SL COUNTY BUDGET REQUEST / ADJUSTMENT FORM

Executive Summary Reference No: 102200YE011

Reference No: 102200YE011 For Fiscal Year: 2018
Requesting Organization: 10220000 MAYOR FINANCIAL A Date of Request: 30-Jul-18

Budget Adjust Type(s): Other Ongoing (Y or N):

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 D	EPT			
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: 1 36 9
Dept. or Elected Fiscal Mgr:	Date:
Dept. Dir. or Elected Official:	Date:
Facilities Division Director: (Capital Projects Only)	Date:
Chief Financial Officer:	Date: <u>7/31/18</u>
Mayor or Designee: Approve Approve	Date:

ouncil Action	: <u> </u>	Λ		Date:		
		Ар	prove			
	of white the	Bud	get Adjustme	ent Detail		
get Year:	2018		* Requesting De	epartment: 1022000	0 MAYOR FINANCIAL ADMI	NISTRATION
get Period:	Post June Year-End	* Req item No:	102200YE011	* Adjustment Title:	Paycard Revenue and W Desi	
stment Type(s):	Other	•		•		
Expense Budg	et String(s):		,	- 10 - 7		
FUND	SUB-DEPT ID		EXPENSE ACCOUNT	PROG/ACT ID (OPT)	PROJECT ID (CAP)	AMOUNT
110	1022000200		615016			38,0
110	1022000100		607040			(3,:
-						
			TOTAL	EXPENDITURES Page 1:		\$34,7
Revenue Budg				ENDITURES ALL PAGES:		\$34,7
FUND	SUB-DEPT ID		REVENUE ACCOUNT	PROG/ACT ID (OPT)	PROJECT ID (CAP)	AMOUNT
110	1022000200		439005			34,7
+						
			+			
i						
				TAL REVENUES Page 1:		\$34,7
Ralance Sheet	/Fund Unrestriction Stri	ng(e). Bai sh		REVENUES ALL PAGES: Proprietary Fund adjustments of	or fund	\$34,7
Balance Sheet	ir und Omestriction 5th	unrest	rictions; check if applicable.	Toprictary Tura adjustments t	i long	
FUND	SUB-DEPT ID		BAL. SHEE	TACCOUNT	AMOU	INT
			BAL_SHT or 499999			
			BAL_SHT or 499999 BAL_SHT or 499999			
				LANCE SHEET CHANGE:	40.	A CONTRACTOR
*	Ongoing (Y or N):	Υ		No. of New FTEs:		(2)
If Yes, ne	ext year's CF impact:	\$28,000		New Time Limited FTEs:		(2)
			ľ	Io. of Transferred FTEs: No. of Abolished FTEs:	0.00	(2) (2)
Fund Balance	Transfers:			No. of Abolished 1 123.	0.00	(2)
From Fund	From Dept ID	To Fund	To Dept ID	Amount		
T TOTH FUND	From Dept ID	To Fund	10 Dept ID	Amount		
					31.1	
					1 - 1	
L						

Description and justification: (Attach additional pages as needed.)*

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 transistioning 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.

⁽¹⁾ If the request is for a grant, include the dates the grant will expire and what obligations are required of the County after the grant expires.



ervice Desk	Overview Case Details *						
Create Case Search Case	→ Help						
	386455 CAFR Prep Software						
	▼ General	• 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						
	Formats - B / E - E - E - E A - C - A						
	software. Wdesk by Workiva. The software will relieve risks associated with the current proc efficient report by removing finis that are prone to breaking as well as ensuring that numbe preparation in accordance with the selection of external auditors. Currently, CAFR preparative year that contract is going out to RFP and will be able to be decreased due to the removal of additional Information: This software is already on a NASBO sentract. Primary Department: Administrative Services Project Sponsor: Darrin Casper CFO, Shanell Beecher Accounting Director Primary Funding Source: 110 General Fund General Fund	tess by giving the county more control over the time for referenced multiple times throughout the 200 plus on is facilitated by the external auditors and costs for	e. We are requesting this revenue be used to fund a CAFR (comprehensive annual financial report) preparati fine, information and rollout of the CAFR each year. It will facilitate a much more streamlined, accurate and is page document are consistent. It will also remove the burden and costs associated with transitioning CAF or their preparation and access to the system are part of the external audit contract in Stat and General. This act package.				
	Budget Year: 2018 Current Budget Available:						

Dan J. Curtis

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 > 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>

From: Shanell Beecher

Sent: Monday, July 30, 2018 12:29 PM

To: Dan J. Curtis < DJCurtis@slco.org>; Javaid I. Majid < 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