

FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT
MEMORANDUM
06/07/2021

TO: FRAQMD BOARD OF DIRECTORS

FROM: Christopher D. Brown, AICP, APCO

SUBJECT: 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 \$42,140

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 \$42,140.

ALTERNATIVES:

None

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 reefing the newly established procedures as well as prepared for the Administrative Services Officer position transition.

For FY 21/22, Creating Answers will continue to work with staff as described in Exhibit A of the agreement on various financial/accounting tasks as well as continued work on the FY 18/19 and FY 19/20 Audits.

FISCAL IMPACT:

The District has included this item in the FY 21/22 proposed budget which is for consideration at this meeting.

LIST OF ATTACHMENTS

Attachment 1: Proposed Contract with Creating Answers