

FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT
MEMORANDUM
06/05/2023

TO: FRAQMD BOARD OF DIRECTORS

FROM: Christopher Brown AICP, APCO

SUBJECT: Authorize the APCO to enter into a one-year Professional Services agreement with Creating Answers to provide Bookkeeping, Controllershship and CFO level support to the District not to exceed \$64,000.

RECOMMENDATION:

Authorize the APCO to enter into a one-year Professional Services agreement with Creating Answers to provide Bookkeeping, controllership, and CFO level support to the District not to exceed \$64,000.

BACKGROUND:

Since 2019, the District has been in an agreement with Creating Answers to Provide bookkeeping, controllership, and CFO level support. In Phase 1, Creating Answers worked with the District to evaluate, develop, and implement in the areas of accounting and reporting technology, workflow, and policies/procedures. This includes converting the accounting system from a single-entry system to a double entry system. In Phase 2, Creating Answers shifted to testing and refining the newly established procedures as well as prepared for the Administrative Services Officer position transition.

For FY 23/24, Creating Answers will continue to work with staff on various financial/accounting tasks.

FISCAL IMPACT:

The District has included this item in the FY 23/24 proposed budget which is for consideration at this meeting.

LIST OF ATTACHMENTS:

Attachment 1: Proposed Contract with Creating Answers