



TO: Elizabeth Pauli, City Manager
FROM: Paula Barry, Accounting Services Division Manager, Finance Department
Andy Cherullo, Finance Department
COPY: City Council and City Clerk
SUBJECT: Resolution – Establishing a SAP Accounting Policies and Procedures Position of Limited Duration – July 17, 2018
DATE: June 27, 2018

SUMMARY:

Establish a SAP Accounting Policies and Procedures Project of limited duration pursuant to the provisions of Tacoma Municipal Code (TMC) Section 1.24.187 and the City Charter Section 6.1(h). The position will focus on the review and standardization of current financial practices within the Accounting Services Division providing useful tools for fund accountants as well as internal customers.

STRATEGIC POLICY PRIORITY:

- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

BACKGROUND:

In an effort to ensure consistency in application of processes surrounding accounting practices and to update policies and procedures to align with best practices, the Finance Department is requesting a project position to review current practices and help to standardize them. In addition, time and effort will also be focused on creating tools (checklists, definitions, and options for various accounting tracking mechanisms) that would help both the fund accountants and internal customers.

ISSUE:

This SAP Accounting Policies and Procedures project position will be valid through December 31, 2018. The project position will work closely with fund accountants and finance management to review the processes, set priority to the workload and implement necessary changes. This project will not only help to prepare us for our continued efforts with the trust and transparency initiative, but it will ultimately create a framework for solid and consistent financial reporting.

ALTERNATIVES:

The alternative is to not establish a SAP Accounting Policies and Procedures project and continue our efforts within existing resources.

RECOMMENDATION:

Staff recommends City Council approve the Resolution as presented.



FISCAL IMPACT:

The special project position is estimated to cost the \$40,000 in 2018.

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
5800 – General Government Internal Services	598501	5110900 - Labor	\$40,000
TOTAL			\$40,000

* General Fund: Include Department

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
N/A			
TOTAL			

POTENTIAL POSITION IMPACT:

POSITION TITLE	PERMANENT/ PROJECT TEMPORARY POSITION	FTE IMPACT	POSITION END DATE
Special Project Position	Project	1.0	12/31/2018
TOTAL		1.0	

This section should only be completed if a subsequent request will be made to increase or decrease the current position count.

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: This expenditure will be covered by vacant salary savings included in the 2017/2018 budget.

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes