Rebecca Wilkinson  
 Telephone: 405 522-0717  
 Email: Rebecca.Wilkinson@svcsb.ok.gov  
2500 N Lincoln Blvd., Suite 4-37  
 Address: Oklahoma City, OK 73105

**Agency Contact for procurement-related issues and questions:**

Name: Lynn Stickney  
 Telephone: 405-522-8849  
 Email: Lynn.stickney@svcsb.ok.gov  
5005 N Lincoln Blvd., Suite 200  
 Address: Oklahoma City, OK 73105

**II. Shared Services**

ABS will provide the following services to the Agency:

**A. General Expectations and Responsibilities**

<b>Expectations of ABS</b>	<b>Expectations of Agency</b>
Provide appropriate staffing and oversight	Follow ABS Shared Services processes and procedures; and utilize services per this agreement.
Complete work in a timely manner	Provide necessary information to ABS. Review and provide final approval for transactions in timely manner.
Ongoing communications with agency	Communicate clearly and keep ABS fully informed of needs, requests, and changes.
Develop and follow clear, efficient processes that are in compliance with state laws and rules.	Agency will make good faith effort to resolve issues directly with ABS.

**B. Budgeting Services**

<b>Expectations of ABS:</b>	<b>Expectations of Agency:</b>
Serve as liaison between the State Budget Office and client agency	Responsible for all financial management related to planning and decisions
Meet with client agency on budget needs and prepare the agency budget work program and budget request with management support	Provide ABS with all required information to comply with the State's annual budget instructions
Assist agency in preparing OMES form 47 and 47.1	Tie agency budgets to statewide goals as appropriate
Assist agency in preparing the strategic plan and budget request	Prepare your agency's strategic plan
Submit agency budget packet and enter all necessary information in the State's budget system	Prepare your agency's organization chart
Prepare and process budget revisions and transfer requests	Request and approve all budget revisions or transfers when necessary
	Will grant ABS View Access and Report Requestor Access to PeopleSoft HCM

**C. Procure to Pay Services**

<b>Procurement</b>	
<b>Expectations of ABS:</b>	<b>Expectations of Agency:</b>
Process ePro requisitions and source to purchase order that will flow through the procure to pay process	Responsible for contract management to include submitting renewal contracts as needed to ABS for processing
Prepare appropriate documents for purchases	Contract monitoring and management of specialized suppliers
Ensure purchasing statues, rules, and guidelines are followed	Plan and make requests prior to ordering products or services
Determine best procurement method	Submit purchase requests with proper justification, and funding details
Will use statewide contracts and State-use vendors	Approve all purchase orders (PO's).
Ensure proper account codes are used	Provide written request for change orders.
Serve as liaison between client agency and Central Purchasing division of OMES	Develop and provide detailed specifications (products/services) for complex bids to ABS
Provide guidance in and assist in the development of bids and proposals	Request PO cancellation
Solicit bids and proposals	Request annual renewals
Advise client agency on the development and revision of procurement procedures	Receive goods and services
Close PO's	
Provide purchasing reports as needed	
Process change orders	

<b>eProcurement (ePro) Services</b>	
<b>Expectations of ABS:</b>	<b>Expectations of Agency:</b>
Create eProcurement (ePro) request	Submit purchase requests with detailed specifications, proper justification and funding details
Route ePro request for appropriate approvals	Ensure proper budget and funding is available.
<b>Accounting and Claims Services</b>	
Process all claims for payment	Send approved invoices to ABS with appropriate PO information listed on invoice
Process properly completed travel claims for reimbursement	Request PO/change order to pay all claims
Process refunds for payment	Receive all vendor invoices
Allow access to all records for State Auditor's office and OMES auditors	Verify receipt of goods and/or services
Process transfers as permitted	Manage vendor relationship
Ensure sufficient funding prior to payment	Submit invoices to ABS by email, fax or mail
Ensures segregation of duties in the claims process	Submit invoices in timely manner
Provide feedback on submitted travel claims	Ensure travel claims follow established OMES requirements and forward to ABS
Provide Accounting Validation for P-Cards	Follow Statewide P-Card Policies and internal Agency Policies
<b>P-Card Services</b>	
Hold p-card on agency's behalf	
Make requested purchases on p-card	Request purchases in timely manner
Provide Accounting Validation in Works for p-card related transactions, and assist in month end p-card process	
Service as Agency p-card Administrator in situations where ABS is the <b>only</b> Agency p-card holder	
Serve as audit point of contact for p-card related audits	
Maintain file of p-card purchases according to approved retention schedule.	

**D. Billing, Accounts Receivable, and Deposit Services**

<b>DEPOSIT SERVICES (Decentralized)</b>	
<b>Expectations of ABS:</b>	<b>Expectations of Agency:</b>
Receive copies of deposit information from client.	Deposit cash and checks with the bank.
Make deposit entries into PeopleSoft.	Provide copies of the deposit to ABS.
Scan deposit information into PeopleSoft (currently emailing these to the client)	Provide receipts and batch slips from the credit card machine (if applicable).
Process transfers from clearing to funds.	

**E. Reconciliations**

<b>Expectations of ABS:</b>	<b>Expectations of Agency:</b>
Reconcile Agency clearing account and complete OMES-11 form.	Review reports for accuracy and ask necessary questions.
Provide clearing account reports	Approve and sign the completed OMES-11 form and Transfer request.
Submit Form 11 to OMES DCAR	
Make transfer from Clearing Account to appropriate Fund	
Prepare and remit Sales Tax Payments	Approve sales tax form

**F. Financial Reporting**

The following are the standard financial reports included in your monthly rate. For custom reports please see Sub Section H. "Financial Management"

<b>Expectations of ABS:</b>
Provide standard monthly financial reports within one week after monthly summary reports have been distributed by OMES:
budget to actual report
class fund cash balance report
outstanding encumbrances report
expenditure detail report
summary of receipts and disbursements report

**G. Management Support & Meetings**

<b>Expectations of ABS:</b>	<b>Expectations of Agency:</b>
Meet with the Agency upon request to discuss the status of revenues, expenditures, contracts and other related fiscal activity.	Request meetings and appointments in timely manner
Be present upon request at and provide financial reporting to agency boards and/or commissions.	
Provide the Agency, upon request, with financial management support as it relates to following regulatory guidelines and auditing standards	

**H. Financial Management**

The following are considered AGENCY Management responsibilities BUT HAVE BEEN INCLUDED in the AGENCY fee in Section II.

<b>Expectations of ABS:</b>	<b>Expectations of Agency:</b>
Prepare annual Generally Accepted Accounting Principles (GAAP) reports for submission to DCAR	Provide needed information upon request for GAAP packages and by appropriate deadlines

Additionally, the following are considered AGENCY Management responsibilities and are **not** included in the AGENCY fee in Section II. They may be performed by OMES-ABS on an as needed basis, upon request, and billed at an hourly rate of \$65.00 per hour. Staff hours will be tracked as ABS Financial Management Services and shall be factored into your rate.

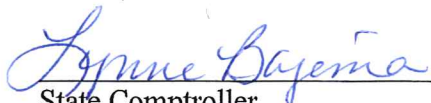
Expectations of ABS:	Expectations of Agency:
Prepare other custom financial reports upon request	
Provide a monthly Allotment, Budget & Cash (ABC) to Summary of Receipts and Deposits (SRD) reconciliation upon request	
Staff Training and Support	

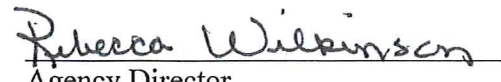
The gross ANNUAL charge for services and the allowable costs for federal reimbursement is \$20,760.00 (effective July 1, 2019) to be billed at a MONTHLY rate of \$1,730.00.

**IN WITNESS WHEREOF**, each of the parties has entered into and caused its duly authorized representative to execute Appendix F of the Agreement.

OFFICE OF MANAGEMENT AND  
ENTERPRISE SERVICES

OKLAHOMA STATEWIDE  
VIRTUAL CHARTER SCHOOL  
BOARD

  
\_\_\_\_\_  
State Comptroller

  
\_\_\_\_\_  
Agency Director

Lynne Bajema  
\_\_\_\_\_  
Printed Name

Rebecca Wilkinson  
\_\_\_\_\_  
Printed Name

6-6-19  
\_\_\_\_\_  
Date

6.4.19  
\_\_\_\_\_  
Date