

## TIM DOANE, PRINCIPAL/CFO - DIRECTOR OF BUDGET & ACCOUNTING



CPM TEAM MEMBER SINCE 2004

INDUSTRY EXPERIENCE: 39+

### EDUCATION / CERTIFICATIONS

C.A.S.H. School Facilities Leadership Academy, graduating class of 2011

Associate of Arts Degree in Business Administration

Certified Installer Great Plains Software

System Manager Certificate Novell

System Operator Certificate Hewlett-Packard Training Center

QICBASIC Programming Certificate Project Date Systems

### PROFESSIONAL MEMBERSHIPS

Coalition for Adequate School Housing (C.A.S.H.)

Tim Doane has over 39 years' experience in the accounting, technology and management fields. In the budget and accounting arena, his areas of expertise include job cost accounting, cash flow projections, budget analysis and internal controls. Tim's technology experience includes implementation of computerized accounting systems, software integration, network design, conversion and administration. Tim is responsible for oversight of the Budget and Accounting department, quality control, establishment of protocols and procedures to ensure integrity of data and adherence to audit standards, business development, software maintenance and customization, systems integration and product enhancement.

## CPM EXPERIENCE

### Vacaville Unified School District, Vacaville, CA

CPM was hired by the District in 2000 in preparation for its \$157M Measure V Bond Program in 2001. Because of the success of Measure V, the residents of the District didn't hesitate to approve Measure A in 2014 for \$194M. Tim's responsibilities include developing comprehensive project and program budgets, modeling project construction schedule to determine estimated construction escalation costs and developing Cash Flow analysis' based on bond issuance schedule. Responsibilities also include preparation of the District's fiscal year budgets for the Facilities bond program, reconciling the Bond fund balance, periodic presentations to the Citizens' Bond Oversight Committee and implementing procedures to facilitate effective communication and document flow. Responsibilities also include working with the CBO in the preparation of the annual Work-In-Progress report and Asset addition worksheets.

### Woodside Elementary School District, Woodside, CA

\$18 million local bond program, including \$4 million of private donations. Responsibilities include developing comprehensive project and program budgets, modeling project construction schedule to determine estimated construction escalation costs and developing Cash Flow analysis' based on bond issuance schedule. Responsibilities also include assisting the CBO with reconciling District accounting records with external job cost accounting software used to track budget and expenditures for the Bond Program, periodic presentations to the School Board and Citizens' Bond Oversight Committee and implementing procedures to facilitate effective communication and document flow.

### Lafayette School District, Lafayette, CA

\$70 Million Bond Program. Responsible for the implementation of CPM's Master Program Workbook (MPW), a comprehensive multi-worksheet Excel Workbook used to track project budgets, expenditures and contracts for District's Bond Programs. Responsibilities include working with the Director of Facilities developing initial project budgets, preparing cash flow scenarios based on construction schedules and overseeing the day to day financial operations of the Bond Program. Also responsible for designing data export/import routines to facilitate the sharing of financial data between the District's fiscal accounting system and the Master Program Workbook and reconciliation of expenditures and fund balance to the District's accounting system. Other responsibilities include preparing the District's annual fiscal budget for the Bond fund, presentation of Bond financial reports to the Board and Citizen's Bond Oversight Committee, meeting with District's construction management firm to review Project/Program budgets and align future projects with available funds, train CPM staff on the use of Tyler Munis, the District's accounting system and oversee the implementation of protocols and procedures to ensure efficient document and audit controls. CPM has been given login rights to the District's network and accounting system and is responsible for entering all Bond related purchase order requisitions into the system and maintaining the electronic contract files for the Bond.

### **John Swett Unified School District, Contra Costa, CA**

\$63 Million Dual Bond Program. Responsible for the implementation of CPM's Master Program Workbook (MPW), a comprehensive multi-worksheet Excel Workbook used to track project budgets, expenditures and contracts for District's Bond Programs. Responsibilities include working with the Director of Facilities and the District's Program Manager developing initial program and project budgets, customization of the MPW to incorporate District account codes, vendors and funding sources, training staff on the use of the MPW and oversee the implementation of protocols and procedures to ensure efficient document and audit controls. Other responsibilities include assisting the preparing the annual Work-In-Progress report for the auditors and designing data export/import routines to facilitate the sharing of financial data between the District's fiscal accounting system and the Master Program Workbook and assisting staff with the reconciliation of expenditures and fund balance.

### **Walnut Creek Unified School District, Walnut Creek, CA**

\$60 Million Bond Program. Responsible for the implementation of CPM's Master Program Workbook (MPW), a comprehensive multi-worksheet Excel Workbook used to track project budgets, expenditures and contracts for District's Bond Programs. Responsibilities include working with the Director of Facilities and Chief Business Officer developing initial program and project budgets reflected in the Facilities Master Plan, customization of the MPW to incorporate District account codes, vendors and funding sources, training staff on the use of the MPW and oversee the implementation of protocols and procedures to ensure efficient document and audit controls. Other responsibilities include entering expenditure data and associated budget revisions into the MPW, reconciliation of the MPW with the District's accounting system and preparation of the financial reports for the Citizens Bond Oversight Committee. Also assist in the preparation of the annual fiscal budget for the Bond Fund.

### **Martinez Unified School District, Martinez, CA**

\$52 Million Bond Program. Responsible for the implementation of CPM's Master Program Workbook (MPW) to assist the District with analyzing the financial status of their existing Bond Program and the managing of remaining funds. Responsibilities include working with Contra Costa County Office of Education (CCCOE) and the District's staff to create a data export of project expenditure information from the District's accounting system, Tyler Munis, eliminating the need to enter expenditures manually in to CPM's workbook. Assist the District with reconciling expenditures, to past financial audits, periodic updates to the Master Program Workbook and balancing to remaining bond funds.

### **Glendale Unified School District, Glendale, CA**

\$270 million local bond program of new construction, renovation and technology upgrades. Tim was responsible for the implementation of a job cost accounting software solution to replace the FileMaker Pro and Microsoft Excel based system used to provide financial reporting to the Citizens' Bond Oversight Committee (CBOC) and District staff. Included database design and customization; migrating existing bond expenditures into the new software; design custom report and data entry screens; design custom Microsoft Excel reports. Also responsible for working with the Los Angeles County Office of Ed (LACO) with exporting accounting data from the District's financial system into the new job cost accounting software. Assisted the District with fiscal year end close and new fiscal budget preparation.

### **Long Beach Unified School District, Long Beach, CA**

\$1.2 billion local bond program of new construction and renovation. Responsibilities included implementing program wide protocols, procedures and internal controls for fiscal reporting to the Measure K Citizens' Oversight Committee, District's Board, auditors and internal staff. Duties also included the integration of the various accountings systems; Colbi Technologies' Account-Ability, Excel spreadsheets and the District's accounting system FINSYS. Also worked closely with Colbi Technologies' programmers to customize Account-Ability software functionality and reporting to aide in the fiscal administration of the District's bond program. Responsible for designing a comprehensive cash flow analysis tool to provide scenario based cash flow analysis, and the design of a comprehensive "Fund Balance Allocation" tool to assist the District in balancing program budget needs with available cash.

### **San Ramon Valley Unified School District, San Ramon, CA**

\$600 million renovation and new construction program which includes funding from various sources, including a \$260 million local bond and over \$20 million in state funds. Control and monitored the financial activities of the District's Capital Program. Responsibilities included reconciling expenditures to audit reports and the development of various process and procedures. Responsible for the implementation of Timberline Accounting Software at the District and the migration of accounting data from CPM's database. Assisted the District with staff training on the accounting system and the development of accounting protocols and procedures to ensure the integrity of the data and adherence to audit standards. Responsible for designing and implementing data export / import routines to facilitate the sharing of financial data between the District's fiscal accounting system and external job cost accounting applications.

### **Hillsborough City School District, Hillsborough, CA**

\$67 million local bond program of new construction and renovation. Responsibilities included reconciling all expenditures to audit reports, and implementing procedures to help document all changes for each project for reporting purposes to both the Measure B Citizens' Oversight Committee and to the District's Board. Duties also included determining project budgets, monitoring and tracking of program cash flow, program and project budgets and assisting with the governmental agencies project closeout.

### **Tahoe Truckee Unified School District, Truckee, CA**

\$175 million local bond program comprised of two separate bonds. Tim assisted in the development of a Facilities Implementation Plan. Responsible for validating architects' costs estimates, developing comprehensive project budgets, modeling various project schedules to determine estimated construction escalation costs, developing Cash Flow analysis' based on various bond issuance scenarios and working with the value engineering team to bring overall Program costs in line with available funding. Also assisted the CBO with evaluating bond accounting software options.

### **Riverside Unified School District, Riverside, CA**

\$586 million renovation and new construction program. Provided comprehensive, forensic financial review for the program and provided a cash flow analysis for bond issuance purposes. Major component of the program was estimating and documenting projects to be completed by the District and determining need for additional funding. Responsible for designing a comprehensive cash flow analysis tool that may be used by District staff to perform ongoing cash flow need projections.

### **Los Angeles Unified School District, Los Angeles, CA**

\$20 Billion New Construction and Modernization Program. Part of the six person team hired to fully evaluate the current status of the District new construction and modernization program. Primary focus was on the District's funding sources and the impact of the state's economic crisis on receiving state funding. Interviewed key District staff and consultants and provided a detailed review of the funding status of the program and associated budget recommendations.

### **CPM Director, Budget and Accounting Practice**

Responsible for oversight of the Budget and Accounting department, quality control, establishment of protocols and procedures to ensure integrity of data and adherence to audit standards, business development, software maintenance and customization, systems integration and product enhancement. Also responsible for customer relations and client satisfaction. One of the initial responsibilities upon hire was the selection, procurement and implementation of a job cost accounting software solution to replace the Microsoft Excel based system used to provide financial reporting to clients. Included database design and customization; migrating/importing data from Excel into new software; design custom report and inquiry screens; design custom Microsoft Excel reports and integration with accounting software. Responsible for presenting at various workshops for organizations like California's Coalition for Adequate School Housing (C.A.S.H.) and the California Association of School Business Officials.

## **PREVIOUS EXPERIENCE**

---

### **Vanden Bos Electric, Inc., Roseville, CA - Controller**

Vanden Bos Electric is a midsize electrical contractor with gross revenues of \$10 million. Responsible for full fiscal management; financial reporting and oversight of office staff. Accomplishments include the integration of software applications for quick retrieval of financial data and presentation to various target groups and substantially increased productivity through standardized procedures, streamlined communication and the established internal controls.

### **FPI Management Inc., Folsom, CA - Assistant Controller /Network Administrator /Programmer**

FPI Management, Inc. is the largest property management company in Northern California managing over 60,000 units and ranked #11 of the top 50 Largest US Property Management firms.

Accomplishments include the design of an Audit Package comprised of various fiscal reports used by CPA's and auditing firms to complete annual project reviews resulting in significant cost savings to the partnerships. Designed and programmed a windows based application used by apartment communities for entering financial data onsite aiding in the process of decentralizing data entry tasks to reduce corporate overhead.