



Mclan Enterprises, LLC

New Jersey Office
42 13th Street
Somerset, NJ 0887
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201-747-5468



Franklin Lakes Business Office Support Proposal July 2022

Purpose:

To develop and provide hands-on assistance and input for the year-end closing process of the school district.

Detailed Assistance and Support:

1. Assist in the preparation of revenue and expenditure amounts for 21-22 for all federal grants.
2. Confirm beginning balances and make adjustments accordingly for all grants received by the district.
3. Review expenditures for each grant and make recommendations for adjustments.
4. Post final expenditures and transfers per grant approvals and prepare reports for the final expenditure report due for EWEG.
5. Make any other recommendations and provide support for year-end closing utilizing the “Year-end Closing Checklist” developed by my firm.

Cost of Services:

Rates are based on an hourly cost of \$100 per hour for Ms. Simmons and \$70 per hour for support staff.

Deliverables for this proposal will include proposed entries for adjustments, final expenditure reports, year-end checklist recommendations and report of recommended procedures for the on-going maintenance of accounts for the 22-23 school year. Training of staff is available if requested.

Cost for these services not to exceed \$15,000.



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Melissa Simmons

32 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
- Certified NJASBO Mentor
- Certified Coach & Mentor in the area of leadership

Support Staff Names and Experience:

- Tiffany Hawkins - 15 years of office management experience in the area of accounts payable, purchasing and payroll.
- Jenine Kea - 20 years of payroll experience. Highly-skilled in the area of school district payroll and NJ Pension.
- Lamont Simmons - 20 year of business office management and skilled in the areas of executive management, cash reconciliations, accounts payable, accounts receivable, human resources and personnel, and other related business office functions.