

## SL COUNTY BUDGET REQUEST / ADJUSTMENT FORM

### Executive Summary

Reference No: 102200YE011	For Fiscal Year: <b>2018</b>
Requesting Organization: 10220000 MAYOR FINANCIAL A	Date of Request: 30-Jul-18
Budget Adjust Type(s): Other	Ongoing (Y or N): Y
	If Yes, next year's CF impact: \$28,000
	Net FTE Change: 0.00

#### Description and Justification:

Paycard Revenue and W Desk: Additional paycard revenue from a campaign and utility online payment processing initiatives taken on by Accounts Payable. We are requesting this revenue be used to fund a CAFR (comprehensive annual financial report) preparation software, Wdesk by Workiva. The software will relieve risks associated with the current process by giving the county more control over the timeline, information and rollout of the CAFR each year. It will facilitate a much more streamlined, accurate and efficient report by removing links that are prone to breaking as well as ensuring that numbers referenced multiple times throughout the 200 plus page document are consistent. It will also remove the burden and costs associated with transitioning CAFR preparation in accordance with the selection of external auditors. Currently, CAFR preparation is facilitated by the external auditors and costs for their preparation and access to the system are part of the external audit contract in Stat and General. This year that contract is going out to RFP and will be able to be decreased due to the removal of the CAFR prep and access components of the contract package.

### Fund Impact

#### SUMMARY OF FUND IMPACT BY FUND

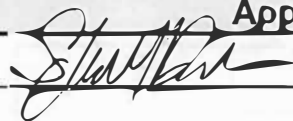
FUND:	110 GENERAL FUND
Fund Impact (Budgetary)	\$0
Fund Impact (Transfers)	\$0
TOTAL FUND IMPACT	\$0

#### SUMMARY OF CNTY FUNDING IMPACT BY DEPT

DEPT	REVENUE	EXPENSE	BAL SHEET	CNTY FUNDING
1022000100 MAYOR FINANCE ADMIN	0	(3,300)	0	(3,300)
1022000200 ACCOUNTING	34,700	38,000	0	3,300
TOTALS	34,700	34,700	0	0

### Approvals

Division Director:



Date:

7/30/18

Dept. or Elected Fiscal Mgr:

Date:

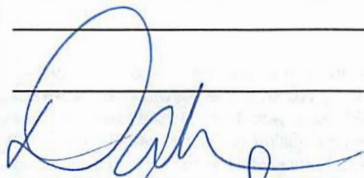
Dept. Dir. or Elected Official:

Date:

Facilities Division Director:  
(Capital Projects Only)

Date:

Chief Financial Officer:



Date:

7/31/18

Mayor or Designee:



Date:

8/1/18



Service Desk

- Create Case
- Search Case

Overview

Case Details

Help

386455 CAFR Prep Software

General

Case Type	Project Project	Status	Open
Suspension		Reference	
Opened date	7/30/2018 1:32:02 PM	Callback	
Solved date		Notification by	

Symptom

Category Admin Internal Use Only

Rich text editor toolbar with options: Undo, Redo, Bold, Italic, Bulleted List, Numbered List, Indent, Outdent, Text Color, Background Color, Link, Unlink, and a text area for the symptom description.

We are anticipating additional pay-card revenue from a campaign and utility online payment processing initiatives taken on by Accounts Payable. We are requesting this revenue be used to fund a CAFR (comprehensive annual financial report) preparation software, Wdesk by Workiva. The software will relieve risks associated with the current process by giving the county more control over the timeline, information and rollout of the CAFR each year. It will facilitate a much more streamlined, accurate and efficient report by removing links that are prone to breaking as well as ensuring that numbers referenced multiple times throughout the 200 plus page document are consistent. It will also remove the burden and costs associated with transitioning CAFR preparation in accordance with the selection of external auditors. Currently, CAFR preparation is facilitated by the external auditors and costs for their preparation and access to the system are part of the external audit contract in Stat and General. This year that contract is going out to RFP and will be able to be decreased due to the removal of the CAFR prep and access components of the contract package.

Additional Information: This software is already on a NASBO contract.

Primary Department:  
Administrative Services

Project Sponsor:  
Darrin Casper CFO, Shanell Beecher Accounting Director

Primary Funding Source:  
110 General Fund General Fund

Budget Year:  
2018

Current Budget Available:  
0

Budget Request Needed from County Council:  
Yes

## Dan J. Curtis

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**From:** Shanell Beecher  
**Sent:** Monday, July 30, 2018 2:25 PM  
**To:** Dan J. Curtis  
**Cc:** Javaid I. Majid  
**Subject:** Re: 2018 budget adjustment for WDesk.xlsm

Darrin is okay with it so we are good to go.

Thanks again!

Shanell  
Sent from my iPhone

On Jul 30, 2018, at 1:03 PM, Dan J. Curtis <[DJCurtis@slco.org](mailto:DJCurtis@slco.org)> wrote:

Hi Jerome,

The attached budget adjustment provides the information we discussed regarding the CAFR (comprehensive annual financial report) preparation software subscription for "WDesk" from Workiva. As mentioned, Shanell is proposing to fund the software subscription purchase using new revenue from P-card rebates. This would be a 2018 purchase, ongoing for 2019 forward.

Also, Shanell indicated the software application and vendor are on a NASBO (National Association of State Budget officers) contract and she has been working with Tiggy to make sure everything is ready on the procurement side.

Please review and let us know if you need additional information.

Thank you for your help.

Dan

Dan Curtis  
Budget Analyst  
Mayor's Financial Administration  
Ph. 385-468-7106  
<image001.jpg>

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**From:** Shanell Beecher  
**Sent:** Monday, July 30, 2018 12:29 PM  
**To:** Dan J. Curtis <[DJCurtis@slco.org](mailto:DJCurtis@slco.org)>; Javaid I. Majid <[JMajid@slco.org](mailto:JMajid@slco.org)>  
**Subject:** 2018 budget adjustment for WDesk.xlsm

Final- updated with the facilities account instead of temp salaries.

Thank you both!! Sorry for the last minute nature of this whole thing