Operations & Fiscal Management
A Data Driven Approach

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Choose the right approach and compliance will happen

➔ The Problem
  Managing on shoestring budget

➔ Methodology
  Plan, Execute, Review

➔ Solution
  Data driven approach

➔ Demo
  Program management in action
“Risk is just an expensive substitute for information.”
–Demand: Cracking the Code of What People Really Desire. by Adrian Slywotzky and Karl Weber

“Risk comes from not knowing what you’re doing.”
– Warren Buffett
Planning

Facilities
- Rent
- Events
- Transportation

Students
- Enrollment
- Feeder School(s)
- Attendance

Staff
- Recruitment
- Payroll
- Timecards
- Volunteers

Finance
- Budget
- Expenses
- Bookkeeping
- Invoicing

BUDGET
Managing

Facilities

Students

Staff

Expenses

BUDGET

Invoices

Indirect Cost

Bank Stmts.

Fidelity Bond

Credit card Stmts.

Student Enrollment

Timecards

Attendance Records

Payroll Records

Employee Records

W2/1099 Tax Withholding

Background Checks

Contracted Services

Schedule

Expense Reimbursement ERaCA

Purchase Receipts
Audit

**Reports and supporting data/documentation**

- Student enrollment
- Current attendance
- Roster
- Site locations
- Expense reports + receipts
- Start and end dates, hours of operation
- Instructional hours delivered per week
- Timecards, payroll records
Audit Trail

- Credit Card Purchases
- Cash Purchase
- Check Payments
- Contracted Service Check Payments
- Payroll Checks
- Contracted Service Paid Invoices
- Purchase Receipt
- Add Budget Code
- Budget Narrative
- Credit Card Statement
- Bank Statement
- Reimbursement check to employee
- Certified Payroll Report
- Employee Timecards
- Student Attendance
- Monthly Reimbursement
Tools & Technology
Fiscal Planning

- Budget and Narrative
Managing Expenses
**Staff**

### Staff Member Details
- **First Name:** Joe
- **Email:** Joe.Pierce@intelco.co
- **Job Title:** Teacher
- **Start Date:** 6/19/2016
- **Hourly Pay Rate Primary:** 20.0
- **Hourly Pay Rate Secondary:** 10.0
- **Tax Rate 1:** 2.5
- **Tax Rate 2:** 3.5
- **Tax Rate 3:** 4.5

### Staff Summary

<table>
<thead>
<tr>
<th>Staff Member</th>
<th>Email</th>
<th>Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aubrey Gonzalez</td>
<td><a href="mailto:Aubrey.Gonzalez@intelco.co">Aubrey.Gonzalez@intelco.co</a></td>
<td>Teacher</td>
<td>Active</td>
</tr>
<tr>
<td>Austin Maxwell</td>
<td><a href="mailto:Austin.Maxwell@intelco.co">Austin.Maxwell@intelco.co</a></td>
<td>Teacher</td>
<td>Active</td>
</tr>
<tr>
<td>Clay Abbott</td>
<td><a href="mailto:Clay.Abbott@intelco.co">Clay.Abbott@intelco.co</a></td>
<td>Teacher</td>
<td>Active</td>
</tr>
<tr>
<td>Dennis Ramirez</td>
<td><a href="mailto:Dennis.Ramirez@intelco.co">Dennis.Ramirez@intelco.co</a></td>
<td>Teacher</td>
<td>Active</td>
</tr>
<tr>
<td>Devin Hughes</td>
<td><a href="mailto:Devin.Hughes@intelco.co">Devin.Hughes@intelco.co</a></td>
<td>Teacher</td>
<td>Active</td>
</tr>
<tr>
<td>Ernesto Rice</td>
<td><a href="mailto:Ernesto.Rice@intelco.co">Ernesto.Rice@intelco.co</a></td>
<td>Teacher</td>
<td>Active</td>
</tr>
<tr>
<td>Felicia Estrada</td>
<td><a href="mailto:Felicia.Estrada@intelco.co">Felicia.Estrada@intelco.co</a></td>
<td>Teacher</td>
<td>Active</td>
</tr>
<tr>
<td>Gerardo Graves</td>
<td><a href="mailto:Gerardo.Graves@intelco.co">Gerardo.Graves@intelco.co</a></td>
<td>Teacher</td>
<td>Active</td>
</tr>
<tr>
<td>Joe Pierce</td>
<td><a href="mailto:Joe.Pierce@intelco.co">Joe.Pierce@intelco.co</a></td>
<td>Teacher</td>
<td>Active</td>
</tr>
<tr>
<td>John Smith</td>
<td><a href="mailto:John-Smith@intelco.co">John-Smith@intelco.co</a></td>
<td>Teacher</td>
<td>Active</td>
</tr>
</tbody>
</table>

Showing 1 to 10 of 14 entries
## Attendance

### Student Attendance Data

<table>
<thead>
<tr>
<th>Student</th>
<th>Grade</th>
<th>1/1/2017</th>
<th>1/2/2017</th>
<th>1/3/2017</th>
<th>1/4/2017</th>
<th>1/5/2017</th>
<th>Attendance Report 1/1/2017 - 1/5/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aaliyah Juarez</td>
<td>3</td>
<td>2.0</td>
<td>3.0</td>
<td>3.0</td>
<td>2.0</td>
<td>3.0</td>
<td>Student Enrolment: 32</td>
</tr>
<tr>
<td>Abigail Olson</td>
<td>2</td>
<td>0.0</td>
<td>4.0</td>
<td>2.0</td>
<td>0.0</td>
<td>4.0</td>
<td>Students with No.: 64</td>
</tr>
<tr>
<td>Adalyn Melton</td>
<td>2</td>
<td>4.0</td>
<td>2.0</td>
<td>0.0</td>
<td>4.0</td>
<td>2.0</td>
<td>Staff: 22</td>
</tr>
<tr>
<td>Amelia Yang</td>
<td>2</td>
<td>4.0</td>
<td>2.0</td>
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<td>4.0</td>
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<td></td>
</tr>
<tr>
<td>Aubrey Jordan</td>
<td>3</td>
<td>3.0</td>
<td>3.0</td>
<td>2.0</td>
<td>3.0</td>
<td>3.0</td>
<td></td>
</tr>
</tbody>
</table>

Showing 1 to 5 of 16 entries

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### Graphs

- **Daily Attendance Count:**
  - Greater than 30 Days Attendance (Blue)
  - Less than 30 Days Attendance (Light Blue)

- **Minimum 30 Days of Attendance:** 173 Students