

# MEMORANDUM OF UNDERSTANDING

Tri-Valley Regional Occupational Program

And

Livermore Valley Joint Unified School District

June 12, 2024

This is a Memorandum of Understanding (MOU) between the Tri-Valley Regional Occupational Program (TVROP) and Livermore Valley Joint Unified School District (LVJUSD) in regard to a joint contract for budget, accounting, purchasing and payroll services for the 2024 – 2025 school year.

TVROP will pay LVJUSD \$113,316.38 for the following services:


- Maintain and update the TVROP budget on the Escape system with the coordination of TVROP staff.
- Process purchase orders and issue account payable warrants.
- Issue invoices as necessary, receipt payments and apportionments.
- Process payroll and ensure that STRS, PERS, and payroll taxes are paid in a timely manner.
- Prepare First, Second and Third Interim reports if and when necessary and present to the Board and other interested parties.
- Maintain a three-year budget projection.
- Close the 2023-2024 books, determine receivables, payables, deferrals and ending balance in the SACS software.
- Maintain a current cash flow.
- Work with contracted auditors and present the 2023 – 2024 audit to the Board once completed.


The TVROP will also pay for 40 hours per week of in-house contracted services for an Accounting Specialist. The estimated Cost for this is \$130,953.84 annually. Additional hours requested by TVROP will be invoiced separately.

Total cost for the above services estimated at \$244,270.22 annually.

Payment from Tri-Valley Regional Occupational Program will be paid upon invoicing on December 31, 2024 for half of the contract \$122,135.11 and the remaining \$122,135.11 to be invoiced by June 28, 2025.

## SIGNATURES OF AGREEMENT:

  
Teresa Fiscus  
Assistant Superintendent, Business Services  
Livermore Valley Joint Unified School District

  
Julie Duncan  
Superintendent  
Tri-Valley Regional Occupational Program

Date: 6-20-24

Date: 6/12/24

Board Approved: June 12, 2024