



MEMO

To: NCRA Finance Committee
From: Executive Director Mitch Stogner
Date: February 10, 2010
Subject: **Agenda Item F.2 – Sonoma County Contract**

NCRA Staff conducted a telephone conference with Sonoma County Auditor Controller's Office on February 27 to discuss possible ways to minimize accounting services provided by Sonoma County in an effort to reduce expenses. Staff has determined that the following essential duties should be retained by Sonoma County Auditor Controller's Office:

- Process invoices for payment;
- Process deposits;
- Prepare annual Forms 1099 and 1096;
- Prepare bi-weekly payroll;
- Prepare bi-weekly CalPers reporting;
- Prepare quarterly and year-end payroll reporting;

There are two functions that Sonoma County currently provides that may or may not be desired at this time by the NCRA Finance Committee. These two functions encompass 55% of Sonoma County's time spent on NCRA:

- Provide monthly Cash Flow, NWP Co. and Trial Balance Reports (monthly cash basis reports)
- Attend monthly meetings

Additional scope could be reduced by discontinuing the accrual of year-end accounts payable, accounts receivable, debt, and depreciation because that is already being maintained by NCRA.

Staff Recommendation:

Allow NCRA to further explore with Sonoma County Auditor Controller's Office, viable ways to minimize their contract while continuing to maintain vital services they provide with the goal of presenting to the Committee a new NCRA/Sonoma County contract in May 2010.