

EDUCATION SERVICE CENTER
REGION 11



BUSINESS SUPPORT SERVICES

IMPROVING THE FINANCIAL MANAGEMENT AND
BUSINESS PRACTICES OF PUBLIC SCHOOLS IN TEXAS





WELCOME TO ESC REGION 11 BUSINESS SERVICES... WE MAKE SCHOOLS BETTER.

Thank you for taking the time to review what we at ESC Region 11 consider an essential part of our core offerings, Business Services. This directory outlines what we offer and how we can deliver these to Texas school districts and charter schools.

Since 1967, our organization has had the honor of delivering these solutions to some of our region's largest districts and charter schools, helping their finance teams provide better services to the students, teachers, and the communities they serve.

This directory is an excellent "first step" in understanding what we provide, as we firmly believe in partnering with our clients. Call us at 817-740-7654 to discuss your business service needs and start your journey with ESC Region 11's Business Services.

We look forward to hearing from you.

Brandilyn DePalma
ESC Region 11 Chief Financial Officer

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WHAT WE DO

The Education Service Center Region 11 Business Services utilizes a business model that streamlines and facilitates sound business procedures and practices. The following handbook outlines the services provided and the forms and procedures that school districts, charter schools, and business services personnel must follow. Our ultimate goal at ESC Region 11 is to establish and maintain a business system for our clients that can be followed and maintained at a high level, regardless of personnel changes.

SERVICES WE PROVIDE

Under the Basic Finance Package, the ESC Region 11 Business Services processes accounts payable and accounts receivable transactions and performs bank reconciliation and general finance/accounting functions. Under the Elite Services Package, ESC Region 11 offers all of the Basic Finance services plus payroll assistance and processing, budgeting assistance, audit support, and Summary of Finance preparation. ESC Region 11 Business Services does not act as the business manager or chief financial officer for the school district/charter school. We do provide temporary business manager and finance support outside of the main. Business Services contract and is available upon consult with the district/charter school.

Services Provided	Bank Recon	Payroll Only	Basic Finance	Elite Services
Payroll		X		X
Bank Reconciliations	X		X	X
Accounts Payable			X	X
Accounts Receivable			X	X
General Accounting			X	X
Summary of Finance				X
Budgeting Assistance				X
Audit Assistance				X

BUDGET PROCESSING

DISTRICT/CHARTER RESPONSIBILITY

The school district/charter school can input the preliminary budget on-site. This process requires setup and access to the finance software. It is the fastest and most efficient method of entry.

In the event that the school district/charter school does not have the capability or does not wish to input its preliminary budget on-site, the preliminary budget can be submitted to the Business Services for data entry by adhering to the following procedures:

- Submit the data on the budget form provided with complete coding and amounts.
- Include both revenue and expenditure amounts for all funds that you wish to enter.
- Submit data in order by full account code.

Submit no later than three (3) business days after the Board approves the new budget.

ESC REGION 11 BUSINESS SERVICES RESPONSIBILITY

The Business Services will:

- Provide data entry upon request.
- Provide any preliminary budget or budget reports that the school district/charter school requests (Report Types are Line Item, By Fund/Function, By Fund/Object Code, By Fund/Organization, or By Fund/Program Intent.)
- Make budgets available in next year's finance within five (5) business days following receipt of the notification of approval by the school district/charter school board.
- Post all fiscal year budget amendments.

CASH RECEIPT PROCESSING

DISTRICT/CHARTER RESPONSIBILITY

For local and federal funds not paid through the Texas Education Agency (TEA), school districts/charter schools may submit cash receipt data utilizing the Business Services "Cash Receipts Voucher Form" during the month the revenue is received.

Submit no later than three (3) business days after the date of deposit.

ESC REGION 11 BUSINESS SERVICES RESPONSIBILITY

The Business Services will:

- Post all funds listed on the Texas Education Agency (TEA) payment report to the general ledger in the month that payment is received.
- Post all local funds and any other grant funds not paid through TEA to the general ledger based on data submitted by the school district/charter school on the "Cash Receipts Voucher Form."
- Draw down Federal and State Grant funds through the Texas Education Agency TEAL website monthly so that they will be posted to the TEA payment report (if requested).
- Reconcile cash receipts to the bank statement monthly
- Provide the school district/charter school with a monthly cash receipt journal.
- Allow three (3) business days for processing.

FINANCE

PURCHASE ORDER AND VENDOR PAYMENT PROCESSING

DISTRICT/CHARTER RESPONSIBILITY

School districts/charter schools may submit requisitions and create purchase orders utilizing the Purchasing module of their finance software if available or upon purchase of module.

School districts/charter schools not utilizing the purchasing system must submit to the Business Services a Requisition Purchase Order Form with complete coding, vendor information, P.O. numbers, and amounts.

- School districts/charter schools may submit payment authorization requests utilizing the Business Services “Payment Authorization Form” with complete coding, vendor information, and amounts.
- Vendor additions and vendor information changes can be submitted utilizing the Business Services “New Vendor/ Payee Form.”
- W-9 forms are the sole responsibility of the school district/ charter school and are recommended before payment to the vendor. W-9 is required for 1099 support.
- Allow three (3) business days for processing.

ESC REGION 11 BUSINESS SERVICES RESPONSIBILITY

- Process and enter payment authorizations and purchase order forms into the general ledger for payment.
- Provide outstanding purchase order reports to school districts/ charter schools (if applicable).
- Allow three (3) business days for processing.

FINANCE CHECK PROCESSING

DISTRICT/CHARTER RESPONSIBILITY

- Submit a copy of the invoice marked “OK to Pay,” which includes the purchase order number if applicable.
- If utilizing a payment authorization, submit the Business Services “Payment Authorization Form.”
- Allow three (3) business days from the date of request.

ESC REGION 11 BUSINESS SERVICES RESPONSIBILITY

- Post finance checks to the general ledger.
- Print and return finance checks to the school district/charter school for distribution.
- Provide a check register with checks to the school district/ charter school.
- Sign checks (if signatures are provided).
- Allow three (3) business days from the date of request.

BANK RECONCILIATION

DISTRICT/CHARTER RESPONSIBILITY

- Submit bank statement, cash receipts journal, AP check register, payroll check registers and GL detail for cash account.

ESC REGION 11 BUSINESS SERVICES RESPONSIBILITY

- Reconcile cash to bank.
- Post or provide reconciling entries.
- Present completed reconciliation to District/Charter.
- Allow five (5) business days from date of request.

GENERAL LEDGER AND YEAR-END PROCESSING/MAINTENANCE

DISTRICT/CHARTER RESPONSIBILITY

- Submit all budget amendments utilizing the Business Services “Budget Amendment/Adjustment Form,” complete with coding and amounts.
- Submit all journal entries utilizing the Business Services “Journal Voucher Form,” complete with proper coding, amounts, and a valid reason for the change.
- Submit audit adjustments and opening entries as provided by the school district/charter school auditor.
- Allow three (3) business days for processing.

ESC REGION 11 BUSINESS SERVICES RESPONSIBILITY

- Post all journal entries.
- Insure that all funds are in balance in the general ledger monthly prior to closing.
- Close individual school district/charter school files monthly.
- Enter audit adjustments and opening entries.
- Provide end-of-month reports to school districts/charter schools in accordance with prior established timelines for board meetings.
- Allow three (3) business days for processing.

YEAR-END (FISCAL/CALENDAR) PROCESSING

DISTRICT/CHARTER RESPONSIBILITY

- Maintain W-9 documentation.
- W-9 forms are the sole responsibility of the school district/charter school and are recommended before payment to the vendor.
- Provide list of vendors receiving 1099s if not system-generated.
- Distribute 1099s to all vendors.

ESC REGION 11 BUSINESS SERVICES RESPONSIBILITY

- Prepare 1099s at calendar year end and distribute to school districts/charter schools prior to January 31st . File will be submitted electronically through the IRS FIRE portal.
- Close out the fiscal year in the finance software.
- Provide year-end reports to school districts/charter schools.

PRE-AUDIT PREPARATION

DISTRICT/CHARTER RESPONSIBILITY

- Request data files for auditor.
- Request finance reports for auditors.
- Allow a minimum of five (5) business days for processing and receipt.
- Contact auditors to determine schedule and notify ESC Region 11.

ESC REGION 11 BUSINESS SERVICES RESPONSIBILITY

- Create data files and reports for the auditor.
- Distribute data files and reports as requested to school districts/charter schools.
- Allow a minimum of five (5) business days for processing and receipt.

PEIMS SUBMISSION

DISTRICT/CHARTER RESPONSIBILITY

- Information is submitted to TEA by the school district/charter school (if the district/charter does not contract for PEIMS services through ESC Region 11).
- Review PEIMS data prior to transmission.
- Submit final approval of PEIMS data to TEA.

ESC REGION 11 BUSINESS SERVICES RESPONSIBILITY

- Extract budget and personnel data for the fall PEIMS report.
- Extract audited fiscal finance data for the mid-year PEIMS report.
- Reconcile the audit and make adjustments to the PEIMS data.
- Information is submitted to TEA (for Region 11 districts/ charters).

PAYROLL

PAYROLL CHECK PROCESSING

DISTRICT/CHARTER RESPONSIBILITY

- Submit demographic data on new hires, new subs, and any changes such as address or last name.
- Gather substitute teacher information and absence data and submit them to ESC Region 11 by the FTP portal or email five (5) business days before the scheduled EFT/payroll check processing date.
- Provide any changes in payroll amounts for distributions or deductions on the "Payroll Change Form" five (5) business days before the scheduled EFT/payroll check processing date.
- Submit supplemental, hourly, or stipend pay data for the pay period five (5) business days before the scheduled EFT/payroll check processing date.
- Submit any W-4 status change notices from employees.
- Sign payroll and deduction checks, if applicable, and distribute.
- Ensure cash is available at the bank for payroll expenses.

ESC REGION 11 BUSINESS SERVICES RESPONSIBILITY

- Data enter employee information into the payroll system, including payroll and employee leave transactions.
- Run payroll calculations.
- Print payroll checks.
- Prepare and submit an electronic funds transfer file to the bank.
- Checks and reports mailed to school.
- Sign payroll and deduction checks (if signatures are provided).
- Interface monthly payroll to finance.
- Submit monthly payroll taxes through EFTPs.
- Process supplemental payroll as required. Note: Additional supplemental payrolls will be billed according to the current school year's Business Services Contract Price List.

DEDUCTION PROCESSING INFORMATION

DISTRICT/CHARTER RESPONSIBILITY

- Provide employee voluntary deduction information immediately following open enrollment or date of hire.
- Provide deduction changes monthly (five business days before EFT/payroll check processing due date) after first notifying Third Party Administrator* of deduction change.
- Provide ESC Region 11 with a TRS Active Care bill as soon as it is available (if applicable).

ESC REGION 11 BUSINESS SERVICES RESPONSIBILITY

- Maintain employee deduction information in Ascender.
- Print payroll deduction checks.
- Balance deduction reports.

TRS REPORTING

DISTRICT/CHARTER RESPONSIBILITY

- Provide a copy of the Basic Claim filed for Child Nutrition to ESC – due on the 2nd day of each month.
- Provide a copy of the social security card for name changes for timely reporting of change to TRS.
- Provide all items needed for the TRS reporting no later than the 2nd day of each month. Starting with the 2024-2025 reporting year, TRS will charge late fees to reports not completed by the 6th of the month.

ESC REGION 11 BUSINESS SERVICES RESPONSIBILITY

- Prepare and submit monthly TRS reports utilizing the TRS Reporting portal.
- Submit wire for TRS utilizing TexNet.
- **Note:** ESC Region 11 will not be responsible for TRS reporting late fees if all items are not received by the 2nd of each month.

For more information, contact the Business Services at 817-740-7564 or businesscenter@esc11.net.

PEIMS REPORTING

DISTRICT/CHARTER RESPONSIBILITY

- Information is submitted to TEA by the school district/charter school (if the district/charter does not contract for PEIMS services through ESC Region 11).
- Submit final approval of PEIMS data to TEA.

ESC REGION 11 BUSINESS SERVICES RESPONSIBILITY

- Verify payroll-related data for Fall PEIMS Submission.
- Verify payroll-related data for Summer Submission.
- Submission of Fall PEIMS file.

QUARTERLY AND YEAR-END PROCESSING

DISTRICT/CHARTER RESPONSIBILITY

- Provide ESC Region 11 with payroll information for the following school year beginning in February of each year. This will include employee terminations, new hires, distribution changes, retirees, etc., to allow timely data entry for Next Year's Payroll files.
- Distribute W-2s to employees.
- Process ACA information on their own or through a separate Third Party if ISD/Charter School has more than 50 employees (ALE). Note: The 1094C and 1095C will not be completed or filed by ESC 11 Business Services.

ESC REGION 11 BUSINESS SERVICES RESPONSIBILITY

- Enter and maintain information in Next Year's Payroll files beginning in February of each year.
- Interface Next Year's Payroll salary and benefit information into the Budget system when requested by the school.
- Balance, prepare, and print W-2s at calendar year-end.
- Process the August accrual job when applicable.
- Process ACA 1094B and 1095B for clients with less than 50 employees (non-ALE)- will be reported via paper method unless the client has IRS FIRE access and requests to file it electronically.
- Prepare quarterly 941 reports; prepare and submit TWC and Unemployment reports through TASB/TWC Web site.

PRICING

To view base pricing information, see [Business Services Contract Price List](#) on page 10.

Other Services Available at an Additional Fee

Business Manager Services

- Includes on-site visits to train, assist and/or code purchase orders, budget amendments, and journal vouchers.
- Monitor compliance with special programs and federal and state grants.
- Monitor trial balances of all funds.
- Build and provide budget reports on-site.
- Review/assist with payroll coding of employees.
- Hourly rate or extended contract for services available upon request.

Summary of Finance and Budget Tracking

- Summary of Finance Tracking – \$200/hr, max \$6,000 per year
- Summary of Finance and Budget Tracking – \$200/hr, max \$10,000 per year

For more information, contact the Business Services at 817-740-7564 or businesscenter@esc11.net.

BUSINESS SERVICES CONTRACT

PRICE LIST — 2025-2026

BUSINESS SERVICES CONTRACT PRICE LIST				
Service	Enrollment			
	< 600	600-1,199	1,200-1,799	1,800-2,399
Basic Finance Services	\$12,400	\$13,900	\$16,500	\$20,600
Full-Service Finance Services	\$24,700	\$27,800	\$30,900	\$34,000
Full-Service Payroll Services	\$24,700	\$27,800	\$30,900	\$34,000
Full-Service Finance and Payroll Services	\$39,100	\$45,600	\$54,800	\$61,300
Monthly Bank Reconciliation Services	\$3,600	\$3,600	\$3,600	\$3,600
Single Services (Summary of Finance, Budget, etc.)	Hourly - MOU	Hourly - MOU	Hourly - MOU	Hourly - MOU

Other Business Services Charges

New Client Fee: A new client conversion fee will be charged after the initial analysis of the prospective client's current finance, accounting, and payroll data. The amount will be determined based on the scope of work and timing.

Supplemental Payroll Fee: ISDs/Charters contracting for payroll services will be charged \$250 for each supplemental payroll that is requested by the client. If more than two (2) supplementals are requested in one month, an additional \$500 charge will apply.

Bank Account Reconciliation Services: ISDs/Charters contracting for bank reconciliation services will be charged \$300 per month for the first bank account and \$80 per month for each additional account.

Ascender Software Charges

The following are separate charges that will be billed through Management Information System Department contracts:

- New client database creation charge, hosting fee, requisition fee, and a one-time SQL license fee (must complete "Ascender Service Fees" Contract)
- Ascender license and support fees (must complete "Management Information Services Software and Support" Contract).

Business Services Cancellation Policy

- Either party has a right to cancel with a 30-day notice subject to the 25% non-refundable amount described below. A letter of intent to contract for services must be signed (or an online contract must be submitted and accepted) before work begins for the new year.
- 25% of the total contract amount is non-refundable once any service has begun. This policy includes, but is not limited to, beginning the set up of payroll or budget information.
- Refunds will be determined by monthly proration. The monthly proration will be calculated by subtracting the 25% non-refundable amount and any Ascender fees incurred from the contract amount, then dividing the remaining contract amount by the number of months of the contract to come up with a per-month amount. Once a transaction has been posted to a month by the ESC Region 11 Business Services, the total month's proration is earned by the ESC Region 11 Business Services.
- Any amount due to the client or the ESC Region 11 Business Services is due within 30 days after the effective date of cancellation. If canceling a contract, any remaining work will be completed that pertains to the service year paid. Anything outside of the paid service year will be the school's responsibility.

BUSINESS SERVICES CONTRACT

DISCLAIMER

The accuracy of the coding, payroll amounts, payroll deductions, federal fund NOGA requirement compliance, and finance check amount is the sole responsibility of the school district/charter school. ESC Region 11, however will make every effort to advise the school district/charter school if we discover an error.



1451 S. Cherry Lane, White Settlement, TX 76108
www.esc11.net | 817-740-3600

(please print on ISD/Charter letterhead)

Letter of Intent to Contract with ESC Region 11 Business Services

We intend to contract with ESC Region 11 Business Services for the period beginning _____ through _____ for
(check one):

payroll only finance only both payroll and finance bank reconciliation only

By signing this contract, we understand:

- (1) If a contract is not in place for the service period, a letter of intent to contract must be signed prior to work beginning for the new year.
- (2) We are authorizing ESC Region 11 to begin payroll and/or finance services for the contract period mentioned above.
- (3) 25% of the total contract amount (see *Business Services Contract Price List*) is non-refundable once any service has begun.
- (4) Failure to execute this letter of intent in a timely manner may jeopardize the timely delivery of service at the beginning of our school or fiscal year.
- (5) We are agreeing to the cancellation policy described below.

Business Services Cancellation Policy:

- Either party has a right to cancel with a 30-day notice subject to the 25% non-refundable amount described below.
- 25% of the total contract amount is non-refundable once any service has begun. This policy includes, but is not limited to, beginning the setup of payroll or budget information.
- Refunds will be determined by monthly proration. The monthly proration will be calculated by subtracting the 25% nonrefundable amount and any Ascender fees incurred from the contract amount, then dividing the remaining contract amount by the number of months of the contract to come up with a per-month amount. Once a transaction has been posted to a month by the ESC Region 11 Business Services, the total month's proration is earned by the ESC Region 11 Business Services. Any amount due to the client or the ESC Region 11 Business Services is due within 30 days after the effective date of cancellation.

ISD/Charter

Education Service Center Region 11

Superintendent or Director

Date

ESC Region 11 Executive Director

Date

Date Received by ESC Region 11