



NEWPORT IND. SCHOOLS

Proposal for Finance Consultant Services

Contact Information:

Sheila Miller, Finance Consultant

859.300.6971

Sheila.Miller@kcdc.org

Estimate of Cost

- Remote - \$300/day; On-site - \$500/day plus travel expenses
- Information below is only an estimate.
- Work requested by district in addition to what is described below will be billed based on fees outlined on the next page.

Description of Work to be Performed	Timeframe	On-Site or Remote	Estimated Number of Days	Cost
Review district procedures that are currently in place as well as procedures district is in the process of implementing. This includes but is not limited to purchasing, reconciliation and payroll procedures.	As soon as possible.*	On-Site	1	\$500 plus travel expenses
Provide assistance to district for creating new Munis user accounts and permissions in order to implement Munis Workflow.	As needed by district.	Remote	1	\$300
Work with district to prepare for fiscal year end close. This includes but is not limited to review of outstanding purchase orders, invoices and accounts receivable.	May 2021*	On-Site	1	\$500 plus travel expenses
Work with district to perform fiscal year end closing procedures.	July 2021*	On-Site	1	\$500 plus travel expenses

**On-site work is contingent upon KEDC COVID19 travel guidelines.*

APPROVAL AND AUTHORIZATION TO PROCEED

Approval Signature _____ Title _____ Date _____

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2020-21 Financial Services Fees

KEDC Finance Consultant services are available to all member districts. Any district staff with finance questions can contact the consultant.

Description	Amount of Time	Rate
Remote Assistance (Phone or Email)	One hour or less	Free
Remote assistance (Phone or Email)	More than one hour up to four hours Billed for ½ Day	\$150
Remote assistance (Phone or Email)	More than four hours up to eight hours Billed for full day	\$300
On-site Assistance	Up to Four Hours Billed for ½ Day	\$300 plus travel expenses
On-site Assistance	More than four hours up to eight hours Billed for full day (Additional fees apply beyond eight hours.)	\$500 plus travel expenses
Training Sessions	On-Site Up to Four Hours	\$400 plus travel expenses
Training Sessions	On-Site More than four hours up to eight hours	\$600 plus travel expenses