

# LEARN



## BUSINESS SUPPORTS

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*LEARN's Business Supports Hub provides essential services that empower educational institutions within our region. Our support enhances efficiency, compliance, and overall effectiveness in the administrative and business aspects of education so that you can concentrate on high-quality educational programs and services for students.*

### Accounts Payable & Receivable

Maintain healthy financial operations by tracking the flow of money into and out of your organization

### Audit Finding Remediation

Organize and facilitate your audit finding remediation process: Review of your audit report; Issue identification; Root cause analysis; Remediation planning; Implementation of the remediation plan; Monitoring and tracking of remediation efforts

### Audit Preparation

Organize financial documentation; Review previous audit reports; Understand applicable auditing standards; Perform internal pre-audits; Prepare personnel for audit visits; Perform reconciliations; Verify compliance

### Bank Reconciliations

Gather information from your internal records; Compare deposits and receipts; Match withdrawals and payments; Check for outstanding items; Reconcile the ending balance

### Budgeting

Monitor expenses; Provide accurate forecasting; Prepare reports for Boards and other governing bodies

### Coaching / Mentoring

Improve your organization's internal and external processes, procedures, and policies

### Documentation of Policies & Procedures

Identify all necessary policies and procedures and document those in standardized formats

### Education Financial System (EFS) Reporting

Standardize processes; Train staff; Manage your reporting

### Financial Reporting

Identify and help complete key required reports to capture budgeted and actual expenditures, projections, and year-over-year comparisons

### Food Service Operations

Facilitate the provision of meals, using LEARN's food service provider

### Grant Accounting

Develop a detailed budget; Establish accounting records; Track expenditures; Allocate costs; Ensure financial and reporting compliance; Report out on and close the grant

### MUNIS Expertise

Streamline financial processes, enhance operational efficiency, and improve overall financial management, using Tyler Technologies' Enterprise Resource Planning (MUNIS)

### Payroll

Process payroll with accuracy and in a timely manner; Comply with legal requirements; Ensure smooth financial operations

### Request for Proposals

Identify project needs; Create the RFP document; Publish and disseminate the RFP; Host the pre-proposal conference; Evaluate received proposals; Select a vendor; Execute a contract



## MISSION

As a regional educational service center, we:

- pursue equitable and just systems of education,
- build the skills and knowledge of the educational community, and
- design innovative, efficient, and effective programs, services, and solutions.



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## VISION

To ensure that each child has access to high-quality public education and opportunities through equitable systems of education, support, and service.

**We are committed to forging a better future for each learner.**

860.434.4800, [www.learn.k12.ct.us](http://www.learn.k12.ct.us)