

**Consent Agenda Briefing for PWSRCAC Board of Directors – September 2023**

**ACTION ITEM**

**Sponsor:** Ashlee Hamilton, Director of Finance

**Project number and name or topic:** 1300 Information Technology

1. **Description of agenda item:** As reported to the Board via email on June 14, 2023, staff is seeking Board action to retroactively approve a FY2024 budget modification to add the annual subscription of the financial accounting system, Sage Intacct, in the amount of \$17,094 and to approve the contracting/licensing expense. This subscription is required for continued use of the accounting system. This is the second year of the three-year contract with Sockeye Consulting, who supports the Sage Intacct system previously approved by the Board.

2. **Why is this item important to PWSRCAC:** A modern accounting system that is kept up-to-date and widely supported is essential for maintaining the financial records of PWSRCAC, processing bills and payrolls, facilitating the annual financial statement audit, and reporting financials to the Board, Finance Committee, management, and staff.

3. **Previous actions taken by the Board on this item:**

<u>Meeting</u>	<u>Date</u>	<u>Action</u>
Board	6/21/2022	Authorized a three-year sole source contract with Sockeye Consulting for help setting up and configuring the new accounting system as well as providing ongoing support and training at a total cost of an estimated \$36,908 over the three years; approved a FY2023 budget modification in the amount of \$22,500 from the capital budget to project 1300 Information Technology for the first year of the Sage Intacct subscription (\$10,500) and Sockeye Consulting contract (\$12,000); and approved a FY2023 budget modification of \$37,500 from the capital budget to the contingency fund.

4. **Summary of policy, issues, support, or opposition:** Because the licensing fee was due before July 1, 2023, staff conferred with Board President Robert Archibald and Treasurer Wayne Donaldson, and the full Board was informed via email that we intended to move forward with signing the agreement and paying the licensing fee, and that this item would be added to the consent agenda at the September Board meeting to retroactively authorize the budget modification and licensing expense. Board members were asked to respond with any objections and no objections were received.

5. **Committee Recommendation:** The Finance Committee has been regularly apprised of the status of the new accounting system, including the review and selection of Sockeye Consulting and Sage Intacct. The Finance Committee supports the annual subscription costs, the line item was merely overlooked when building the FY2024 budget.

## Approval of Annual Sage Intacct Licensing Fee 3-1

6. **Relationship to LRP and Budget:** The Council's accounting management software falls under 1300 Information Technology. Funds will be taken from the FY2024 contingency fund.
  
7. **Action Requested of the Board of Directors:**
  - a) Approve an FY2024 budget modification in the amount of \$17,094 from the contingency fund into budget 1300 Information Technology for the annual Sage Intacct licensing fee; and
  - b) Approve the FY2024 licensing fee with Sage Intacct in the amount of \$17,094 for continued support of the Council's accounting system.
  
8. **Alternatives:** None recommended.
  
9. **Attachments:** None.