



## Mclan Enterprises, LLC

New Jersey Office  
42 13th Street  
Somerset, NJ 0887  
[mclan5inc@gmail.com](mailto:mclan5inc@gmail.com)  
201-747-5468



# Franklin Lakes Business Office Support Proposal July 2023 to June 2024

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## Purpose:

To develop and provide hands-on assistance and input for year round accounting and budget requirements for fiscal year 2023-2024

## Detailed Assistance and Support:

1. Assist in the preparation of revenue and expenditure amounts for 22-23 for all federal grants.
2. Confirm beginning balances and make adjustments accordingly for all grants received by the district.
3. Review expenditures and revenue for each grant for the year ending 22-23 and make proposals for opening balances for 23-24.
4. Post final expenditures and transfers per grant approvals and prepare reports for the final expenditure report due for EWEG for the year ending September 2023.
5. Assist and make recommendations for monthly review of budget versus actual and make recommendations for necessary budget transfers for payroll and non-payroll accounts. The policy
6. Provide monthly support for additional financial and budget requirements such as:
  - a. July - Closing balances for June 30th and opening balances for July 1st
  - b. August - Confirming adjusting entries and verifying personnel for September 15th and 30th



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- c. September - Closing Grants for final reports due September 30th and Assist with staff with gathering financial reports for annual audit
- d. October - Ensuring proper protocols for October 15th NJSMART Student count that leads to ASSA State Aid figures for budget
- e. November - Assist with Position Control verification and Special Education contracts and estimates for the year
- f. December - Health Benefits Analysis and other large contract analysis (Custodial, Capital Projects, etc...)
- g. January - Budget Preparation assistance
- h. February - Budget Preparation assistance
- i. March - Budget Preparation assistance
- j. April - Grant review and balance spending analysis
- k. May - Assist in posting adopted budget and begin year-end closing
- l. June - Year-end closing and preparation for opening of the new fiscal year.

### **Dr. Melissa Simmons**

33 years of experience in the area of CPA accounting and auditing, budget development, business office management and systems development. Have worked in various school districts and have managed budgets from \$8 to \$700 million and have experience in the role of school business administrator, board secretary and school treasurer.

- Certified School Business Administrator NJ Department of Education
- Certified Purchasing Agent
- Past Treasurer, Vice President and President of BCASBO
- Certified NJASBO Mentor
- Certified Coach & Mentor in the area of leadership

### Support Staff Names and Experience:

- Lamont Simmons - 20 years of business office management and skilled in the areas of executive management, cash reconciliations, accounts



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payable, accounts receivable, human resources and personnel, and other related business office functions.

### **Compensation:**

- \$100 per hour for Dr. Simmons
- \$70 per hour for support

Contract not to exceed \$31,990