



January 20, 2016

TO: LOCSD Board of Directors
FROM: Mike Doyel, District Accountant
Margaret Falkner, Temporary General Manager

SUBJECT: **Agenda Item 11G – 2/4/2016 Board Meeting**
Authorize Purchase of Payroll and Accounts Receivable Modules to the MIP/Sage Accounting System

President
Marshall E. Ochylski

Vice President
Jon-Erik G. Storm

Directors
Charles L. Cesena
Louis G. Tornatzky
R. Michael Wright

General Manager
Kathy Kivley

District Accountant
Michael L. Doyel

Acting Fire Chief
Steve Reeder

Battalion Chief
Tom McEwen

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DESCRIPTION

The District's accounting software is in need of an upgrade in order to facilitate the needs of the District in tracking Payroll and Accounts Receivable. This will provide cleaner reporting and tracking functions in our MIP/Sage Software System.

STAFF RECOMMENDATION

Staff recommends that the Board adopt the following motion:

Motion: I move that the Board authorize staff to purchase the Payroll Accounting and Accounts Receivables modules for the existing accounting system in an amount not to exceed \$12,300.72.

DISCUSSION

The District has been using Micro Information Products (MIP) system software since 2005. Currently, payroll is processed on a separate system named Sage/ABRA and the timecard portion on another system called Insperity Timesheet Professional. Then in turn, the processed payroll is exported into MIP (Accounting Software) to be listed as an expense in the General Ledger.

This has made the processing of payroll cumbersome. Currently, invoicing for water system upgrades are done on a spreadsheet and manually tracked.

The proposed software integrates completely in the MIP/Sage accounting system. This will mean we will no longer need either Insperity or Sage/ABRA. All payroll processing will be handled with one piece of software. From the timecard entry to the processing of payroll checks. MIP/Sage Accounting system will be able to keep track of employee records in detail, payroll checks, and the ability to invoice customers in the system. In consideration of future needs, having the ability to keep all processes in one accounting system will be beneficial.

FINANCIAL IMPACT

Initial Fiscal impact of \$12,300.72. However, with implementation of these modules, money will be saved due to time savings with payroll processing and full integration with our current Accounting Software.

Attachment

Abila
 10800 Pecan Park Blvd., Suite 400
 Austin, TX 78750

Quote

Date
 Quote # 00000390
 Cust Acct # 21154

Bill To
 Los Osos Community Svcs Dist
 2122 9th Street STE 102
 Los Osos, CA 93402

Ship To
 Los Osos Community Svcs Dist
 2122 9th Street STE 102
 Los Osos, CA 93402

Expires	Sales Rep	PO #
January 29, 2016	John Pinon	

Quantity	Term	Description	Rate	Amount
1	1	AR/Reporting	\$895.00	\$895.00
1	12	AR/Reporting M&S - Pro Rated	\$127.22	\$127.22
1	1	AR/Billing	\$2,195.00	\$2,195.00
1	12	AR/Billing M&S - Pro Rated	\$311.96	\$311.96
1	1	Payroll	\$3,495.00	\$3,495.00
1	12	Payroll M&S - Pro Rated	\$496.71	\$496.71
1	1	Direct Deposit	\$1,195.00	\$1,195.00
1	12	Direct Deposit M&S - Pro Rated	\$169.85	\$169.85
1	1	HR Management up to 75 Active Employees	\$1,495.00	\$1,495.00
1	12	HR Management up to 75 Active Employees M&S - Pro Rated	\$212.49	\$212.49
1	1	EWS up to 75 Active Employees	\$1,495.00	\$1,495.00
1	12	EWS up to 75 Active Employees M&S - Pro Rated	\$212.49	\$212.49

Sales
 Tax
 Total \$12,300.72

Terms & Conditions:

Prices quoted are good until the quote expiration date listed above, and terms of payment are due upon agreement below. If your organization does not have terms with Abila you will be required to pre-pay for your purchase before it can be processed. All amounts owed are in US dollars and cents.

Abila does not offer a return policy, maintenance & support is non refundable.

PRICES AND TERMS ACCEPTED AS LISTED ABOVE: {{Sig_es :signer:signature}}

DATE: {{Dte_es :signer:date}}