



California Montessori Project Proposal for Backoffice Services

Delta Managed Solutions, Inc.

DMS
DELTA MANAGED SOLUTIONS

Crunching the Numbers

- Years In Business = 12
- Number of Employees = 29
- Number of Client Schools in 2003 = 1
- Number of Client Schools in 2015 = 31
- Number of Annual Audits for DMS Schools = 117
- Number of Fiscal Audit Findings/Exceptions = 0
- Client Retention Rate = 90-95%+
- Number of Budgets Completed = 455
- Number of Budgets Rejected = 0
- Number of Client Payrolls run = 1,800+
- Number of Client Payrolls missed/late = 0
- \$ Amount of Loans Placed for Clients = \$188M
- \$ Amount of Loan Defaults = \$0
- DMS Clients (current or former) Revoked = 0
- DMS Clients (current or former) Not Renewed = 0
- Clients switched to DMS from District/COE = 11
- Clients returned to District/COE from DMS = 0

DMS Slow Growth Model

DMS follows a “slow growth” model of business expansion, restricting the number of new clients per year in order to preserve quality of service. Since 2003, we have expanded from 1 to 31 schools. This has resulted in steady, sustainable growth over time, producing economies of scale for our clients without the problems of unsustainable growth rates.



HR / PAYROLL

ACCOUNTING

**ACCOUNTS
PAYABLE**

GENERAL HR

- Coordinating Documentation
 - Establish LiveScan
 - Credential Questions
 - General HR Oversight

PAYROLL

- All Payroll Functions In-House
 - Direct Deposit
 - STRS/PERS Reporting

**FINANCE &
BUDGETING**

PURCHASING

**COMPLIANCE &
REPORTING**

HR / PAYROLL

ACCOUNTING

ACCOUNTS PAYABLE

- Timely processing of all invoices
- Maintain good vendor relations
- Establish/Improve school credit

ACCOUNTS
PAYABLE

“DIRECT PAY”

- Optional AP method
- Requires PO approval
 - Bills come to DMS
- DMS prints checks w/ image
 - DMS mails to vendor

FINANCE &
BUDGETING

PURCHASING

COMPLIANCE &
REPORTING

HR / PAYROLL

ACCOUNTING

ACCOUNTS
PAYABLE

PURCHASING

- Individual student accounts
- Online 24/7 "Web PR" purchasing
- Purchasing integrated with AP
- CalCard/other card integration
- OPS integration (if applicable)

FINANCE &
BUDGETING

PURCHASING

COMPLIANCE &
REPORTING

HR / PAYROLL

ACCOUNTING

ACCOUNTS
PAYABLE

COMPLIANCE & REPORTING

- CARS reports
- Cash management reports
 - PENSEC reports
- SB740 funding determinations
 - All STRS/PERS reports
 - All payroll tax reports
- Assistance with ADA calcs/reports
- Assistance with LCFF reporting
 - Use tax reporting
- Property tax exemptions
 - And more!

FINANCE &
BUDGETING

PURCHASING

COMPLIANCE &
REPORTING

HR / PAYROLL

ACCOUNTING

ACCOUNTS
PAYABLE

FINANCE & BUDGETING

- DMS prepares all budgets
- As many drafts as needed
- Final draft goes to Board
- 24/7 access to detail budget
- Monthly budget vs. actuals report
 - All district/COE reports, responses, and clarifications provided by DMS

**FINANCE &
BUDGETING**

PURCHASING

COMPLIANCE &
REPORTING



HR/Payroll

**Accounts
Payable**

Accounting

Purchasing

DMS
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**Finance &
Budgeting**

**Compliance
& Reporting**



Client Testimonials

“We have been exceptionally satisfied with the expert assistance that DMS has provided to our charter school organization since our inception. DMS is an organization that transcends other back office providers.” - **Sue Roche, Executive Director, Oxford Preparatory Academy**

“DMS has done more for us in 3 weeks than our former business services provider did in 3 years.” - **Dr. Troy Dockery, Board President, Stallworth Charter School**

After working with two other business service providers, Bayshore finally found DMS and is very satisfied with the services we receive. Everyone at DMS, from the top down, is personable, professional and accessible. I would highly recommend them to anyone needing this service!” - **Nancy Spencer, Executive Director, Bayshore Prep Charter School**

“As an independent charter school, we found the services provided by DMS to be a crucial part of our ability to successfully navigate the financial waters of California school financing. The staff is extremely knowledgeable and very responsive to our on-going needs. Before selecting our financial partner we interviewed more than a dozen companies. After almost two years of working together, we know we made the right choice!” - **Denise Patton, Ed.D, Executive Director, San Jose Charter Academy**

“DMS stands apart for its expertise in charter school back office business services. I am secure knowing they are up-to-the-minute on ever-changing legislation pertaining to charter schools. They do a great job overseeing our financial affairs.” - **Terri Adams, Executive Director, Golden Valley Charter School**

Client Testimonials (continued)

“I have never been more pleased with any product I have purchased either professionally or personally. DMS has delivered everything it promised and much, much more. The service is prompt, courteous, and expert. DMS demonstrates levels of competence and professionalism that are extremely impressive. Everyone I have met from DMS has earned my respect, gratitude and loyalty. As long as I am superintendent of this school, we will be clients of DMS.” - **James Ferreira, Superintendent/Principal, Yuba City Charter School**

“DMS is the only business solution for California charter schools. Without the guidance of the DMS team our school would not have experienced the financial security we have to date. Their truly amazing base of knowledge continues to impress me (and our auditors).” - **Will Griffin, Director, Academy of the Inland Empire**

“The Learning Choice Academy has been with DMS since we opened in 2004. The service from DMS has been exemplary and on a professional, knowledgeable, yet friendly level that far exceeds our school’s expectations. Thank you, DMS, for taking the time to spend with us and for making our school successful.” - **Debi Gooding, Director, The Learning Choice Academy**

“North Woods has been contracting with DMS for four years. Prior to contracting with DMS we utilized the business services of our authorizer. While this was a difficult political decision, it was an easy business decision. We are very pleased with our service from DMS. Not only do we have an agency that is financially invested in our success, we didn't even know what good service was until we switched!” - **John Husome, Director, North Woods Discovery School**

Client Testimonials (continued)

“There is no question on our campus that DMS is worth their weight in gold. There is nothing easy about starting a charter. Having the confidence that the team that manages business services for our site are experts in their field helps everyone stay on task and sane. DMS is definitely a mainstay on the Encore campus. We could not do what we do without them.” - **Denise Griffin, CEO, Encore Jr/Sr High School for the Performing and Visual Arts**

“DMS has always provided excellent service and support for our school!” - **Jenni Allen-San Giovanni, Alder Grove Charter School**

“Exactly what we were looking for!” – **Todd Heller, Financial Director, Antioch Charter Academy**

“I trust Delta’s expertise for financial planning and human resources. I can focus on the important part of my job: educating kids.” – **Shelly Blakely, Golden Eagle Charter School**

“I have always been very pleased with the service provided by DMS. The staff is exceptional: they are quick to respond, resourceful, diligent and thorough!” – **Gary Hexom, Director/Principal, Delta Elementary Charter School**

Pricing

DMS offers its back-office administrative services on a \$/ADA basis paid in equal monthly installments, with an additional one-time implementation fee at contract execution. Our fees are all-inclusive. In general, the cost for the comprehensive package of services presented herein, which includes all bookkeeping and accounting, HR/Payroll and purchasing functions (with on-site assistance), and compliance and reporting oversight is between 1% and 4% of a school's annual revenues, depending on the size and structure of the school. We lock in a fixed \$/ADA rate at the start of the contract term, which does not change for the life of the contract.

The one-time implementation fee is generally 1/12th of the annual contract amount, to cover one-time database setup costs as well as pre-implementation operational, technical, and budgetary guidance.

Although the frequency of DMS in-person visits will vary depending on need and staff requests, we estimate periodic attendance at board meetings, on-site reviews by sponsor or auditors, budget planning meetings, and other meetings as requested or required. These visits may last from several hours to several days, depending on what is requested of us from staff and Board.

After the initial contract, the contract may be renewed for future years as desired, with similar pricing to be negotiated based on enrollment, cost of living adjustments, and other related changes. Additional back-office services not covered in the Scope of Services, including private grant applications and cash flow/facility financing services, are available as requested as often as desired, payable on an additional fee basis. In general, however, our contracts are fully comprehensive and cover all standard operational components with no additional charges.



For more information, contact:

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