



McCloud Community Services District

220 West Minnesota Avenue P.O. Box 640 McCloud, CA 96057
Phone (530) 964-2017 Fax (530) 964-3175 e-mail mcsd@ci.mccloudcsd.ca.us

SPECIAL MEETING OF THE FINANCE & AUDIT COMMITTEE SCOUT HALL – 405 E. COLOMBERO DRIVE February 20, 2024 4:00 pm

AGENDA

- 1. Discussion of** Strike Team Payroll and Reimbursement for fires YTD.
- 2. Discussion of** Current Budget vs. Actuals YTD.
- 3. Discussion of** Software Proposal and live demo from Caselle.
- 4. Discussion of** Updated Reserves Spreadsheet.
- 4. General Discussion.**

Adjourn.

Strike Team 7-23 to 12-23

Fire	Date	Invoice	Personnel	Equipment	Support Vehicle	Admin Surcharge	Expense	Revenue	Received
Lightning Complex	8/21 to 9/5	F-20230515-0-86	\$ 26,464.91	\$ -	\$ 3,152.00	\$ 7,025.72	\$ -	\$ 36,642.63	
	8/23 to 9/7	F-20230515-0-249	\$ 19,462.88	\$ -	\$ 269.86	\$ 4,681.00	\$ -	\$ 24,413.74	
			\$ 45,927.79	\$ -	\$ 3,421.86	\$ 11,706.72	\$ -	\$ 61,056.37	\$ 61,056.37
Flat Fire	9/2 to 9/9	F20230747-0-824	\$ 12,462.70	\$ -	\$ -	\$ 3,273.01	\$ 1,334.67	\$ 17,070.38	
	9/2 to 9/25	F20230747-0-826	\$ 29,234.25	\$ -	\$ 3,048.00	\$ 8,657.75	\$ 4,214.45	\$ 45,154.45	
	9/2 to 9/10	F20230747-0-825	\$ 11,422.32	\$ -	\$ -	\$ 2,964.49	\$ 1,074.48	\$ 15,461.29	
Totals			\$ 53,119.27	\$ -	\$ 3,048.00	\$ 14,895.25	\$ 6,623.60	\$ 77,686.12	\$ 77,686.12
Head Fire	8/19 to 8/22	F-20230785	\$ 3,780.75	\$ -	\$ -	\$ 896.87	\$ -	\$ 4,677.62	\$ 4,677.62
Lightning Complex	9/27 to 10/11	F-20230956-0-932.5	\$ 23,499.21	\$ -	\$ 2,955.00	\$ 6,301.09	\$ 108.00	\$ 32,863.30	
	10/2 to 10/6	F-20230956-0-994	\$ 8,759.00	\$ -	\$ 1,395.00	\$ 2,408.73	\$ -	\$ 12,562.73	
			\$ 32,258.21	\$ -	\$ 4,350.00	\$ 8,709.82	\$ 108.00	\$ 45,426.03	\$ 45,426.03
Lightning Complex	9/22 to 10/10	F-20231036	\$ 23,589.75	\$ -	\$ 294.10	\$ 5,665.73	\$ -	\$ 29,549.58	
Happy Camp Complex	8/22 to 8/29	F-20230359-E-296	\$ 9,491.81	\$ -	\$ -	\$ 2,251.65	\$ -	\$ 11,743.46	
	8/28 to 9/2	F-20230359-E-296	\$ 28,138.12	\$ 11,356.80	\$ -	\$ 9,368.98	\$ -	\$ 48,863.90	
			\$ 37,629.93	\$ 11,356.80	\$ -	\$ 11,620.63	\$ -	\$ 60,607.36	\$ 60,607.36
Lightning Complex	8/24 to 9/23	F-20230777	\$ 63,546.54	\$ -	\$ 6,107.00	\$ 16,523.21	\$ -	\$ 86,176.75	\$ 86,176.75
Anvil fire	9/21/23 to 9/25/23	F-20231076	\$ 20,966.66	\$ -	\$ -	\$ 5,518.09	\$ 2,294.82	\$ 26,484.75	
	9/10 to 9/25	F-20231076	\$ 23,221.20	\$ -	\$ -	\$ 6,312.92	\$ 3,390.87	\$ 29,534.12	
			\$ 44,187.86	\$ -	\$ -	\$ 11,831.01	\$ 5,685.69	\$ 61,704.56	
			\$ 490,698.25	\$ 22,713.60	\$ 24,888.82	\$ 133,586.95	\$ -	\$ 426,884.39	\$ 335,630.25
37									RCVD

Owed

Name	Date	Gross	SS	MC	hours	Rate	Total payroll expense
William Lachenmeyer	9/1 to 9/12	5222.32	323.74	75.20	116	45.02	
	9/29/2023	3241.44	200.94	46.68	72	45.02	
	10/13/2023	15126.72	937.71	217.82	336	45.02	
	10/19/2023	8868.94	549.79	127.71	197	45.02	
	10/27/2023	1575.70	97.68	22.69	35	45.02	
Totals		34035.12	2109.86	490.10			\$ 36,635.08
James Lewis	9/1 to 9/12	9949.42	616.77	143.27	221	45.02	
	9/26/2023	14901.62	923.75	214.58	331	45.02	
	9/29/2023	15126.72	937.71	217.82	336	45.02	
Totals		39977.76	2478.23	575.67			\$ 43,031.66
Nate Masciola	9/18/2023	21145.74	1310.82	304.50	322	65.67	
	9/29/2023	18547.06	1149.73	267.08	274	65.67	
	10/13/2023	5821.34	360.86	83.83	86	65.67	
Totals		45514.14	2821.41	655.41			\$ 48,990.96
Jettus Memmer	9/18/2023	18012.68	1116.61	259.38	322	55.94	
	9/29/2023	19474.56	1207.23	280.43	322	55.94	
	10/13/2023	579.60	35.93	8.35	10	57.96	
Totals		38066.84	2359.77	548.16			\$ 40,974.77
Darrel Miller	10/13/2023	19163.52	1187.95	275.95	288	66.54	
	10/27/2023	3577.60	221.78	51.52	52	68.80	
Totals		22741.12	1409.73	327.47			\$ 24,478.32
Seaford Prouty	9/1 to 9/13	10965.78	679.77	157.91	162	67.69	
	9/18/2023	13336.98	826.76	192.05	199	67.02	
Totals		24302.76	1506.53	349.96			\$ 26,159.25
Donna Sager	9/1 to 9/13	7440.96	461.26	107.15	92	80.88	
	9/18/2023	27175.68	1684.62	391.33	336	80.88	
	9/29/2023	24021.36	1489.08	345.91	297	80.88	
	10/13/2023	7654	474.47	110.22	100	80.88	
Totals		66292	4109.43	954.61			\$ 71,356.04
Corey Teschner	9/18/2023	5202.60	322.51	74.92	130	40.02	
Grand Total Payroll Expense	\$ 297,226.11						\$ 5,600.03

Other expenses paid by MCSD	
Food, lodging, per diem	\$ 9,413.04
Fuel, car rental & repairs, travel	\$ 16,086.87
Total	\$ 25,499.91
Grand Total spent from Operating account to be reimbursed	\$ 322,726.02
Less: amount used from strike team reserves for payroll	\$ 150,000
To reimburse MCSD operating account	\$ 172,726.02

General 1010					
Account	Object	REVENUE		2023-24 Budget	2023-24 Actuals YTD
301100-301155			Property Taxes (including delinquent)	\$ 93,015	\$ 62,595
304110			Other IncomeOther Income (power credits, EDD refunds)	\$ 1,500	\$ 907
302220			Laminate, copies & fax services (previously Miscellaneous)	\$ 100	\$ 380
304160			Interest Income	\$ 9,180	\$ 6,641
			TOTAL REVENUE	\$ 103,795	\$ 70,523
		EXPENSES			
401100	110-140	Employee Costs:	Salaries	\$ 250,555	
401200	210-240		Payroll Taxes (MC,UI, SS)	\$ 22,089	\$ 4,736
401300	230		PERS	\$ 19,452	\$ 1,547
	270		Group Health-Active	\$ 145,000	\$ 36,566
	275		Group Health-Retired	\$ 251,924	\$ 86,859
	277		Retiree Benefits-Retirement	\$ 50,667	\$ 27,194
	280		Worker's Comp	\$ 6,500	\$ 5,618
			Total Employee Costs	\$ 746,187	\$ 162,520
402000		Other Costs			
	310		Insurance	\$ 53,430	\$ 45,148
	320		Telephone	\$ 8,000	\$ 4,081
	330		Publications	\$ 50	\$ 45
	340		Travel	\$ 1,000	
	345		Hiring	\$ 1,500	
	350		Training	\$ 5,000	\$ 272
	360		Uniforms	\$ 400	\$ 652
	365		Safety	\$ 600	\$ 341
	370		Memberships	\$ 5,100	\$ 8,772
	385		Operating Lease	\$ 5,800	\$ 1,597
	390		Attorney	\$ 10,000	\$ 29,504
	391		Accountant (Auditor, Actuarial reports)	\$ 16,000	\$ 13,500
	392		Professional Services	\$ 800	\$ 1,560
	396		IT Services	\$ 22,100	\$ 13,976
	398		Election Expense	\$ 2,045	
			Total Other Costs	\$ 131,825	\$ 119,448
403000		Supplies/Maintenance/Hardware			
	400		Supplies	\$ 1,200	\$ 1,473
	410		Office Supplies	\$ 11,560	\$ 4,367
	411		Postage/Delivery	\$ 4,000	\$ 2,126
	412		Computer/IT Supplies	\$ 1,000	\$ 644
	415		Janitorial Supplies	\$ 1,000	\$ 57
	420		Diesel	\$ 500	
	430		Fuel	\$ 500	
	440		Heating Fuel	\$ 6,000	\$ 1,668
	450		Power	\$ 3,000	\$ 2,311
	510		Building	\$ 1,000	\$ 711
	520		Equipment Maintenance	\$ 2,500	\$ 6
	530		Vehicle Maintenance	\$ 800	
			Total	\$ 33,060	\$ 13,363
		Miscellaneous Costs			
405000	720		Service Fees	\$ 1,500	1045
	710		Fees/Permits	\$ 400	348
	740		Property Tax	\$ 126	126
			Total Miscellaneous Costs	\$ 2,026	\$ 1,519
			Total Operating Expenses	\$ 1,016,893	\$ 367,373

Director's Fund 1020					
Expenses				23-24 Budget	23-24 Actuals YTD
	401000	110	Salaries	\$ 13,500	\$ 7,200
	401200	210-240	Payroll Taxes	\$ 400	\$ 550
	401300	280	Worker's Comp	\$ 100	\$ 73
			Total Payroll Costs	\$ 14,000	\$ 7,823
	402000				
		340	Travel	\$ 500	
		350	Training	\$ 1,000	
			Total Other Costs	\$ 1,500	\$ -
	403000	400	Supplies	\$ 100	
			Total Supplies/Maint/Hardware	\$ 100	\$ -
			Total Operating Costs	\$ 15,600	\$ 7,823

Fire Fund 1040

Revenue	Account	Object		23-24 Budget	23-24 Actuals YTD
	301100		Tax Revenue	\$ 123,378	\$ 153,818
	304120		Ambulance	\$ 100,000	\$ 67,959
	304100		Donations	\$ 10,000	\$ 3,483
	304110		Other Income	\$ 61,500	\$ 44,575
	304160		Interest Income	\$ 11,058	\$ 10,425
			Total Revenue	\$ 305,936	\$ 280,260
Expenses					
	401100	110-140	Salaries	\$ 205,604	\$ 58,811
	401200	210-240	Payroll Taxes	\$ 17,473	\$ 6,257
	401300	270	Employee Health Benefits	\$ 58,499	\$ 6,039
		280	Worker's Comp	\$ 19,409	\$ 4,274
		230	PERS	\$ 18,036	\$ 6,534
			Total Employee Costs	\$ 319,021	\$ 81,915
Other Costs					
	402000	310	Insurance	\$ 14,052	\$ 13,575
		340	Travel	\$ 1,034	\$ 147
		345	Hiring	\$ 2,000	\$ 609
		320	Telephone/Cell Phones	\$ 3,800	\$ 1,573
		350	Training	\$ 8,000	\$ 124
		360	Uniforms	\$ 2,200	\$ 2,213
		365	Safety	\$ 500	\$ 90
		370	Memberships	\$ 500	\$ 645
		380	Volunteer Reimbursements	\$ 12,000	\$ 3,459
		390	Attorney	\$ 1,000	
		392	Professional Services-Ambulance	\$ 8,000	\$ 3,347
		394	Professional Services	\$ 10,000	\$ 4,940
		396	IT (Information Technologies)	\$ 3,500	\$ 10
		397	Advertising	\$ 500	
	Supplies/Maint./Hardware		Total Other Costs	\$ 67,086	\$ 30,732
	403000	400	Supplies	\$ 55,241	\$ 3,500
		410	Office Supplies/Postage		\$ 98
		412	Computer/IT Supplies		\$ 446
		415	Janitorial Supplies		\$ 275
		420	Diesel	\$ 8,000	\$ 4,583
		430	Fuel	\$ 7,200	\$ 4,429
		440	Heating Fuel	\$ 15,000	\$ 5,895
		450	Power	\$ 4,800	\$ 2,404
		510	Building	\$ 2,500	\$ 487
		520-530	Equipment & Vehicle Maintenance	\$ 20,000	\$ 17,543
			Total Supplies/Maintenance/Hardware	\$ 112,741	\$ 39,660
	405000	710	Fees/Permits	\$ 3,000	
		740	Property Tax	\$ 70	\$ 63
			Total Miscellaneous Costs	\$ 3,070	\$ 63
			Total Operating Costs	\$ 501,918	\$ 152,370
			Net Income/Loss	\$ (195,982)	\$ 127,890

Strike Team 1041				
Revenue			23-24 Budget	23-24 Actuals YTD
304115		Strike Team Revenue		\$ 335,630
304160		Interest		\$ 1,638
		Total Revenue		\$ 337,268
Expenses				
401100	120	Salaries/Wages	\$ 231,213	\$ 276,132
401200	210-240	Payroll Taxes	\$ 17,688	\$ 21,527
401300	280	Worker's Comp		\$ 121
		Total Employee Costs	\$ 248,901	\$ 297,780
	Other Costs			
402000	340	Travel		\$ 13,260
	350	Training		\$ 150
	360	Uniforms		\$ 119
	392	Professional Services		\$ 698
		Total Other Costs	\$ -	\$ 14,227
	Supplies/Main./ Hardware			
403000	400	Supplies		\$ 82
	420	Diesel		\$ 558
	430	Fuel		\$ 20
	530	Vehicle Maintenance		\$ 14,460
		Total Supplies/Main/Hardware	\$ -	\$ 15,120
		Total Operating Expenses	\$ 248,901	\$ 327,127
		Net Income/Loss	\$ (248,901)	\$ 10,141

Alleys Fund 1050

Alleys Fund 1050					
Revenue	Account	Object		23-24 Budget	23-24 Actuals YTD
	302100		Utility Fees	\$ 40,710	\$ 24,317
	304160		Interest	\$ 4,669	\$ 2,940
			Donations/OtherIncome	\$ 50	\$ 5
			Total Revenue	\$ 45,429	\$ 27,262
Expenses					
	401100	110	Salaries	\$ 27,000	\$ 11,321
		220-240	Payroll Taxes	\$ 2,500	\$ 1,041
	401300	230	PERS	\$ 1,879	\$ 817
	401300	270	Group Health Benefits-Active	\$ 6,352	\$ 3,260
		280	Worker's Comp	\$ 1,760	\$ 1,191
			Total Employee Costs	\$ 39,491	\$ 17,630
	402000	310	Insurance	\$ 4,000	\$ 3,960
		360	Uniforms	\$ 300	\$ 47
		340	Travel		\$ 22
		345	Hiring		\$ 71
		365	Safety	\$ 400	
		392	Professional Services		
			Total Other Costs	\$ 4,700	\$ 4,100
	403000	400	Supplies	\$ 2,500	\$ 3,356
		420	Diesel	\$ 6,000	\$ 1,220
		430	Fuel	\$ 1,500	\$ 1,169
		510	Building/Grounds	\$ 6,000	\$ 6
		520	Equipment Maintenance	\$ 3,800	\$ 1,032
		530	Vehicle Maintenance	\$ 2,300	\$ 620
			Total Supplies,Maintenance, Hardware	\$ 22,100	\$ 7,403
			Total Operating Expenses	\$ 66,291	\$ 29,133
			Net Income/Loss	\$ (20,862)	\$ (1,871)

Lights Fund					
Revenue					
	Account	Object		2023-24 Budget	2023-24 Actuals YTD
	302100		Utility Fees	\$ 18,500	\$ 11,716
			Residential Services		\$ 1,232
			Interest Income		\$ 8
Expenses			Total Revenue	\$ 18,500	\$ 12,956
	403000	450	Power	\$ 18,500	\$ 11,899
			Total Expenses	\$ 18,500	\$ 11,899
			Net Income	\$ -	\$ 1,057

Park Fund 1070					
Revenue	Account	Object		2023-24 Budget	2023-24 Actuals YTD
	301100		Tax Revenue	\$ 50,586	\$ 58,800
	303100		Rent-Scout Hall	\$ 2,900	\$ 545
	303110		Rent-Concessions	\$ 175	
	303120		Rent-Park	\$ 815	\$ 1,583
	304110		Other Income/Donations	\$ 250	\$ 518
	304160		Interest	\$ 2,890	\$ 1,821
			Total Revenue	\$ 57,616	\$ 63,267
Expenses					
	401100	110	Salaries	\$ 35,328	\$ 17,301
	401200	210-240	Payroll Taxes	\$ 3,000	\$ 1,522
	401300	280	Worker's Comp	\$ 4,000	\$ 2,672
		270	Group Health Benefits-Active	\$ 5,500	\$ 3,972
		230	PERS	\$ 854	\$ 649
			Total Payroll Expense	\$ 48,682	\$ 26,116
	402000				
		310	Insurance	\$ 4,000	\$ 3,902
		360	Uniforms	\$ 100	
		365	Safety	\$ 100	
		390	Attorney		\$ 240
			Total Other Costs	\$ 4,200	\$ 4,142
	403000	400	Supplies	\$ 2,000	\$ 461
		415	Janitorial Supplies	\$ 500	
		430	Fuel	\$ 700	\$ 168
		440	Heating Fuel	\$ 3,000	\$ 1,444
		450	Power	\$ 1,100	\$ 873
		510	Building	\$ 800	\$ 69
		520-530	Equipment & Vehicle Maintenance	\$ 525	
			Total Supplies/Maint./Hardware	\$ 8,625	\$ 3,015
	405000				
		740	Property Tax	\$ 100	\$ 95
			Total Miscellaneous Costs	\$ 100	\$ 95
			Total Operating Expenses	\$ 61,607	\$ 33,368
			Net Income/Loss	\$ (3,991)	\$ 29,899

Library Fund					
Revenue	Account	Object		2023-24 Budget	2023-24 Actuals YTD
	301100		Tax Revenue	\$ 6,706	\$ 8,454
	304100		Other Income/Donations	\$ 1,500	\$ 296
	304160		Interest	\$ 1,088	\$ 69
			Total Revenue	\$ 9,294	\$ 8,819
Expenses					
	401100	110	Salaries	\$ 2,569	\$ 1,167
	401200	210-240	Payroll Taxes		\$ 98
	401300	230	PERS		\$ 82
		270	Group Health Benefits		\$ 989
			Total Payroll Expense	\$ 2,569	\$ 2,336
	Other Costs	310	Insurance	\$ 394	\$ 326
	402000	345	Hiring		
			Total Other Costs	\$ 394	\$ 326
	403000	400	Supplies	\$ 25	
		410	Office Supplies	\$ 100	
		440	Heating Fuel	\$ 1,600	\$ 503
		450	Power	\$ 1,400	\$ 652
		510	Building	\$ 500	
			Total Supplies/Main/Hardware	\$ 3,625	\$ 1,155
			Total Operating Expenses	\$ 6,194	\$ 3,491
			Net Income/Loss	\$ 3,100	\$ 5,328

Refuse Fund 1090

	Account	Object		2023-24 Budget	2023-24 Actuals YTD
Revenue					
	302100		Utility Fees	\$ 422,431	\$ 257,192
	302150		Solid Waste-Extra Refuse	\$ 2,106	\$ 946
	302160		Green Waste	\$ 4,500	\$ 5,423
	304160		Interest	\$ 6,834	\$ 4,307
			Total Revenue	\$ 435,871	\$ 267,868
Expenses					
	401100	110-140	Salaries	\$ 54,564	\$ 72,222
	401200	211-240	Payroll Taxes	\$ 5,201	\$ 6,262
	401300	280	Worker's Comp	\$ 3,858	\$ 3,323
		270	Group Health Benefits-Active	\$ 26,282	\$ 18,961
		230	PERS	\$ 6,736	\$ 5,231
			Total Personnel Costs	\$ 96,641	\$ 105,999
	402000	310	Insurance	\$ 9,020	\$ 10,390
		340	Travel	\$ 2,000	\$ 695
		345	Hiring	\$ 150	\$ 71
		350	Training	\$ 5,500	\$ 1,162
		360	Uniforms	\$ 300	\$ 47
		365	Safety	\$ 500	\$ 88
		392	Professional Services	\$ 300	\$ 50
			Total Other Costs	\$ 17,770	\$ 12,503
	403000	400	Supplies	\$ 13,000	\$ 2,666
		420	Diesel	\$ 13,800	\$ 8,361
		430	Fuel	\$ 1,800	\$ 1,182
		520	Equipment Maintenance	\$ 6,000	\$ 14,675
		530	Vehicle Maintenance	\$ 5,000	\$ 4,954
			Total Supplies/Maintenance/Hardware	\$ 39,600	\$ 31,838
	405000	710	Fees/Permits	\$ 52,000	\$ 30,050
			Total Miscellaneous Costs	\$ 52,000	\$ 30,050
	Debt Service				
	404000	615	Principal	\$ 55,907	\$ 38,000
		615	Interest Expense	\$ 5,254	\$ 7,098
			Total Debt Service	\$ 61,161	\$ 45,098
			Total Operating Expenses	\$ 267,172	\$ 225,488
			Net Income/Loss	\$ 168,699	\$ 42,380

Sewer Fund 2000

Sewer Fund 2000					
Revenue	Account	Object		2023-24 Budget	2023-24 Actuals YTD
	302100		Utility Fees	\$ 555,400	\$ 338,053
	302120		Connection Fees	\$ 4,950	
	304160		Interest	\$ 46,410	\$ 29,727
			Total Revenue	\$ 606,760	\$ 367,780
Expenses					
	401100	110-140	Salaries	\$ 60,000	\$ 76,443
	401200	210-240	Payroll Taxes	\$ 4,909	\$ 6,680
	401300	280	Worker's Comp	\$ 4,000	\$ 2,839
		270	Group Health Benefits-Active	\$ 16,000	\$ 31,870
			Total Employee Costs	\$ 84,909	\$ 117,832
	402000	310	Insurance	\$ 9,417	\$ 9,871
		340	Travel	\$ 300	\$ 22
		345	Hiring	\$ 200	\$ 71
		350	Training	\$ 5,500	\$ 1,162
		360	Uniforms	\$ 315	\$ 47
		365	Safety	\$ 500	\$ 88
		370	Memberships	\$ 700	\$ 673
		392	Professional Services	\$ 7,000	\$ 10,178
			Total Other Costs	\$ 23,932	\$ 22,112
	403000	400	Supplies	\$ 7,000	\$ 1,559
		420	Diesel	\$ 3,000	\$ 1,220
		430	Fuel	\$ 1,309	\$ 1,164
		520	Equipment Maintenance	\$ 3,500	\$ 1,060
		530	Vehicle Maintenance	\$ 1,500	\$ 584
			Total Supplies/Main/Hardware	\$ 16,309	\$ 5,587
Debt Service					
	404000	610	Principal	\$ 83,130	\$ 43,137
		615	Interest Expense	\$ 20,968	\$ 12,033
			Total Debt Service	\$ 104,098	\$ 55,170
	405000	710	Fees/Permits		20239
		720	Service Fees		\$ 31
			Total Miscellaneous Costs	\$ -	\$ 20,270
			Total Operating Expenses	\$ 229,248	\$ 220,971
			Net Income/Loss	\$ 377,512	\$ 146,809

Water Fund 3000

Water Fund 3000						
Revenue	Account	Object			2023-24 Budget	2023-24 Actuals YTD
	302100			Utility Fees	\$ 622,119	\$ 380,566
	304110			Connection fees	\$ 20,000	\$ 8,971
	304160			Interest	\$ 29,407	\$ 18,525
				Total Revenue	\$ 671,526	\$ 408,062
Expenses						
	401100	110-140		Salaries	\$ 83,903	\$ 112,920
	401200	210-240		Payroll Taxes	\$ 7,036	\$ 9,385
	401300	280		Worker's Comp	\$ 7,000	\$ 5,303
		270		Group Health Benefits-Active	\$ 26,553	\$ 35,018
				PERS	\$ 9,394	\$ 8,990
				Total Employee Costs	\$ 133,886	\$ 171,616
	402000	310		Insurance	\$ 17,767	\$ 19,351
		320		Telephone	\$ 500	
				Travel	\$ 3,000	\$ 45
				Hiring	\$ 200	\$ 71
				Training	\$ 6,000	\$ 1,426
				Uniforms	\$ 300	\$ 47
				Safety	\$ 600	\$ 88
				Memberships	\$ 850	\$ 1,160
				Attorney	\$ 5,000	
				Professional Services	\$ 5,500	\$ 1,638
				Total Other Costs	\$ 39,717	\$ 23,826
	403000	400		Supplies	\$ 10,500	\$ 7,845
		420		Diesel	\$ 2,500	\$ 1,220
		430		Fuel	\$ 2,400	\$ 1,164
		520		Equipment Maintenance	\$ 5,000	\$ 1,556
		530		Vehicle Maintenance	\$ 1,200	\$ 584
				Total Supplies/Maint/Hardware Costs	\$ 21,600	\$ 12,369
	Debt Service					
	404000	610		Principal		
		615		Interest Expense		
		620		Debt Administration		\$ 625
				Total Debt Service	\$ -	\$ 625
	405000	710		Fees/Permits	\$ 7,600	\$ 3,320
		720		Service Fees		\$ 31
				Total Miscellaneous Costs	\$ 7,600	\$ 3,351
				Total Operating Expenses	\$ 202,803	\$ 211,787
				Net Income/Loss	\$ 468,723	\$ 196,275

See *what our customers are saying:*
Customer Testimonials

From: Jennifer Brunello <cfo@ci.mccloudcsd.ca.us>
Sent: Thursday, January 11, 2024 5:27 PM
To: Wade Walker <pww@caselle.com>
Subject: RE: Caselle Download Financial Lead

Hello. I do have a question about the proposal. On one I see a grand total of 38,099 and on the other the grand total is 100,399. Is this added together to make a grand total of 138,498? **This is because one us hosting it for you (\$38,099) and the other is server-based where it's installed and maintained by you on your servers (\$100,399). You will notice on pg 2 that the monthly maintenance and support is significantly different as well. Hosted is more than server because your off loading that responsibility to Caselle to maintain. My guess is if you have decent reliable internet that hosted is the best option for you.**

Also, I noticed that the billing is for up to 800 customers. How much would it be for 822 customers? I think we have around 822. **800 is close enough, implementation wants me to be within 25% of the actually number. The difference is only \$2 per account so in your case \$44 but we wouldn't charge you that and would just stick with the 800 number overall.**

We would love for you to come for an all day demo next month. Let me know when. I won't be here on Feb. 12-13, but other than that, I will be here. Realistically, we will probably not actually want to switch until July 1st the start of our fiscal year, so hopefully the 90-day proposal can be valid until then? **Yes we will make the proposal valid. We can definitely look at dates next month or wait until it's closer to July. Whatever works best for you. February 20th, 21st or 22nd is currently available.**

Thanks

Jennifer Brunello
Finance Officer
McCloud Community Service District
PO Box 640
McCloud, CA 96057
530-964-2017
530-964-3175 fax
530-261-1905 cell
cfo@ci.mccloudcsd.ca.us

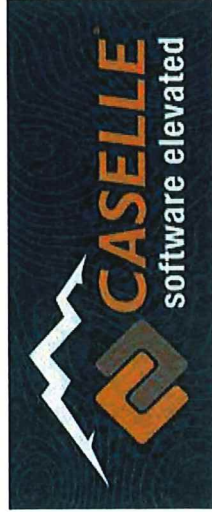
From: Wade Walker <pww@caselle.com>
Sent: Monday, January 8, 2024 11:14 AM
To: Jennifer Brunello <cfo@ci.mccloudcsd.ca.us>
Subject: RE: Caselle Download Financial Lead

Hi Jennifer,

I called today but it sounds like you're in a lengthy meeting. Let me know if you have any questions about the proposals I sent over last week and if you would like to have us come onsite in the next month or so for an all-day demo.

Thanks,

Wade Walker
Territory Manager
Direct [801.850.5085](tel:801.850.5085)
Email pww@caselle.com



See what our customers are saying:

Customer Testimonials

From: Wade Walker
Sent: Tuesday, January 2, 2024 9:55 AM
To: Jennifer Brunello <cfo@ci.mccloudcsd.ca.us>
Subject: FW: Caselle Download Financial Lead

Hi Jennifer,

Happy New Year! I've included both a hosted and server-based proposal for you to review and see the cost difference. Keep in mind that these have all the applications that we spoke about and we can eliminate any module that you feel isn't necessary to have out of the gates in order to fit under your budget. The monthly amount can be found on pg 2. This amount is based upon the applications on the proposal. We call the maintenance and support fees "Software Assurance." With this you get software for life on the applications you have. When we come out with an upgrade you automatically get it without any

additional cost. It also includes any training, setup and conversion associated with future upgrades. You do have unlimited calls to support as well. If you would like to pay the maintenance and support fees annually, we will give you a 5% discount.

We offer training in several ways, at our location in Provo Ut, Onsite and Online. I've priced your proposals with training at Caselle in Provo Ut. We give you a significant discount to come to us for training and found that taking you out of your environment to avoid any interruptions can be very beneficial. We also understand that some sites would prefer us onsite, we would just need to make the necessary adjustments on the training costs. Some sites have a combination of all three and we are more than happy to do what works best for you and your staff.

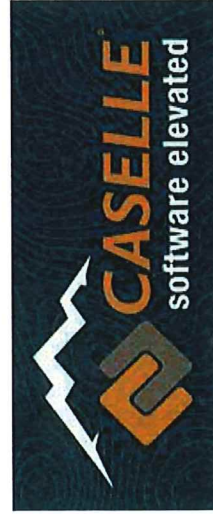
Our implementation team has converted from almost every system out there. They have seen best practices from hundreds of cities and specials service districts across the country. I would look at your conversion to Caselle as an audit of all your processes. They will make recommendations to you for changes when they see areas where you can streamline your processes. The total process can take anywhere from 12-15 months depending on your engagement and availability along with our availability. We have almost 50 sites currently working through the process but not all will go live before you. The biggest unknown is the beginning "prep-phase". We don't know how easy or hard retrieving the data will be along with how long that will take to get into Caselle's load tables. If you have someone there that has the time and is capable of accomplishing this task it will greatly speed up the "prep-phase" and officially get you in the "queue". Once our resources open up it goes relatively quick 120-180 days. If you would like to outsource this portion we work well with a local company called Q90 and I can get you their information. I've attached the implementation flow chart.

Please review both proposals and let me know what questions you have. If the numbers look good and you're able to fit it into your budget we can schedule additional online demo time or possibly come onsite for a full day demo for you and your staff.


Thanks,

17 of 37

Wade Walker
Territory Manager
Direct [801.850.5085](tel:801.850.5085)
Email pww@caselle.com



See *what our customers are saying:*
[Customer Testimonials](#)



Caselle® Software & Services Proposal

McCloud Community Services District, CA

December 29, 2023

(Valid for 90 days)

From:

Wade Walker, Territory Manager
pww@caselle.com

Caselle[®] Software & Services Proposal
McCloud Community Services District, CA
December 29, 2023

Proposal Summary

Total Software License	\$62,300
Total Training	18,100
Total Setup	14,450
Total Conversion	5,549
Total Investment	\$100,399

A deposit of 50% of the total proposal price is required with order. The remaining balance will be due upon completion of training.

Monthly Software Assurance will be \$1,939.

I have read and agree to all terms & conditions proposed herein. I understand if McCloud Community Services District is unable to provide data to Caselle in the requested format, additional fees will apply.

Signature

Printed Name & Title

Date

Caselle® Software & Services Proposal
McCloud Community Services District, CA
December 29, 2023

Proposal Detail

<i>Caselle</i> ® Application Software	License Fees	Training	Setup	Conversion	Total
General Ledger	\$5,500	\$2,250	\$700	\$1,200	\$9,650
Budgeting	Incl. w/GL	Included	-	-	-
Bank Reconciliation	Incl. w/GL	Included	-	1,000	1,000
miExcel GL	1,000	Included	1,000	-	2,000
Payroll/Direct Deposit	9,200	2,250	1,750	629	13,829
Electronic W2/1099	1,700	Included	-	-	1,700
Timekeeping	2,700	550	500	-	3,750
Human Resources	4,500	550	-	-	5,050
Online Pay Stubs/W2's	-	-	3,000	-	3,000
Accounts Payable	5,500	550	500	120	6,670
Purchases & Requisitions	2,700	550	-	-	3,250
Utility Management	5,500	3,375	1,500	1,600	11,975
Utility Service Orders	2,700	550	500	-	3,750
Online Mapping	-	-	-	-	-
Cash Receipting	4,500	550	500	-	5,550
Payment Import	2,500	Included	1,000	-	3,500
Cash Receipting Web Services	-	-	-	-	-
Utility/Service Orders Web Services	-	-	-	-	-
Asset Management	3,300	550	500	500	4,850
Materials Management	4,500	1,125	500	500	6,625
Project Accounting	4,500	2,250	500	-	7,250
Caselle Document Management	-	3,000	2,000	-	5,000
Zonal OCR	-	-	-	-	-
Three (3) Concurrent User Licenses	Included	-	-	-	Included
One (1) Additional Concurrent User Licenses (4 Total)	2,000	-	-	-	2,000
Grand Total	\$62,300	\$18,100	\$14,450	\$5,549	\$100,399

Caselle® Software & Services Proposal
McCloud Community Services District, CA
December 29, 2023

Notes:

1. Training will take place at Caselle. We offer several options for training: at our location in Provo Utah, Onsite and Online. We offer a significant discount to come to our location for training and have found that taking you out of your environment helps avoid interruptions and can be the most beneficial. Some sites request a combination of all three. We encourage training at Caselle but are more than happy to do what works best for you and your staff.
2. Online Paystubs includes 37 employees paid bi-weekly and annual W2's. Software Assurance will be adjusted if the number of employees exceeds this estimate.
3. The subscription based Caselle Document Management includes: Full Text Search, Encryption, Drag and Drop, Role-Based Security, Versioning, Document Retention, Audit Trail, OCR (10,000 pages/month), three (3) Concurrent User Licenses, three (3) Advanced Workflow Licenses and the Caselle Integration.
4. If during the Implementation the Pre-Live and Go-Live needs to be re-scheduled you may be subject to additional charges up to \$10,000. depending on frequency and reason.

Caselle allocates resources and staffing to accomplish your implementation in a timely manner. When hard dates are set and missed it affects multiple projects and requires more time and resources.
5. History Conversion is available on a per bid basis. Additional fees may apply upon review of existing legacy data.

Caselle® Software & Services Proposal
McCloud Community Services District, CA
December 29, 2023

General Information

In order to further define and clarify the various products and services offered in this proposal, the following notes will apply based on the software applications and/or services quoted:

Hardware, Network, & Database Software Requirements	It is the responsibility of the customer to meet the attached Caselle System Requirements. Prior to the implementation, your SQL Server installation must be complete. Customers requesting additional assistance with Microsoft SQL Server installations are asked to contact Executech, Caselle's authorized contractor at (801) 253-4541. Charges will be billed at the rate of \$105 per hour upon approval by the customer. You will be invoiced by Caselle for these services.
Source Code	Source code is held in escrow with InnovaSafe, Inc. Technology Protection Services and requires a beneficiary enrollment form, available upon request. An annual fee of \$200 will apply.
Software License Fees	The price quoted is based on the number of concurrent users listed in the proposal. Additional concurrent user licenses are \$2,000 each.
Training	Unless otherwise quoted, training will take place at Caselle's Education Center, located in Provo, Utah. Your staff will be trained on your data. Approximately one half of the training time will be spent reviewing and validating your converted data files. Training hours are from 8:30 a.m. to 4:30 p.m., Monday through Friday.
On-site Implementation Assistance	If on-site implementation assistance is quoted, this may include a pre-implementation customer process evaluation meeting. We will review your current processes and determine what is required to make a smooth transition to the Caselle software system. Additional on-site assistance days may be quoted to assist during and after the implementation. This ensures that you are utilizing the Caselle application features to the full benefit of your organization.
Travel Expenses	If on-site training or implementation assistance is quoted, travel expenses will be estimated based on the number of days and trips required. Actual expenses will be invoiced when implementation is complete.

Implementation Services

Data conversion is an involved, sometimes complicated procedure that must be completed with a high level of accuracy and precision. To make this process run smoothly, Caselle requires your assistance in providing the required materials for preliminary data conversion, offering clarification as needed during the conversion process, and supplying updated materials for the final data conversion. ***Please read the following information carefully.***

Gathering Preliminary Data

Assemble the following information and send it to Caselle.

- Complete the **Information Worksheets** during each phase of the conversion.
- Provide **data to be converted**.
 - You may need to clarify the data, as needed, during the conversion process.
 - Caselle will not convert the prior period detail during data conversion unless optional history conversion is specified in the contract.
- Send **printed or PDF reports** to verify account balances at the time data is sent to Caselle for preliminary conversion and again for final data conversion.

Submitting Conversion Data

You will be provided a file layout for each application that will have data conversion. The file layout details the required and/or optional fields that Caselle will need to provide the conversion. The cost of conversion quoted in this proposal is based on your submission of the necessary data in the requested formats. If data cannot be supplied in this format, additional costs will be billed to get your existing data into the desired formats ready for conversion, and could delay any proposed timeline. We may also need file layouts or descriptions of tables and where all of the necessary information is located within your existing data to complete the conversion.

Data Conversion Timeline

The timeline begins when the requested data and all required preliminary information has been received by Caselle. The timeline to complete an accurate data conversion can range from 120 – 180 days. This is dependent upon the condition of the data and the client's willingness to review the preliminary information for accuracy, including information requested in the discovery phase of the conversion.

Scheduling Training

Important! Training will only be scheduled after Caselle has completed the mock conversion and the customer has reviewed and approved the conversion.

After training is scheduled, a representative from the Implementation team will review the remaining steps to ensure a successful implementation, prior to going Live on Caselle.

Caselle® Software & Services Proposal
McCloud Community Services District, CA
December 29, 2023

Software Setup & Data Conversion

This section contains the items, per directory, that will be setup and converted in each module. Since estimating the exact quantity may be difficult, we will adjust the calculated conversion cost if the actual number of items converted is greater than or less than 25% of the original estimate.

Data conversion requires that data be submitted in the required format. It is the responsibility of the customer to provide data to Caselle. Conversion services to retrieve or modify your data to the required formats are available at an additional cost. These services will be billed at Caselle's current hourly rate and are not included in this proposal.

- General Ledger Setup**
- Set up the control table in the General Ledger and Account Masks with the appropriate segments for funds, departments, revenue sources, object codes, and other account classifications.
 - Modify the existing chart of accounts to utilize the advanced reporting features available with Caselle, if needed.
 - Format five standard financial statements:
 - Balance Sheet with Revenue/Expenditures compared to budget
 - Allocation Reconciliation
 - Income Statement (All Funds)
 - Balance Sheet (All Funds)
 - Fund Summary Income Statement

Note: Additional fees may be required to set up additional financial statements.

- Establish all necessary journals for interfaced subsystems to allow the subsystems to update transactions to the General Ledger.
- Create a custom Checklist to document your organization's daily, monthly, and fiscal year-end steps; as well as budget procedures.

- Data Conversion**
- The current year-to-date trial balance and budget will be entered and balanced to your existing system. Caselle will provide supporting reports that document the balance sheet accounts, revenues, and expenditure balance for auditing purposes. A trial balance period will be established and all periods from that period forward will contain detail transaction information, if provided.

600 accounts are included

- Bank Reconciliation
Data Conversion**
- Bank reconciliation for the desired cash accounts with outstanding deposits and checks will be established. A bank reconciliation will be completed and balanced to cash for the appropriate beginning period.

2 bank accounts are included

Caselle[®] Software & Services Proposal
McCloud Community Services District, CA
December 29, 2023

- Payroll/Direct Deposit Setup**
- Set up necessary pay codes for gross pay, deductions, taxes, and benefits.
 - Set up check formats for the Employee Payroll Check and Vendor Remittance for applicable deductions.
 - Create a custom Checklist to document all necessary payroll procedures for pay periods and year-end.
 - Set up default reports for all necessary payroll reporting, including:
 - Transmittals
 - Standard State/Federal Reporting
 - Set up header and batch information with the appropriate ACH/NACHA file information.
 - Set up bank file with all necessary employee bank routing information.
 - Format one direct deposit voucher and one transmittal voucher.
 - Additional form set up, such as timesheets will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

- Data Conversion**
- Each employee's information will be converted. This information includes the employee name, address, Social Security number, exemptions, and worker's compensation status.
 - Each employee's wage distribution for salary and benefits will be established.
 - Employee pay codes for all wages, deductions, taxes, benefits, and reimbursements will be converted.
 - Payroll YTD information will be entered and reviewed to ensure W-2 information is accurate at year-end.
 - Payroll processing to verify data conversion is accurate will be completed.
 - Payroll YTD totals, leave time, hours, and benefits will be balanced to the existing system if supporting reports are provided.
 - Caselle will provide reports of the converted data for auditing purposes.
 - Each employee file will be set up with the employee's bank routing account information for full ACH compatibility. A pre-notification test file will be generated and verified to ensure accuracy.

37 employees are included

- Timekeeping Setup**
- Establish activity codes and appropriate payroll overrides.
 - Set up and define task codes, including descriptions and General Ledger override accounts, if necessary.
 - Set up employee defaults for tasks, activities, and shifts.
 - Set up applicable FLSA shifts.

Caselle[®] Software & Services Proposal
McCloud Community Services District, CA
December 29, 2023

Accounts Payable Setup

- Establish vendor defaults.
- Format one check form with requested stub detail.
- Create a Checklist to document Accounts Payable procedures, including the printing of 1099's.

Data Conversion

- Each vendor's information will be converted. This information includes the vendor name, street address, mailing address, remittance addresses, city, state, zip code, and 1099 status.
 - Exception: 1099 balances can be established, if provided.

60 vendors are included

Purchases & Requisitions Setup

- Format one purchase order form.
- Create a Checklist to document Purchase Order procedures.
- Additional custom purchase order form set up will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Utility Management Setup

- Set up services, taxes, rate tables, and other fees for billing.
- Format one form for each of the following: utility bills, delinquent notices, and shut-off notices.
- Set up default reports for billing, meter proofing, and reviewing customer information.
- Create table lists to generate customer labels, reports for new connects, terminated customers with credit balances, and terminated customers with a zero balance.
- Create a Checklist to document daily, monthly, and billing procedures.
- Additional forms will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Data Conversion

- Each customer's information will be entered and verified. This information depends on what is provided. Information will be converted as is and normally includes the customer number, name, service address, mailing address, city, state, zip code, telephone numbers, meter number, location, balances, and previous reads.
- All appropriate transactions for balancing the billing will be converted.
- Balancing totals, billing totals, receivable by service totals, if provided, will be balanced to the existing system using supporting reports.
- Caselle will provide reports of the converted data for auditing purposes.

800 meters or customers are included

Caselle[®] Software & Services Proposal
McCloud Community Services District, CA
December 29, 2023

- Service Orders Setup**
- Set up the Service Order options (including user, department, and actions).
 - Customize Service Order data entry screens.
 - Format three Service Order form layouts.
 - Set up the Utility Management interface.
 - Additional form layouts will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.
- Cash Receipting Setup**
- Set up the General Ledger accounts for bank deposits and standard receipting revenue.
 - Set up category and distribution codes.
 - Set up payment types, for example, check, cash, and credit card, and associated reports for balancing.
 - Create default reports to assist in daily operation.
 - Create a Checklist to document procedures for daily cash receipting transactions, updates, and posting of receipts.
- Asset Management Setup**
- Establish the default depreciation frequency and method, with the asset number format.
 - Set up departments, classifications, and asset types.
 - Create a Checklist to document procedures, including the asset creation and General Ledger updates.
- Data Conversion**
- Asset number, description, department, classification, and type will be converted. The depreciation start date, life, and method of depreciation will be converted for each asset, if provided.
 - Accumulated depreciation can be converted to ensure an accurate beginning balance.
- Materials Management Setup**
- Create the inventory number mask.
 - Set up the Department, Category, and Location files.
 - Establish inventory levels, turnover, and valuation reports.
 - Create a Checklist to document daily, monthly, and inventory procedures.
- Data Conversion**
- Inventory items will be converted. This includes the inventory number, description, location, category, quantity, and unit cost for each item. Inventory valuation will be balanced if available.
- Project Accounting Setup**
- Set up organization settings and all system defaults.
 - Determine job number mask with segments and values for all projects.
 - Determine and set up General Ledger accounts for WIP, depreciation, accumulated depreciation, and clearing accounts for labor and purchases.
 - Interface all applicable Caselle applications.
 - Set up the Crew Rate, Departments, and Jobs for creation, approval, and completion procedures.

Caselle® Hosted Software & Services Proposal

McCloud Community Services District, CA

December 29, 2023

(Valid for 90 days)

From:

Wade Walker, Territory Manager
pww@caselle.com

Caselle® Hosted Software & Services Proposal
McCloud Community Services District, CA
December 29, 2023

Proposal Summary

License Type	Hosted
Total Training	\$18,100
Total Setup	14,450
Total Conversion	5,549
Total Investment	\$38,099

A deposit of 50% of the total proposal price is required with order. The remaining balance will be due upon completion of training.

Monthly Hosted Maintenance & Support will be \$2,953.

I have read and agree to all terms & conditions proposed herein. I understand if McCloud Community Services District is unable to provide data to Caselle in the requested format, additional fees will apply.

Signature

Printed Name & Title

Date

Caselle® Hosted Software & Services Proposal
 McCloud Community Services District, CA
 December 29, 2023

Proposal Detail

<i>Caselle</i> ® Application Software	License Type	Training	Setup	Conversion	Total
General Ledger	Hosted	\$2,250	\$700	\$1,200	\$4,150
Budgeting	Hosted	Included	-	-	-
Bank Reconciliation	Hosted	Included	-	1,000	1,000
miExcel GL	Hosted	Included	1,000	-	1,000
Payroll/Direct Deposit	Hosted	2,250	1,750	629	4,629
Electronic W2/1099	Hosted	Included	-	-	-
Timekeeping	Hosted	550	500	-	1,050
Human Resources	Hosted	550	-	-	550
Online Pay Stubs/W2's	Hosted	-	3,000	-	3,000
Accounts Payable	Hosted	550	500	120	1,170
Purchases & Requisitions	Hosted	550	-	-	550
Utility Management	Hosted	3,375	1,500	1,600	6,475
Utility Service Orders	Hosted	550	500	-	1,050
Online Mapping	Hosted	-	-	-	-
Cash Receipting	Hosted	550	500	-	1,050
Payment Import	Hosted	Included	1,000	-	1,000
Cash Receipting Web Services	Hosted	-	-	-	-
Utility/Service Orders Web Services	Hosted	-	-	-	-
Asset Management	Hosted	550	500	500	1,550
Materials Management	Hosted	1,125	500	500	2,125
Project Accounting	Hosted	2,250	500	-	2,750
Caselle Document Management	Hosted	3,000	2,000	-	5,000
Zonal OCR	Hosted	-	-	-	-
Four (4) Concurrent User Licenses	Included	-	-	-	Included
Grand Total	Hosted	\$18,100	\$14,450	\$5,549	\$38,099

Caselle® Hosted Software & Services Proposal
McCloud Community Services District, CA
December 29, 2023

Notes:

1. Training will take place at Caselle. We offer several options for training: at our location in Provo Utah, Onsite and Online. We offer a significant discount to come to our location for training and have found that taking you out of your environment helps avoid interruptions and can be the most beneficial. Some sites request a combination of all three. We encourage training at Caselle but are more than happy to do what works best for you and your staff.
2. Online Paystubs includes 37 employees paid bi-weekly and annual W2's. Software Assurance will be adjusted if the number of employees exceeds this estimate.
3. The subscription based Caselle Document Management includes: Full Text Search, Encryption, Drag and Drop, Role-Based Security, Versioning, Document Retention, Audit Trail, OCR (10,000 pages/month), three (3) Concurrent User Licenses, three (3) Advanced Workflow Licenses and the Caselle Integration.
4. If during the Implementation the Pre-Live and Go-Live needs to be re-scheduled you may be subject to additional charges up to \$10,000. depending on frequency and reason.

Caselle allocates resources and staffing to accomplish your implementation in a timely manner. When hard dates are set and missed it affects multiple projects and requires more time and resources.
5. History Conversion is available on a per bid basis. Additional fees may apply upon review of existing legacy data.

Caselle® Hosted Software & Services Proposal
McCloud Community Services District, CA
December 29, 2023

Implementation Services

Data conversion is an involved, sometimes complicated procedure that must be completed with a high level of accuracy and precision. To make this process run smoothly, Caselle requires your assistance in providing the required materials for preliminary data conversion, offering clarification as needed during the conversion process, and supplying updated materials for the final data conversion. ***Please read the following information carefully.***

Gathering Preliminary Data

Assemble the following information and send it to Caselle.

- Complete the **Information Worksheets** during each phase of the conversion.
- Provide **data to be converted**.
 - You may need to clarify the data, as needed, during the conversion process.
 - Caselle will not convert the prior period detail during data conversion unless optional history conversion is specified in the contract.
- Send **printed or PDF reports** to verify account balances at the time data is sent to Caselle for preliminary conversion and again for final data conversion.

Submitting Conversion Data

You will be provided a file layout for each application that will have data conversion. The file layout details the required and/or optional fields that Caselle will need to provide the conversion. The cost of conversion quoted in this proposal is based on your submission of the necessary data in the requested formats. If data cannot be supplied in this format, additional costs will be billed to get your existing data into the desired formats ready for conversion, and could delay any proposed timeline. We may also need file layouts or descriptions of tables and where all of the necessary information is located within your existing data to complete the conversion.

Data Conversion Timeline

The timeline begins when the requested data and all required preliminary information has been received by Caselle. The timeline to complete an accurate data conversion can range from 120 – 180 days. This is dependent upon the condition of the data and the client's willingness to review the preliminary information for accuracy, including information requested in the discovery phase of the conversion.

Scheduling Training

Important! Training will only be scheduled after Caselle has completed the mock conversion and the customer has reviewed and approved the conversion.

After training is scheduled, a representative from the Implementation team will review the remaining steps to ensure a successful implementation, prior to going Live on Caselle.

Caselle® Hosted Software & Services Proposal
McCloud Community Services District, CA
December 29, 2023

Software Setup & Data Conversion

This section contains the items, per directory, that will be setup and converted in each module. Since estimating the exact quantity may be difficult, we will adjust the calculated conversion cost if the actual number of items converted is greater than or less than 25% of the original estimate.

Data conversion requires that data be submitted in the required format. It is the responsibility of the customer to provide data to Caselle. Conversion services to retrieve or modify your data to the required formats are available at an additional cost. These services will be billed at Caselle's current hourly rate and are not included in this proposal.

- General Ledger Setup**
- Set up the control table in the General Ledger and Account Masks with the appropriate segments for funds, departments, revenue sources, object codes, and other account classifications.
 - Modify the existing chart of accounts to utilize the advanced reporting features available with Caselle, if needed.
 - Format five standard financial statements:
 - Balance Sheet with Revenue/Expenditures compared to budget
 - Allocation Reconciliation
 - Income Statement (All Funds)
 - Balance Sheet (All Funds)
 - Fund Summary Income Statement

Note: Additional fees may be required to set up additional financial statements.

- Establish all necessary journals for interfaced subsystems to allow the subsystems to update transactions to the General Ledger.
- Create a custom Checklist to document your organization's daily, monthly, and fiscal year-end steps; as well as budget procedures.

- Data Conversion**
- The current year-to-date trial balance and budget will be entered and balanced to your existing system. Caselle will provide supporting reports that document the balance sheet accounts, revenues, and expenditure balance for auditing purposes. A trial balance period will be established and all periods from that period forward will contain detail transaction information, if provided.

600 accounts are included

- Bank Reconciliation
Data Conversion**
- Bank reconciliation for the desired cash accounts with outstanding deposits and checks will be established. A bank reconciliation will be completed and balanced to cash for the appropriate beginning period.

2 bank accounts are included

Caselle® Hosted Software & Services Proposal
McCloud Community Services District, CA
December 29, 2023

- Payroll/Direct Deposit Setup**
- Set up necessary pay codes for gross pay, deductions, taxes, and benefits.
 - Set up check formats for the Employee Payroll Check and Vendor Remittance for applicable deductions.
 - Create a custom Checklist to document all necessary payroll procedures for pay periods and year-end.
 - Set up default reports for all necessary payroll reporting, including:
 - Transmittals
 - Standard State/Federal Reporting
 - Set up header and batch information with the appropriate ACH/NACHA file information.
 - Set up bank file with all necessary employee bank routing information.
 - Format one direct deposit voucher and one transmittal voucher.
 - Additional form set up, such as timesheets will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.
- Data Conversion**
- Each employee's information will be converted. This information includes the employee name, address, Social Security number, exemptions, and worker's compensation status.
 - Each employee's wage distribution for salary and benefits will be established.
 - Employee pay codes for all wages, deductions, taxes, benefits, and reimbursements will be converted.
 - Payroll YTD information will be entered and reviewed to ensure W-2 information is accurate at year-end.
 - Payroll processing to verify data conversion is accurate will be completed.
 - Payroll YTD totals, leave time, hours, and benefits will be balanced to the existing system if supporting reports are provided.
 - Caselle will provide reports of the converted data for auditing purposes.
 - Each employee file will be set up with the employee's bank routing account information for full ACH compatibility. A pre-notification test file will be generated and verified to ensure accuracy.
- 37 employees are included
- Timekeeping Setup**
- Establish activity codes and appropriate payroll overrides.
 - Set up and define task codes, including descriptions and General Ledger override accounts, if necessary.
 - Set up employee defaults for tasks, activities, and shifts.
 - Set up applicable FLSA shifts.

Caselle[®] Hosted Software & Services Proposal
McCloud Community Services District, CA
December 29, 2023

Accounts Payable Setup

- Establish vendor defaults.
- Format one check form with requested stub detail.
- Create a Checklist to document Accounts Payable procedures, including the printing of 1099's.

Data Conversion

- Each vendor's information will be converted. This information includes the vendor name, street address, mailing address, remittance addresses, city, state, zip code, and 1099 status.
 - Exception: 1099 balances can be established, if provided.
- 60 vendors are included**

Purchases & Requisitions Setup

- Format one purchase order form.
- Create a Checklist to document Purchase Order procedures.
- Additional custom purchase order form set up will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Utility Management Setup

- Set up services, taxes, rate tables, and other fees for billing.
- Format one form for each of the following: utility bills, delinquent notices, and shut-off notices.
- Set up default reports for billing, meter proofing, and reviewing customer information.
- Create table lists to generate customer labels, reports for new connects, terminated customers with credit balances, and terminated customers with a zero balance.
- Create a Checklist to document daily, monthly, and billing procedures.
- Additional forms will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Data Conversion

- Each customer's information will be entered and verified. This information depends on what is provided. Information will be converted as is and normally includes the customer number, name, service address, mailing address, city, state, zip code, telephone numbers, meter number, location, balances, and previous reads.
 - All appropriate transactions for balancing the billing will be converted.
 - Balancing totals, billing totals, receivable by service totals, if provided, will be balanced to the existing system using supporting reports.
 - Caselle will provide reports of the converted data for auditing purposes.
- 800 meters or customers are included**

Caselle[®] Hosted Software & Services Proposal
McCloud Community Services District, CA
December 29, 2023

- Service Orders Setup**
- Set up the Service Order options (including user, department, and actions).
 - Customize Service Order data entry screens.
 - Format three Service Order form layouts.
 - Set up the Utility Management interface.
 - Additional form layouts will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.
- Cash Receipting Setup**
- Set up the General Ledger accounts for bank deposits and standard receipting revenue.
 - Set up category and distribution codes.
 - Set up payment types, for example, check, cash, and credit card, and associated reports for balancing.
 - Create default reports to assist in daily operation.
 - Create a Checklist to document procedures for daily cash receipting transactions, updates, and posting of receipts.
- Asset Management Setup**
- Establish the default depreciation frequency and method, with the asset number format.
 - Set up departments, classifications, and asset types.
 - Create a Checklist to document procedures, including the asset creation and General Ledger updates.
- Data Conversion**
- Asset number, description, department, classification, and type will be converted. The depreciation start date, life, and method of depreciation will be converted for each asset, if provided.
 - Accumulated depreciation can be converted to ensure an accurate beginning balance.
- Materials Management Setup**
- Create the inventory number mask.
 - Set up the Department, Category, and Location files.
 - Establish inventory levels, turnover, and valuation reports.
 - Create a Checklist to document daily, monthly, and inventory procedures.
- Data Conversion**
- Inventory items will be converted. This includes the inventory number, description, location, category, quantity, and unit cost for each item. Inventory valuation will be balanced if available.
- Project Accounting Setup**
- Set up organization settings and all system defaults.
 - Determine job number mask with segments and values for all projects.
 - Determine and set up General Ledger accounts for WIP, depreciation, accumulated depreciation, and clearing accounts for labor and purchases.
 - Interface all applicable Caselle applications.
 - Set up the Crew Rate, Departments, and Jobs for creation, approval, and completion procedures.

Statement of Reserve Fund Balances

1/31/2024

Fund	Account	Reserve Category	Beginning Balance	Deposit	Withdrawal	Interest	Ending Balance	Reserve Balances
		Five Star Money Market	\$ 3,834,765.01			\$ 12,465.05	\$ 3,847,230.06	
		Five Star Reserve Fund Sewer (CD)	\$ 100,000.00				\$ 100,000.00	
		LAIF	\$ 888.64				\$ 888.64	
		Total	\$ 3,935,653.65				\$ 3,948,118.70	
General	101110	Contingency	\$ 123,244.20	\$ -	\$ -	\$ 391.58	\$ 123,635.78	\$ 330,653.02
1010		OPEB	\$ 293.70		\$ -	\$ 0.93	\$ 294.63	
	101130	Set asides pending Audits	\$ 126,973.99	\$ -		\$ 403.43	\$ 127,377.42	
	101135	Surplus pending Audits	\$ 79,093.89	\$ -		\$ 251.30	\$ 79,345.19	
Fire	101115	Ambulance Fund	\$ 60,787.35			\$ 193.14	\$ 60,980.49	\$ 772,304.36
1040	101116	Ambulance & Equipment Donations	\$ 407.86			\$ 1.30	\$ 409.16	
	101110	Non-Operating (not assigned or committed)	\$ 287,852.57		\$ -	\$ 914.59	\$ 288,767.16	
1041	101136	Strike Team Equip. repair	\$ 30,840.84			\$ 97.99	\$ 30,938.83	
	101137	Strike Team future wages	\$ 152,423.07			\$ 484.29	\$ 152,907.36	
		Strike Team Non-Operating	\$ 100,000.00			\$ 317.73	\$ 100,317.73	
1040	101130	Set asides pending Audits	\$ 42,434.44	\$ -		\$ 134.83	\$ 42,569.27	
	101135	Surplus pending Audits	\$ 95,112.16	\$ -		\$ 302.20	\$ 95,414.36	
Alleys	101110	Winter Storm Disaster Fund	\$ 34,566.87			\$ 109.83	\$ 34,676.70	\$ 146,413.52
1050		Loader Future Payment	\$ 11,118.68			\$ 35.33	\$ 11,154.01	
		Future Dump Truck	\$ 234.87		\$ -	\$ 0.75	\$ 235.62	
		Trucks	\$ 5,663.82		\$ -	\$ 18.00	\$ 5,681.82	
	101130	Set asides pending Audits	\$ 28,697.71	\$ -		\$ 91.18	\$ 28,788.89	
	101135	Surplus pending Audits	\$ 65,667.84	\$ -		\$ 208.64	\$ 65,876.48	
Lights	101130	Set asides pending Audits	\$ 395.24	\$ -		\$ 1.26	\$ 396.50	\$ 396.50
1060								
Parks	101110	Park Fund	\$ 45,090.10			\$ 143.26	\$ 45,233.36	\$ 90,660.66
1070		Lawnmower	\$ 24,253.29			\$ 77.06	\$ 24,330.35	
		Loader Future Payment	\$ 898.46			\$ 2.85	\$ 901.31	
		Future Dump Truck	\$ 2,269.28		\$ -	\$ 7.21	\$ 2,276.49	
		Future Trucks	\$ 4,960.89			\$ 15.76	\$ 4,976.65	
	101130	Set asides pending Audits	\$ 12,901.51	\$ -		\$ 40.99	\$ 12,942.50	
Library	101110	Library Fund	\$ 2,145.59			\$ 6.82	\$ 2,152.41	\$ 3,421.24
1080		Building Maintenance	\$ 829.34			\$ 2.64	\$ 831.98	
		Future Dump Truck	\$ 27.52			\$ 0.09	\$ 27.61	
		Future Trucks	\$ 27.52			\$ 0.09	\$ 27.61	
	101130	Set asides pending Audits	\$ 380.42	\$ -		\$ 1.21	\$ 381.63	
Refuse	101110	General Refuse	\$ 95,194.44			\$ 302.46	\$ 95,496.90	\$ 214,441.47
1090		Loader Future Payment	\$ 6,683.27			\$ 21.23	\$ 6,704.50	
		Future Dump Truck	\$ 54.35		\$ -	\$ 0.17	\$ 54.52	
		Future Trucks	\$ 3,307.26			\$ 10.51	\$ 3,317.77	
	101130	Set asides pending Audits	\$ 108,522.97	\$ -		\$ 344.81	\$ 108,867.78	
Sewer	101110	General Sewer	\$ 583,736.14			\$ 1,854.69	\$ 585,590.83	\$ 1,454,982.90
2000		Loader Future Payment	\$ 11,255.74			\$ 35.76	\$ 11,291.50	
		Future Dump Truck	\$ 383.82		\$ -	\$ 1.22	\$ 385.04	
		Future Trucks	\$ 14,937.88		\$ -	\$ 47.46	\$ 14,985.34	
		Camera	\$ 22,048.40			\$ 70.05	\$ 22,118.45	
	101130	Assigned set asides pending Audits	\$ 564,027.26	\$ -		\$ 1,792.07	\$ 565,819.33	
	101135	Assigned Surplus pending Audits	\$ 95,372.60	\$ -		\$ 303.03	\$ 95,675.63	
	101120	USDA RD 2003-2042 Payment Reserve	\$ 48,382.61			\$ 153.72	\$ 48,536.33	
	101120	USDA RD 2003-2042 Renewal & Extension	\$ 24,191.30			\$ 76.86	\$ 24,268.16	
	101120	CDBG 1999 (\$5583/yr thru 06/2038)	\$ 13,756.47			\$ 43.71	\$ 13,800.18	
	101120	SWRCB Capital Reserve 2000-2023	\$ 72,282.45			\$ 229.66	\$ 72,512.11	
Water	101110	General Water	\$ 159,398.99		\$ -	\$ 506.45	\$ 159,905.44	\$ 922,379.99
3000		Loader Future Payment	\$ 25,190.36			\$ 80.04	\$ 25,270.40	
		Future Dump Truck	\$ 285.25		\$ -	\$ 0.91	\$ 286.16	
		Main Line Project	\$ 38,584.70			\$ 122.59	\$ 38,707.29	
	101130	Assigned set asides pending Audits	\$ 549,671.86	\$ -		\$ 1,746.46	\$ 551,418.32	
	101120	CDBG 1999 (\$6917/yr thru 06/2038)	\$ 146,327.46			\$ 464.92	\$ 146,792.38	
Totals			\$ 3,923,188.60	\$ -	\$ -	\$ 12,465.05	\$ 3,935,653.66	\$ 3,935,653.66