



Midpeninsula Regional
Open Space District

R-12-121
Meeting 12-39
December 19, 2012

AGENDA ITEM 4

AGENDA ITEM

Authorization of Temporary Accounting Staffing to support Implementation of the Integrated Accounting and Finance System

GENERAL MANAGER'S RECOMMENDATION

A handwritten signature in black ink, appearing to be "S. J. ...", written over the end of the "GENERAL MANAGER'S RECOMMENDATION" header.

Authorize temporary staffing from Accountemps not to exceed \$65,000 for implementation support for the Integrated Accounting and Finance System (IAFS).

SUMMARY

On August 10, 2011, the Board of Directors (Board) approved a contract with New World Systems for software and implementation services of an Integrated Accounting and Finance System (R-11-22). The financial modules went live on July 5, 2012, and staff is currently working on implementation of the Human Resources/Payroll (HR/PR) modules. Temporary accounting support is needed to address peak workload associated with completion of the remaining historical data conversion for the financial modules and to conduct system evaluation, testing, and reconciliation for the HR/PR modules.

DISCUSSION

At its regular Board meeting on August 10, 2011, the Board of Directors (Board) approved a contract with New World Systems for software and implementation services of an Integrated Accounting and Finance System (R-11-22). The project commenced in September 2011 and the financial modules went live on July 5, 2012. Following implementation of the financial modules, implementation of the Human Resources/Payroll (HR/PR) modules began on July 30, 2012.

Although the financial modules went live in July 2012, conversion of three years of historical Accounts Payable (AP) transactions was deferred to the fall. The conversion process involves several rounds of data submission, review, and reconciliation to ensure it is correct. Due to staff workload, the District missed two of its deadlines and has had to revise the conversion schedule. In order to complete the AP conversion, there is an immediate need for additional accounting resources to manage peak workload.

The initial New World HR/PR on-site District training trips in August and September of 2012 focused on entering District data into IAFS, such as salary tables, benefit and deduction codes, and employee information. During the most recent trip in October, Accounting staff ran the first

payroll parallel to test the new system. Since then, staff has been researching tax codes, identifying and resolving discrepancies, and working with New World to address system issues. Due to the additional workload required to accomplish these tasks, the District has hired a temporary Accountant with payroll expertise from Accountemps to support the Accounting staff.

Recently, the District has put the payroll system implementation on hold while it evaluates whether or not to bring payroll in-house in New World Systems or to continue to use ADP, the current external payroll provider. Staff anticipates making this decision in January and, if the decision is to retain ADP, the temporary accountant will be discontinued. In the meantime, the employee will work on the AP conversion and other accounting support related to the financial modules. If payroll is brought in-house, it is estimated the temporary accountant will cost up to \$65,000 for the entirety of the project.

BOARD COMMITTEE REVIEW

This item was not reviewed by any Committee.

FISCAL IMPACT

This request is budget neutral. A total of \$75,000 was approved in the annual budget in anticipation of support for IAFS implementation. Therefore, additional funds are not needed.

PUBLIC NOTICE

Notice was provided pursuant to the Brown Act. No additional notice is necessary.

CEQA COMPLIANCE

No compliance is required as this action is not a project under the California Environmental Quality Act (CEQA).

NEXT STEP

If approved, the temporary accountant will continue to support implementation of IAFS by facilitating the conversion of three years of historical Accounts Payable transactions and providing assistance for other financial modules. Also, if payroll is brought in-house, the temporary accountant will be retained for an extended period of time to provide additional support for this remaining module.

Responsible Department Manager:
Kate Drayson, Administrative Services Manager

Prepared by:
Kate Drayson, Administrative Services Manager

Contact person:
Same as above