**FINANCIAL SUPPORT SERVICES AGREEMENT**

**2015-16 & 2016-17 CONTRACT YEAR**

This agreement is made and entered into this 31st day of August, 2016, by and between OLYMPIC EDUCATIONAL SERVICE DISTRICT 114, hereinafter referred to as “OESD 114” and SEQUIM SCHOOL DISTRICT, hereinafter referred to as “District”.

WHEREAS, OESD 114, under RCW 28A.310.200 provides services to school districts;

WHEREAS, the District and OESD 114 under RCW 28A.320.080, RCW 28A.310.200 and RCW 39.34.080 are empowered to enter into agreements for interlocal agreements and cooperative service programs;

WHEREAS, the District desires to enter into a service agreement with OESD 114;

IT IS HEREBY AGREED that OESD 114 shall receive funds from the District and shall expend such funds for the purpose of providing Financial Support Services in accordance with the terms and conditions set forth herein:

1. **TERM OF AGREEMENT:**

This agreement shall be effective from September 1, 2016 to August 31, 2017 or until the district is ready to dispense with ESD’s services. Either party may terminate prior to August 31, 2017 with 30 days notice of termination. The term of this agreement may also be renegotiated if both parties concur.

1. **FINANCIAL SUPPORT SERVICES:**

During the term of this agreement, OESD 114 will work closely with the Superintendent, and Business Office staff, to identify and provide financial support services to the District as follows:

* Review all budgets for 15-16 and 16-17
* Meet with departments to review budgets and expenses.
* Review Igrants to ensure accurate and timely submittals.
* Prepare and review the monthly budget status report.
* Serve as liaison with departments and schools (all budget questions to be emailed to the Business Office staff with a cc to the OESD fiscal contact)
* Provide support with year-end closing of 15-16 fiscal year. (Accruals, expenses, revenue, Year End F196 preparation)
* Attend Board Meetings as requested.
* Work with the Payroll Staff to review September payroll preparation.
* Prepare month end transmittal to county treasurer.
* Review and commit Journal Vouchers prepared by district staff.
* Supervise and conduct entry of cash receipts and commit as needed.
* Review and commit budget adjustments as prepared by district staff.
1. **COST TO THE DISTRICT:**

Costs for the services described above shall be on an hourly basis as follows: OESD 114 Assistant Superintendent of Finance $100/hr., OESD Fiscal Officer $85/hr. and OESD Support Analyst $47/hr. The District agrees to pay for travel costs associated with travel to the site from the Port Angeles OESD office. The estimated monthly costs of this contract, from Sept 1, 2016 through August 31, 2017 are $3,200 staff costs and $100 travel costs ($3,300 total) unless additional time is approved by the Sequim School District Superintendent. This cost is based upon .200 FTE per week of on-site support and an additional 8 hours of offsite work. OESD will meet with Business Office staff and other staff members as needed and prepare a report for the Superintendent. Work will be done both on-site and via e-mail and phone and at the Bremerton and Port Angeles OESD 114 offices to facilitate efficiency.

1. **TERMINATION FOR BREACH:**

If either party fails to comply with the terms and conditions of this agreement, the other party upon thirty (30) days prior written notice to the breaching party may terminate this agreement.

1. **INTERLOCAL AGREEMENT:**

This agreement shall be in addition to the authority vested in the parties pursuant to RCW 28A.310.200 and RCW 28A.320.080, be deemed to be in satisfaction of the provisions of RCW 39.34, and that this agreement shall be deemed a pact pursuant to RCW 39.34.080.

1. **ASSIGNMENT:**

This agreement may not be assigned by either party without written consent of the parties.

1. **WAIVER AND SEVERABILITY:**

No provision of this agreement, or the right to receive reasonable performance of any act called for by its terms, shall be deemed waived of a breach thereof as to a particular transaction or occurrence.

If any term or condition of this agreement or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other terms, conditions or applications of the agreement which can be given effect without the invalid term, condition or application; to this end the terms and conditions of this agreement are declared severable.

The parties acknowledge that they have read and understand this agreement, including any supplements or attachments hereto, and do agree thereto in every particular. The parties further agree that this agreement, together with all appendices, constitutes the entire agreement between the parties and supersedes all communications, written or oral, heretofore related to the subject matter of this agreement. This agreement may be modified or amended with the mutual consent of the parties.

**Olympic Educational Service District 114 Sequim School District**

By: By:

 Gregory Lynch, Superintendent Gary Neal, Superintendent

Date: Date: