



Accounting Assistance

Wayde Pollock
(608) 786-4540
wpollock@cesa4.org

CESA #4 provides Accounting Assistance services to school district business offices. These services are designed to provide assistance to a business office that may have experienced a change in staff or to assist staff in leveraging time within the business office. Services are provided by the CESA #4 Finance Director who has been in this position for the past five years, has over 16 years of experience auditing school districts, and experience with both Skyward and Alio.

Level 3 - District-Based Services

- Reconciling cash accounts, payroll liability accounts, or other accounts that have been an issue
- Analyzing and improving efficiencies in accounting processes
- Assistance on accounting issues such as debt service, capital assets, capital project funds, and other items
- Payroll and Accounts Payable support
- Training new staff in the financial module of Skyward
- Reducing/eliminating auditors' internal control finding for lack of segregation of duties
- Assistance with grant claiming
- Assistance preparing for the audit and documentation to:
 - Reduce auditor questions
 - Reduce the time the auditors are on-site and the number of follow-up requests once they leave
 - Reduce journal entries

Level 3

_____ Days

If you are interested in this service, please contact the CESA #4 Finance Director at (608) 786-4540 to develop a customized proposal to meet your needs.
(You will only be charged for the number of days actually used)

Signature/Date: _____

School District of: _____