



Alaska's Educational Resource Center
(907) 586-6806 | www.serrc.org

May 05, 2026

Mr. David Langford, Superintendent
Chatham School District
P.O. Box 109

Angoon, AK 99820

Dear Mr. Langford,

Enclosed in this contract packet you will find the following:

- Cover Letter
- Services Contract BA 27-08-001 in the amount of \$93,052.87 for Business Accounting Services during FY27
- SERRC standard contract provisions
- Invoice

If acceptable, please sign and return the document electronically. You may choose to utilize an electronic signature or print, sign and scan the contract. We require the signed contract be returned before services are provided.

Thank you for choosing SERRC - Alaska's Educational Resource Center. We will do everything to ensure that you receive the best services available.

Kind regards,



Chris Reitan
Executive Director



SERRC

Alaska's Educational Resource Center

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SERRC SERVICES CONTRACT FY27

Contract Number: BA 27-08-001

District/Client: Chatham School District

Preparation Date: May 1, 2026

Amended Date:

TERMS:

This is a twelve (12) month contract to provide contracted business services from July 1, 2026, to June 30, 2027, for 11 days per month; total of 132 days for the year. Payments of \$7,754.41 are due each month; the total contract is \$93,025.87.

SERVICES: Business Accounting Services

A. Budget Development & Oversight

- Prepare the annual budget in collaboration with the Superintendent, Board, and administrative staff.
- Monitor budget status throughout the fiscal year; provide monthly reports to the School Board.
- Prepare and submit all budget revisions in compliance with DEED deadlines.
- Assist in long-range financial planning and forecasting.
- Regular ongoing and periodic questions related to budget costs.

B. Accounting & Financial Reporting

- Maintain the district's chart of accounts and ensure compliance with the Alaska Uniform Chart of Accounts.
- Prepare and file all required state and federal financial reports, including:
 - DEED Annual Financial Report (AFR)
 - DEED Budget Submission
 - DEED Reporting
 - Indirect Cost Rate Reporting
 - PPE Reporting
 - Fund balance reporting
- Provide timely monthly financial statements and reconciliation of all accounts.
- Ensure proper segregation of duties, internal controls, and fraud prevention measures.

C. Accounts Payable

- Oversee and manage the full accounts payable process, including invoice receipt, coding, approval routing, and payment processing.
- Ensure all expenditures are properly authorized, coded to the correct accounts, and compliant with district policy and funding requirements.

- Maintain vendor records, including W-9 collection and 1099 tracking.
- Process payments in a timely manner, including checks, ACH, and other approved methods.
- Reconcile accounts payable subledger to the general ledger on a regular basis.
- Ensure compliance with grant and program requirements for allowable costs and documentation.
- Support audit requests related to disbursements and vendor activity.

D. Payroll Processing

- Process full-cycle payroll from start to finish, including timesheet collection, verification, payroll calculation, and distribution.
- Ensure payroll is accurate, timely, and compliant with all applicable wage and hour laws, contracts, and district policies.
- Administer employee benefits and ensure proper deductions and employer contributions.
- Prepare and submit all required payroll-related reports, including TRS, PERS, IRS, and Department of Labor filings.
- Process and file W-2s, 1099s, and quarterly 941 reports.
- Manage all payroll-related liabilities and reporting, including child support, health benefits, retirement contributions, life insurance, and other withholdings.
- Maintain payroll records and ensure proper documentation and audit readiness.
- Reconcile payroll accounts and liabilities on a regular basis to ensure accuracy and compliance.

E. Grants and Federal Program Compliance

- Assist with development, management, and reporting of federal and state grants.
- Monitor allowable uses of funds and compliance with program requirements.
- Ensure timely submission of grant expenditure reports.

F. Audit Preparation and Compliance

- Prepare for and coordinate the annual independent audit.
- Ensure all corrective action plans are implemented.
- Provide Board with audit presentations and explanations.

G. Board and Administrative Support

- Attend School Board meetings as requested, providing financial reports and guidance.
- Advise Superintendent and administrators on fiscal policy, law, and procedure.
- Provide training to district staff on financial procedures, purchasing, and compliance.

H. Deliverables (Aligned with ALASBO Fiscal Calendar)

- Per Pay Period: Payroll processing (timesheet verification, payroll calculation, direct deposits/checks, and payroll reports), payroll tax and benefit withholdings, and required payroll filings as applicable.
- Monthly: Financial reports, budget-to-actual updates, payroll reconciliations, accounts payable aging and disbursement reports, and reconciliation of payroll liabilities (TRS, PERS, taxes, and benefits).
- Quarterly: Grant reports, cash flow updates, and quarterly payroll tax filings (941).
- Annually: Budget submission, AFR, audit preparation and response, W-2/1099 filings, insurance renewals, PERS/TRS reconciliations, and year-end payroll reconciliation.
- As Needed: Special financial analyses, updates on legislative changes, and Board presentations, and off-cycle payroll processing or adjustments.



STANDARD PROVISIONS

- 1.) SERRC shall not be held responsible for delay or failure to perform hereunder when such delay or failure is due to fire, flood, epidemic, strikes, act of God or the public enemy, unusually severe weather, legal act of public authority, or delays or defaults caused by public carrier, which cannot reasonably be forecast or provided against.
- 2.) Each party shall perform any services under this agreement as an independent contractor. Each party shall be responsible exclusively with respect to its respective employees. Each party shall provide for employment-related benefits and deductions that are required by law, including but not limited to federal income tax deductions, workers' compensation coverage, and retirement system contributions, as applicable.
- 3.) Each party shall be responsible, to the extent required by law, only for the act, omissions, and/or negligence of its own officers, employees, or agents. Each party shall indemnify and hold harmless the other party, its officers, employees, and agents only from and against any and all claims, damages, and expenses resulting from the sole negligence of that party. Otherwise, each party is responsible for its own percentage of fault. Each party shall maintain its own Commercial General Liability, General Liability, Cyber Liability, Workman's Compensation, Umbrella Liability, Property, and Automotive insurance policy to cover services incorporated herein.
- 4.) Except as otherwise expressly provided in this agreement, SERRC disclaims any and all promises, representation and warranties, express or implied, with respect to the Supported Systems, corrections and the services provided hereunder, including promises, representations and warranties as to condition, the existence of any latent or patent defects, merchantability or fitness for any particular purpose, non-infringement, or any implied warranty of information content or system integration. Without limiting the generality of the foregoing disclaimer, SERRC does not warrant that its advice, systems configuration, or programming on behalf of the Customer will be error free.
- 5.) For a period on 1 (one) month following delivery of the hereunder listed Service, SERRC shall have an obligation to correct demonstrated errors in the operation of the Supported Systems which may appear as a result of incorrect provision of Service.
- 6.) SERRC shall not have any obligation to correct errors in the operation of the Supported Systems if the programming code, configuration, or wiring has been modified by Customer or by any other party.
- 7.) SERRC disclaims all liability whatsoever to Customer or any other party for any act or omission that may result in consequential, indirect, incidental, special, or such other damages including but not limited to, any loss of performance, functionality, or data resulting from equipment, software, malware, configuration, or overall systems component interaction.
- 8.) Each party shall, to the extent required by the law, provide services in a manner compliant with Federal and State Special Education regulations as per the Alaska State Special Education Handbook.
- 9.) This agreement constitutes the entire agreement between the parties. No waiver, consent, modification or change of terms or provisions of this agreement shall bind the parties unless in writing and signed by SERRC and DISTRICT. Such waiver, consent, modification, or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this agreement.



SERRC

Alaska's Educational Resource Center
 (907) 586-6806 | www.serrc.org

Southeast Regional Resource Center
 210 Ferry Way
 Juneau, AK 99801
 Phone: (907) 586-6806

Invoice #
 10670

Contract #
 BA 27-08-001

TO: Chatham School District
 Attn: Mr. David Langford, Superintendent
 P.O. Box 109
 Angoon, AK 99820

Invoice Number	Invoice Date	Business Accounting Services
10670	9/1/2026	<p>A. Budget Development & Oversight</p> <ul style="list-style-type: none"> • Prepare the annual budget in collaboration with the Superintendent, Board, and administrative staff. • Monitor budget status throughout the fiscal year; provide monthly reports to the School Board. • Prepare and submit all budget revisions in compliance with DEED deadlines. • Assist in long-range financial planning and forecasting. • Regular ongoing and periodic questions related to budget costs. <p>B. Accounting & Financial Reporting</p> <ul style="list-style-type: none"> • Maintain the district's chart of accounts and ensure compliance with the Alaska Uniform Chart of Accounts. • Prepare and file all required state and federal financial reports, including: <ul style="list-style-type: none"> ○ DEED Annual Financial Report (AFR) ○ DEED Budget Submission ○ DEED Reporting ○ Indirect Cost Rate Reporting ○ PPE Reporting ○ Fund balance reporting • Provide timely monthly financial statements and reconciliation of all accounts. • Ensure proper segregation of duties, internal controls, and fraud prevention measures.

<p><i>C. Accounts Payable</i></p>	<ul style="list-style-type: none"> • Oversee and manage the full accounts payable process, including invoice receipt, coding, approval routing, and payment processing. • Ensure all expenditures are properly authorized, coded to the correct accounts, and compliant with district policy and funding requirements. • Maintain vendor records, including W-9 collection and 1099 tracking. • Process payments in a timely manner, including checks, ACH, and other approved methods. • Reconcile accounts payable subledger to the general ledger on a regular basis. • Ensure compliance with grant and program requirements for allowable costs and documentation. • Support audit requests related to disbursements and vendor activity.
<p><i>D. Payroll Processing</i></p>	<ul style="list-style-type: none"> • Process full-cycle payroll from start to finish, including timesheet collection, verification, payroll calculation, and distribution. • Ensure payroll is accurate, timely, and compliant with all applicable wage and hour laws, contracts, and district policies. • Administer employee benefits and ensure proper deductions and employer contributions. • Prepare and submit all required payroll-related reports, including TRS, PERS, IRS, and Department of Labor filings. • Process and file W-2s, 1099s, and quarterly 941 reports. • Manage all payroll-related liabilities and reporting, including child support, health benefits, retirement contributions, life insurance, and other withholdings. • Maintain payroll records and ensure proper documentation and audit readiness. • Reconcile payroll accounts and liabilities on a regular basis to ensure accuracy and compliance.
<p><i>E. Grants and Federal Program Compliance</i></p>	<ul style="list-style-type: none"> • Assist with development, management, and reporting of federal and state grants. • Monitor allowable uses of funds and compliance with program requirements. • Ensure timely submission of grant expenditure reports.
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<p><i>G. Board and Administrative Support</i></p>	<ul style="list-style-type: none"> • Attend School Board meetings as requested, providing financial reports and guidance. • Advise Superintendent and administrators on fiscal policy, law, and procedure. • Provide training to district staff on financial procedures, purchasing, and compliance.

<p><i>H. Deliverables (Aligned with ALASBO Fiscal Calendar)</i></p>	<ul style="list-style-type: none"> • Per Pay Period: Payroll processing (timesheet verification, payroll calculation, direct deposits/checks, and payroll reports), payroll tax and benefit withholdings, and required payroll filings as applicable. • Monthly: Financial reports, budget-to-actual updates, payroll reconciliations, accounts payable aging and disbursement reports, and reconciliation of payroll liabilities (TRS, PERS, taxes, and benefits). • Quarterly: Grant reports, cash flow updates, and quarterly payroll tax filings (941). • Annually: Budget submission, AFR, audit preparation and response, W-2/1099 filings, insurance renewals, PERS/TRS reconciliations, and year-end payroll reconciliation. • As Needed: Special financial analyses, updates on legislative changes, and Board presentations, and off-cycle payroll processing or adjustments.
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Contract Total \$93,052.87

<p>Contract Terms</p>	<p>This is a twelve (12) month contract to provide contracted business services from July 1, 2026, to June 30, 2027, for 11 days per month; total of 132 days for the year. Payments of \$7,754.41 are due each month; the total contract is \$93,025.87.</p>
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Please Pay This Amount:

Remaining Balance: \$93,052.87