

Financial Human Resource Performance Management Solutions for Your Schools



The New Mexico Coalition for Charter Schools is the state's membership and professional association serving New Mexico public charter schools.



NM
CCS
New Mexico
Coalition for
Charter Schools

Our Vision

Our vision is to re-shape public education into a system of highly accountable schools responsive to the individual needs of our diverse citizenry.

Our Mission

Our mission is to advocate charter school quality, growth, and autonomy to increase student academic achievement.

Financial Management Solutions

Financial management outsourcing makes good business sense when maintaining your own finance department is not cost effective. This allows you and your staff to focus on what you do best – educating students.

Consider these advantages:

Access to licenced professionals who are experts in charter school financial management, as well as state and federal laws and regulations.

Receive consistent, accurate, and complete financial information on a timely basis.

Present a clear picture of your school's financial viability including soundness of revenue projections and expenditure requirements.

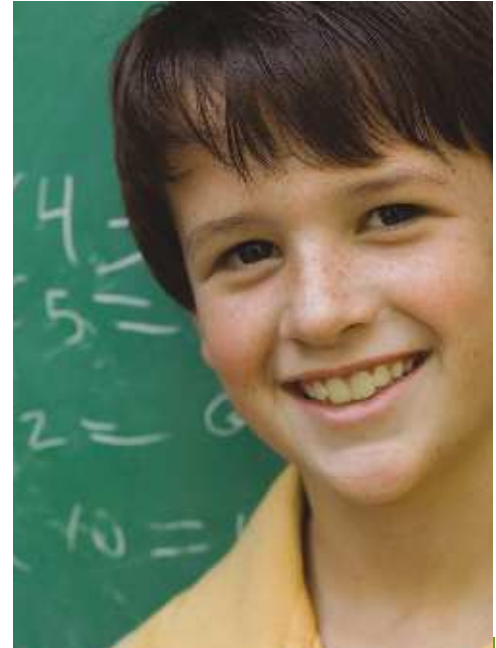
Assure the school budget aligns with and supports the implementation of the charter school mission and educational plan.

Ensure compliance with all applicable federal and state requirements and laws.



Quality & Reliability

Our financial team will provide you with timely and reliable financial information, help improve operational efficiency and ensure compliance.



Our services will be tailored to your needs:

- ✔ Preparing financial statements, including budget comparisons for each program.
- ✔ Preparing the school's books for the required annual audit.
- ✔ Presenting and discussing financial information with management and the school board.
- ✔ Preparing grant and contract financial reports (form 269 and 272).
- ✔ Preparing grant and contract drawdowns and monitoring available funds.
- ✔ Preparing bank and general ledger account reconciliations.
- ✔ Preparing federal and state payroll tax reports.
- ✔ Maintaining the general ledger and subsidiary accounting journals and ledgers.
- ✔ Processing accounts payable and payroll.
- ✔ Posting cash receipts and disbursements.
- ✔ Preparing the annual budget and facilitating approval by the State Department of Education.
- ✔ Determining cash requirements while managing cash flows.
- ✔ Determining adjusting entries necessary to assure that accounting records are maintained accurately.



Online Human Resource Solutions

Strategies and solutions to improve your HR department at your fingertips.

Features and Benefits include:

- ✔ **Personnel Forms and Document Portal** More than 220 personnel forms, including everything from job applications to performance documents and pre-termination checklists. You may also add your own documents and training materials to the portal giving access to your management team!
- ✔ **Employee Handbook and Employee Contract Builders** These easy to use programs will help you create or improve your employee handbook and draft employment agreements.
- ✔ **Training Modules** Ten easy-to-use and customized presentations including trainer notes, handouts, audit forms, and quizzes. These are also available in a streaming video format. Subjects include hiring, retention, culture, diversity, harassment, managing leaves, termination and more.
- ✔ **Risk Management Models** There are eight separate case scenarios that act as risk management fire-drills. Also included are related forms and suggested approaches.
- ✔ **Strategic HR Tools** Unique tools for assessing and increasing the value of the HR executives are included.
- ✔ **Monthly Webinars** One-hour classes which cover specific strategies, answer questions and also gives suggestions for utilizing this program to its full extent. This training is approved for HRCI and CPE credits too!
- ✔ **Peace of Mind** that comes with knowing you have the tools at your fingertips to manage human resources and risk.

Payroll Solutions

Impact

Our Millennium Payroll system provides a complete solution to time keeping, payroll processing, and human resources.



Our payroll system will be tailored to your needs:

- ☑ Full audit log
- ☑ Fully integrated service bureau ledger
- ☑ Universal time import
- ☑ Paycheck set up
- ☑ Customization
- ☑ Automated new hire reporting
- ☑ Integrated payroll with human resources
- ☑ Integrated 401k calculations
- ☑ Flexible vacation and sick leave accruals
- ☑ Auto extend calendar
- ☑ Unlimited EE direct deposits
- ☑ Automatic GTL calculation



Performance Management Solutions

If you can't measure it, you can't manage it.

The critical yardstick that charter schools are measured against is student academic performance. While these measures are paramount, alone they do not provide charter school administration with the full picture. Over the years, based on national best practices and actual experience with NM charter schools, we see the following points as critical to achieving and sustaining performance excellence:

- ✔ A clear focus and clarity of purpose.
- ✔ Proper translation of the charter school goals into actionable objectives and measures
- ✔ Full understanding of your school's Key Success Factors
- ✔ Full commitment to understanding and focusing on key school processes
- ✔ Use of a "Balanced Scorecard" approach to measure school and student performance

Every school has to answer these fundamental performance management questions:

- ✔ Where is the school going? What is its purpose?
- ✔ What does the school need to do well in order to succeed?
- ✔ How does the school set goals to get to where it is going?
- ✔ What processes is the school going to use to get there?
- ✔ How does the school "measure" how well it is performing relative to its goals and objectives?
- ✔ How do the governing council and administrative team evaluate and utilize the performance data for continual improvement?

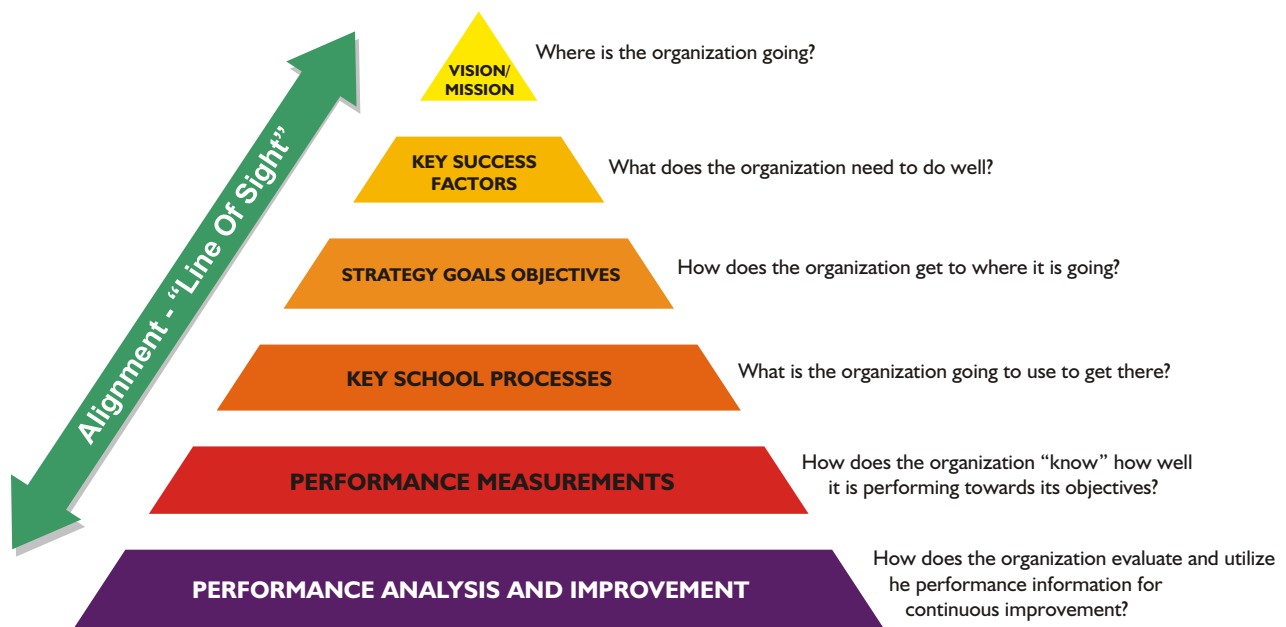
**"Altogether Too Often, People Substitute Opinion For Fact And Emotion For Analysis."
-Andy Grove**

“Management is doing things right, Leadership is doing the right things.”

- Peter Drucker



The key components of a performance management system that will help you answer the fundamental questions include:



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Impact

Transforming your approved charter and strategy into measured performance provides you with:

- ▶ Increased Student Achievement
- ▶ Improved Communication amongst Stakeholders
- ▶ Clear Accountability
- ▶ Enhanced Employee Morale





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