

Term Sheet for a program hosted by Splash Coworking through the Riparius Foundation.

SYNOPSIS:

This program will train and certify qualified local San Marcos participants as QuickBooks Certified Pro-advisors. With the growing demand of small businesses and enterprises in the San Marcos area, the needed number of certified QuickBooks Pro-advisors appears to be many times the current available professionals. This program will guide participants by training them and preparing them for the Pro-advisor certification track and test.

In addition, the second part of the program, in support of the Small Business Counseling Program, small businesses can apply for the QuickBooks Business Program. This pairs start-ups, small businesses, and local enterprises with the trained and certified Pro-advisors. These Pro-advisors will assist and manage the business' bookkeeping system for a year. The program also trains and informs the business participant to become knowledgeable and familiar with the QuickBooks software.

BUSINESS ELIGIBILITY:

- Business participants must meet the following criteria: Established business entity or a "start up" that is working to establish a business, and
- Have a physical presence within the taxing jurisdiction of the City of San Marcos (i.e., within the city limits), and
- Employ fewer than 26 full-time employees

Note that "physical presence" includes any physical space from which the business is typically run. This can include:

- the business owner's home if the business is run from the home or
- a co-working location if the business is typically run from a specific co-working location, or
- an other location such as a public library or other public wi-fi space

BOOKKEEPER TRAINING:

Provide an 8-week class to help 3 to 5 people who already have some bookkeeping experience become certified in QuickBooks Online. This will be taught by an Advanced Certified QuickBooks Online Pro Advisor with over 25 years of experience. The trainees will be provided with the training available from QuickBooks through the Pro Advisor's license. The Pro Advisor will additionally provide an additional week of training for those who do not pass the Certification test on the first try.

The goal of this training and certification would be to provide the participants with the ability to work for the businesses in the second track and to help them develop their own bookkeeping business.

Class must have a minimum of three participants in order to begin.

Business Finance Program
Final Term Sheet - November 9, 2022

Note on using the ProAdvisor License: The ProAdvisor has access to QuickBooks through an Accountant's version of the licenses. This also allows them to provide trainees with their own Accountants' version and allows for the supervision of their work. This also facilitates the ProAdvisor to provide licenses to the businesses in a way that the ProAdvisor can pay for all of the licenses and again facilitates the supervision of the clean up and monthly bookkeeping. The businesses would be required to start paying for their own license at the end of the program.

ProAdvisor Instructor pay for the 8-week class for the trainees	\$5,000
ProAdvisor Instructor pay for additional instructions for trainees who did not pass the certification test on the first try	\$1,000
Use of the Instructor's Pro-advisor license by the trainees	\$1,000
Business resources as needed (interpreters, printing) – reimbursed per paid receipts	Up to \$5,000
Total cost for Bookkeeper Training and Certification	Up to \$12,000

BUSINESS OWNER TRAINING

Over one year each quarter, the ProAdvisor will provide an 8-hour class, usually over 2 weeks, to 8 to 10 local business owners. This is an "Introduction to QuickBooks Online" class that will help them understand how to use the product and how to integrate it into their own business. Each business owner will be matched with a Bookkeeper trainee who will help them set up their QuickBooks account and will work with them for a year to make sure their data is correct and reconciled on a monthly or quarterly basis. This work will be supervised by the ProAdvisor instructor from the training class. Each business will also receive:

- 1 year of QuickBooks Online. This will be provided through the Pro Advisor's license. This will be at the level that works best for the business.
- 3 hours of consultation with the Pro-Advisor at the end of their year in this program to help them transition out of the program.

ProAdvisor Instructor pay for the 8 hour Training Class	\$100 per business
ProAdvisor End of Year 3 Hour Consultation	\$225 per business
ProAdvisor Trainee Supervision for 1 Year at \$90/hour	Up to \$1,080 per business

Quickbooks for 1 Year – reimbursed per paid receipts	Est. \$600 per business
--	-------------------------

Business Finance Program
Final Term Sheet - November 9, 2022

Bookkeeper Trainee Stipend	
Business Setup and Cleanup	\$280 per business
Monthly Service for 1 Year (Total)	\$720 per business

Total Cost for Business Owner Training	Up to \$3,005 per business
---	-----------------------------------

INDIRECT COSTS

Program Management and Grant Administration at \$50/hour	Up to \$5,000
Community Outreach – reimbursed per paid receipts	Up to \$2,000
Total Indirect Costs	Up to \$7,000

Timesheets will be kept by the ProAdvisor for trainee supervision and by the program manager for program management, grant administration, and community outreach, and submitted for payment by the hour spent.

Note: Total expenses cannot exceed the \$100,000 budget for this program

An estimated 5 bookkeepers and 26 businesses will be served by this program.

FUNDING

\$7,000 (7%) will be provided up front for licensing and outreach. The rest will be paid on a reimbursement basis.

REPORTING

Monthly reports and payment requests will be submitted by the Pro Advisor and Program Manager that contain the following information that will be the basis for monthly payments:

- a. Number and names of Pro Advisor trainees (to check progress; and for verification whether someone did not pass the test the first time)
- b. Business Resources expenses with receipts
- c. Number and names of businesses participating in the program (to calculate per business payments for training class, end of year training, etc)
- d. Quickbooks expenses with receipts
- e. Timesheets for Trainee Supervision and Program Management hours
- f. Expenses for community outreach with receipts