

Insightful Discoveries

Reliable Solutions

Enduring Relationships



*Peak performance for the business
of local governments and schools*

*First comes thought;
then organization
of that thought into
ideas and plans;
then transformation of
those plans into reality.
The beginning,
as you will observe,
is in your imagination.*

-Napolean Hill

Understanding Your Operational Challenges

Effectively managing a dynamic environment

The challenges facing local governments and school systems in developing and managing budget data in an ever-changing environment can be overwhelming.

- New state and federal mandates require constant changes in reporting structures.
- Boards and committees request more and more financial data and reporting analysis.
- Taxpayers expect increased accountability and supporting information for new program outcomes.
- Department heads desire more financial data and at an increased level of detail.
- Turnover in knowledgeable office personnel can create productivity gaps and a need for system training and support for replacement personnel.

Tailored solutions for maximum productivity

In choosing a new financial information system to manage operations, some organizations make the mistake of examining their needs only through the narrow lens of software features or the lowest price. While UniFund's Microsoft Windows®-based BudgetSense™ software provides state-of-the-art financial management features, we take a wide-open-lens approach to assessing your unique system needs. We work closely with you to discover your operational goals, determine your current and future system needs, and create tailored solutions that effectively handle your challenges and maximize your organization's productivity and efficiency.



At UniFund, LLC

we fully understand the

ongoing challenges

you face, and we develop

solutions that overcome

your challenges.

Insightful Discoveries

Reaching peak performance

Achieving improved organizational performance requires an examination of your current procedures, policies, compliance requirements, communication channels, staff competencies and software tools. Other companies assume they know what you need. At UniFund, we listen first.

In developing your tailored information system strategy, we take you through a detailed discovery process to analyze how your organizational components currently work together—and how they can be changed to interact more effectively—so you can reach your Target of Peak Performance™ (TOPP).



Take your operations to the TOPP

UniFund's insightful TOPP analysis includes evaluating your current methods, identifying and discussing potential avenues of improvement, and creating a project plan that details the delivery of new methods and approaches that will improve performance. Our collaborative step-by-step TOPP review examines your current situation:

Business Processes

- Current policies and procedures
- Budget development and controls
- Internal procurement methods
- Employee time, attendance and position control methods

Compliance and Reporting

- Internal and external reporting capabilities and needs
- Report information quality and detail
- Auditor management recommendations
- Board member technology and reporting preferences
- State and federal reporting requirements
- GASB 34 implementation plans



*It isn't that they can't see the solution.
It is that they can't see the problem.*

—G.K. Chesterton

Software Functionality and Controls

- Functionality and integration of software modules
- Accounting controls utilized
- Potential new software configurations
- Benefits of new software applications

Technology and Organizational Needs

- Current technology platform
- Technology standards and configurations
- Connectivity configuration and remote applications
- IT support capabilities
- Support services required throughout your organization

Following our TOPP analysis, we create a plan of action that prioritizes these system components and identifies activity timelines. The plan also assigns specific responsibilities to individuals, creates milestones for progress, and provides the guidance and framework that ensure project success. **The result is improved organizational efficiency and productivity that maximizes the value of your information system and increases your confidence in making better, more informed decisions.**



Our Target of Peak Performance™ analysis **initiates** the process of improved operational performance.

Reliable Solutions

Versatile Microsoft Windows®-based solutions

UniFund's technology solutions utilize the universal Microsoft Windows® technologies, allowing for standardized data entry and fast mastery of programs. The Microsoft SQL Server® environment also provides for information sharing with other products, including high-performance Crystal Reports®, and one-click integration with Microsoft Office® for analysis, charting, special report formats and uploading reports to the Internet.

BudgetSense™ makes quick sense

UniFund's Microsoft®-based BudgetSense™ software provides a suite of financial management solutions designed exclusively for local governments and school systems. The rich data storage capacity of BudgetSense™ allows for extensive cross-referencing of data for measurable results. This multi-faceted, easy-to-use software family includes modules for:

Budgetary Accounting

Control revenue and expenditure appropriations with a powerful multi-fund general ledger.

Procurement and Payables

Transform a cumbersome paper-intensive process into a streamlined, "paperless" system consisting of requisitions, multi-level approvals, purchase orders and encumbrances.

Fixed Assets

Achieve GASB 34 compliance with asset management and depreciation, all conveniently integrated into the normal procurement cycle.

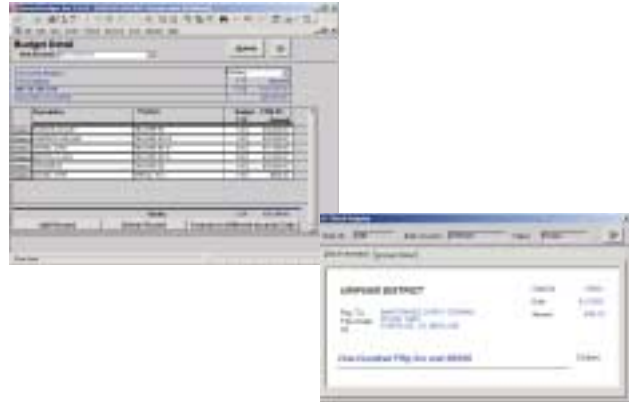
Payroll

Optimize management of labor, your largest expense item, with integrated position control, accurate pay-checks and comprehensive reporting.

Human Resources

Consolidate critical personnel information—such as contracts, leave accruals, certifications, substitute teacher utilization, evaluations and staff development—into a central information resource.

Plus Accounts Receivable, Stores Inventory and much more....



Our deep understanding of financial management technology and its wide range of applications gives us a strong foundation for meeting the unique needs of each local government and school system. UniFund consultants are also knowledgeable about system implementations and accounting requirements in each of the states we service, so we can tailor BudgetSense™ applications to meet state-specific requirements, giving you valuable assistance in achieving compliance.

Great ideas need landing gear as well as wings.

– C.D. Jackson



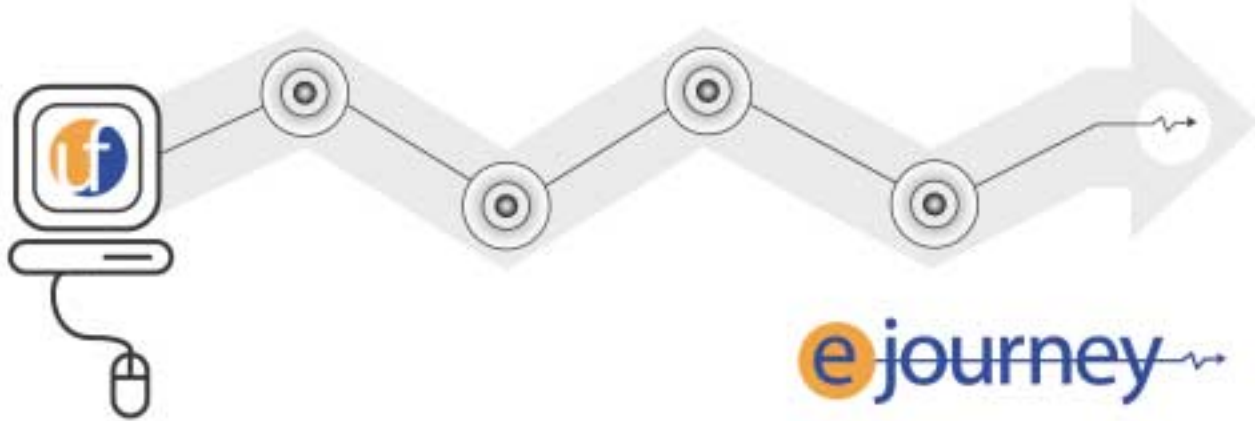
BudgetSense™ in Action

One-Step Procurement Process

Send your requisitions on an electronic journey to save time and accelerate services

The advanced software functions in BudgetSense™ allow you to optimize procurement workflow for quantifiable operating efficiencies. Our One-Step Procurement Process assigns user purchasing authorizations and captures requirements by entering requisitions in BudgetSense™ from the locations where they are needed. Your requisitions then whiz

through a sophisticated electronic journey in BudgetSense™, interrupted only by the rules you set in advance. Your organization can realize sizeable economic benefits when you switch from a manual requisition process to the electronic procurement process of BudgetSense™.



BudgetSense™: A Thoughtful Investment

BudgetSense™ produces many realistic financial returns through:

- Synchronized workflows
- Rule-based levels of review and authorization
- Elimination of duplicative systems
- Applicant tracking, integrated contracting, and funding
- Single-source reporting for outside agency compliance
- Seamless integration with Microsoft Office®
- Appropriation balances supported by transactional detail
- Comprehensive budget balances, including work in process
- Expandable Microsoft technology platform
- Site-based management and improved accountability

Enduring Relationships

Ongoing service supports your dynamic environment

When your organization is operating in a dynamic environment, your need for support services is continually changing. UniFund's wide-open-lens approach to assessing and meeting your unique system needs includes satisfying your need for support services year in and year out well into the future.

Our service options, tailored to meet your specific goals, create a smooth transition for staff using your new BudgetSense™ system and keep them comfortable and productive throughout their use of the program, even when your reporting requirements change. Attrition of knowledgeable staff can also affect the quality of your system operations, but our ongoing support provides training for replacement staff and mitigates the effects of employee turnover. UniFund's wide array of services allows you to select the support services that will satisfy the changing needs of your staff and ensure your successful, long-term use of BudgetSense™.

Implementation services

From implementation, to data transfer, to being with you while your system goes live, we oversee every detail to ensure your success.

IT services

UniFund IT technicians install the database software and BudgetSense™ applications or oversee your installation. We then performance-test the system to confirm proper configurations and file locations and configure each desktop workstation to connect to the networked BudgetSense™ software programs and your files. Finally, we review data security standards and procedures.

Field training

Our one-on-one field training lays the foundation for efficient use of UniFund software technology.

HelpDesk telephone support

Open during regular business hours, the UniFund HelpDesk call center logs in your question, refers you



They don't care how much you know, until they know how much you care.

—Jonathan Kozol

to an appropriate support specialist, and tracks your issue to a successful conclusion.

Client Care Center online support

Our online Client Care Center provides a convenient alternative to traditional telephone support. In about a minute's time, you can issue a request for support, describe the problem and instantaneously send it to our support staff. You can even review frequently asked questions or perform a keyword search of our stored solutions.

UniFund University

To enhance your understanding of applications, our online university for distance learning allows for individualized training and group meetings.

- Supplemental training

Learn more about specific applications in one-on-one online training.

- Pre-recorded training sessions

Pause pre-recorded application instruction at any time to apply a lesson to your system.

- OnCall support

Log on so our support professionals can view your desktop online to see the application status, oversee your workflow, and even demonstrate applications to coach you through the process.

- Meeting Center

Join one of our virtual meetings online for a group training session, user group meeting or product demos.



Our long-term, responsive service maximizes your total return on investment.

An example of how TOPP works

UniFund Helps “Gotham City” Improve Productivity, Efficiency

“Gotham City” and its schools once had a major problem in their business office. Their aging and technologically obsolete information system was simply not up to the task of responding to the organizations’ ever-growing demands for information. Reports took forever to produce because facts had to be extracted from the main system, various spreadsheets and paper filing systems. And once a report was produced, there was always a concern about a report’s accuracy and its ability to withstand an audit from an outside agency. Keeping the old system alive also created nightmarish, inefficient workflows, with piles of paper on every desktop. There was simply no way to respond to an emergency, other than starting from scratch and walking something through the system, and often to remote locations.

With GASB 34 on the horizon, officials asked UniFund to help develop a reliable solution.

Solution Summary

Goal Setting, Financing

As UniFund initiated its Target of Peak Performance™ analysis with Gotham City, it didn’t take long for goals to crystallize. A walk through the office, guided by a checklist of questions, quickly evolved into strategic discussions regarding feasible improvements. Gotham’s Board enthusiastically embraced the concept, including a flexible leasing program that fit conveniently into its fiscal policy.

Technology

UniFund’s IT consultants recommended a networked solution that would respond to both internal business office personnel as well as personnel located in other locations, including remote sites. Moreover, the terms of the lease for the hardware portion of the project were modified to allow Gotham to stay on top of future technology innovations.

Business Processes

UniFund’s BudgetSense™ software features were used to streamline procurement and payroll systems, leading to dramatic workflow improvements and related efficiencies. Now, requisitions are entered from remote sites, following authorization rules that distribute requisitions electronically for approvals. Similarly, payroll hours and substitute teacher recording are entered remotely and flow automatically to the central office where they are reviewed, approved and processed.

Compliance and Reporting

UniFund recommended specific changes to the account structure to consolidate federal and state reporting responsibilities. Microsoft Windows® makes it easy to access this information and organize it in several formats.

Functionality and Controls

The BudgetSense™ Fixed Asset module allows Gotham to comply with related GASB 34 classification, inventory control, depreciation and reporting requirements. Furthermore, seamless integration of all BudgetSense™ modules with Microsoft Office® provides extensive productivity improvements as data is exchanged electronically between the two products.

UniFund’s custom DataLink program allowed Gotham to continue with its legacy payroll program through the end of the calendar year. DataLink sent automatic payroll updates to BudgetSense™ for total entity accounting and reporting.

Solution Success

After going through UniFund’s TOPP™ analysis and implementing a custom-tailored BudgetSense™ solution, Gotham City and its schools are now able to respond quickly and accurately to requests for financial reporting information. **The TOPP process enabled Gotham City to dramatically improve workflows and realize far greater efficiencies and increased productivity throughout the city’s operations.**



About UniFund

UniFund, LLC, has over a decade of experience in providing highly functional operational and financial information solutions to over 300 local governments and K-12 school systems. Conveniently based in Nashua, New Hampshire, UniFund serves clients in all six New England states, as well as New York, New Jersey, Pennsylvania, Delaware and Maryland. With a thorough understanding of state-specific mandates in each of these states, as well as federal mandates, we provide valuable assistance to clients in meeting specialized reporting requirements.

UniFunds' revolutionary Target of Peak Performance™ (TOPP) needs analysis, easy-to-use Microsoft Windows®-based BudgetSense™ software, and responsive support services provide local governments and K-12 schools with the best solutions for meeting the business needs of their dynamic operating environment.

UniFund, LLC
Millyard Technology Park
13 Pine Street Extension
Nashua, NH 03060
Tel: 603-595-5500
Fax: 603-595-9960
info@unifundonline.com
www.unifundonline.com



*Go as far as you can see,
and when you get there,
you will see farther.*

– Anonymous



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