



## WEESSN Back Office Financial and Recordkeeping Support: Services Offered

The WEESSN Back Office team provides hands-on, task-oriented support in financial management, billing, and compliance. Our experienced team is committed to delivering high-quality financial support at budget-friendly rates. Most services range from just **\$12-\$15 per hour**, and many tasks can be accomplished in 2 to 5 hours per month.

### **Bookkeeping: Expense/Revenue Tracking and Reporting**

Our accounting services are tailored specifically for child care businesses, ensuring your financial operations run smoothly and efficiently. We handle all bookkeeping tasks, including:

- Tracking and categorizing income and expenses
- Reconciling bank and credit card statements
- Preparing monthly reports

Our team ensures accurate and timely financial reporting, giving you a clear picture of your business's financial health.

### **Budget Creation, Monitoring, and Adjustments**

Our budgeting services are designed to help you achieve financial stability and reach your goals. We assist with:

- Creating a personalized budget that aligns with your program values, revenue, and financial objectives
- Conducting a monthly budget vs. actual spending analysis identifying opportunities for adjustment
- Monitoring expense allocations to ensure your budget remains effective and realistic
- Providing cash flow projections and seasonal adjustment recommendations to help you anticipate and prepare for fluctuations in your revenue and expenses throughout the year

### **Rate Setting**

We provide comprehensive support to help child care businesses establish competitive and sustainable tuition rates. Our services include:

- Market analysis to assess local pricing trends
- Cost analysis to ensure all operational expenses are covered
- Profitability planning to maintain financial stability
- Guidance on tiered pricing, sibling discounts, subsidy considerations, and communicating tuition policies

With our expert support, child care providers can set tuition rates that align with their financial goals while remaining accessible to the families they serve.

### **Tuition Billing and Collection: Automated Invoicing, Billing Setup, and Maintenance**

A solution for managing your billing and invoicing needs, we can work with your current systems or review options to implement new solutions for:

- Automated invoicing and billing system setup and maintenance
- Payment tracking and fee collection reconciliation
- Manage late fees
- Provide family communication templates for billing policies and payment schedules

### **Software Implementation and Training**

We can help you select the ideal software solution that aligns with your business needs and budget. Whether you are interested in implementing a Child Care Management System (CCMS) or financial management software, we will guide you through the selection and implementation process. Our support includes initial setup and ongoing training to ensure you feel confident using new systems.

### **Tax Education: Systems and Tools to Support You**

We offer comprehensive assistance with tax education systems and tools to help businesses stay organized and compliant. Our services include:

- Income and expense tracking, ensuring accurate financial records for seamless tax filing
- Expense categorization, identifying and properly classifying deductible expenses to maximize tax benefits
- Strategic tax planning helps businesses prepare and adjust for future tax seasons

### **Board Training Packages**

The Board Training Package equips the board of directors for a child care provider with essential skills in governance, financial oversight, and operational management. Built on the "[Build It Strong](#)" curriculum, this training covers key topics, including:

- Board roles and responsibilities
- Budgeting fundamentals
- Risk management
- Strategic planning
- Conflict of interest

Plus, specialized modules on

- Financial management
- Policy development
- Community engagement to strengthen board effectiveness

### **On-Demand Consulting**

This service is designed to support businesses when unexpected needs arise, such as navigating sudden staffing changes or shortages, financial shortfalls, addressing compliance issues, or generating specialized reports for grants, subsidies, or licensing reporting. We offer tailored support and practical solutions to ensure your operations run smoothly, even in the face of unforeseen challenges.

These services are open to all WEESN-enrolled programs and are designed to provide the level of support you need. Whether you want to be trained to handle the work on your own, or prefer to have it all done for you, we can help. Contact the team today for a free consultation to review your program's needs and goals at 608-230-8001 or [BackOfficeWEESN@wisconsinearlychildhood.org](mailto:BackOfficeWEESN@wisconsinearlychildhood.org)

Let us take the stress out of financial management so you can focus on caring for children!