



**TREASURER SERVICES
PROCESS**

EFFECTIVE DATE 4/1/2017

SIGNATURE _____

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SOP 9.5

PROPOSED BY: General Counsel

PURPOSE

The purpose of the TREASURER SERVICES PROCESS is to provide an overview of how the CSS team of licensed school treasurers, under the leadership of the CSS Chief Financial Officer (CFO), will respond to potential customers on how services will be delivered to contracted schools and governing authorities or other contracted entities.

SCOPE

The TREASURER SERVICES PROCESS is managed by the CSS Fiscal Operations Department and is used to guide any potential or contracted community school or governing authority through the process of contracting with CSS and receiving treasurer services.

PROCEDURE

1. Prospective customers, which may include community school governing authorities or other stakeholders are referred to the CFO who will assess what services the prospective customer needs and if CSS is able to provide such services. A copy of the Proposal for Fiscal Services will be prepared.
2. The Proposal will be reviewed by the President and General Counsel prior to submission to the potential customer/school.
3. In consultation with other members of the fiscal operations department, a draft contract will be developed.
4. Signed copy of the contract will be maintained on CSS shared drive.
5. Contract language must be reviewed and updated as needed but minimally annually.
6. The CFO will secure a Treasurer bond on naming the CSS treasurer and community school.



DOCUMENTATION / VERIFICATION

Location of documentation:

- S:/TREASURER SERVICES

Naming convention:

- Year + School + Issue+Date
- Ex: Treasurer Services and Duties/2017-2018/2017abc School/Proposal For Fiscal Services

Supporting documentation included with this process:

1. Fiscal Services Proposal Template
2. Fiscal Services Contract Template
3. Correspondence between stakeholders and CSS
4. Treasurer bond for each school that contracts with CSS

DOCUMENT HISTORY

Original Date April 2017

REVIEW AND APPROVAL

Reviewer of the TREASURER SERVICES PROCESS is as follows:

Reviewed By: Management Team Date: 4/7/17

Approved By: President: David L. Cash, Jr. Date: 4/10/17

The effective date is as of the date signed above. Processes are consistently reviewed and revised as necessary throughout the term. The TREASURER SERVICES PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.