



## Board Agenda Item Staff Report

Subject: Fund Accounting Software to replace QuickBooks  
Meeting Date: June 23, 2021  
Date Prepared: June 21, 2021  
Prepared by: Shelley Redding, Administrator  
Attachments: Bid proposals from 3 Accounting Software companies and one information sheet from another provider who staff is trying to contact.

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**Recommended Action:** Provide direction to staff on the preferred Fund Accounting Software

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Currently, the District uses a desktop version of Intuit QuickBooks bookkeeping software. While this software is adequate for basic bookkeeping functions, it has become apparent that QuickBooks cannot provide the needed financial reporting for Auditors and for GASB required reporting standards, without the extra effort of spreadsheet applications and reconciliations that are external to the software. Additionally, in recent years the District has had an obligation to report on restricted funding revenue and expenses that should be reported as separate funds.

The last three Audits have encountered significant delays with the current reporting using QuickBooks software for the District Finances. The cost for the Audits has the potential to be reduced with the change to a fund accounting platform. The time saved for staff would also be reduced to prepare for the Audit with a more appropriate software.

With this in mind, Staff contacted a software consulting company that assisted in identifying the providers that fit the needs of the District:

- Fund Accounting capable with GL, Accounts Payable, Allocations, Budgeting, Accounts Receivable, Comprehensive Financial Reporting by Fund and by Whole District
- GASB standards compliant
- Affordable for a small business,
- Work with current utility billing for data integration
- Capability to expand in the future for internal utility billing and payroll (if desired)

The 3 Software proposals from *Black Mountain Software*, *Caselle* and *Aplos* that are attached were requested by Staff after an initial online demonstration of the Software. The fourth information sheet for *Accufund* is provided for consideration as staff has not yet received a requested proposal (but we are interested in pursuing information about the product).

Staff requests direction from your Board to weigh the features in each software program against the initial cost and the annual user fees and determine what solution works best for the needs of the District.

# ACCUFUND FOR GOVERNMENT



AccuFund delivers the best total solution for your government financial operations, AccuFund Government Accounting Suite. AccuFund's straight forward design makes the software easy-to-use for government municipal accounting while fulfilling all the reporting requirements of your municipality. The system is customizable to your needs – just specify the account structure you need so data you enter may be reported the way you need.

AccuFund uses an intuitive interface making it easy for new staff to become familiar with the system. Popular features such as at-a-glance cash balances by bank, contribute to your accounting staff's increased efficiency and productivity. When users need information, the AccuFund Report Writer makes it easy, delivering the reports directly from the system to the user through email; saving you time and resources.

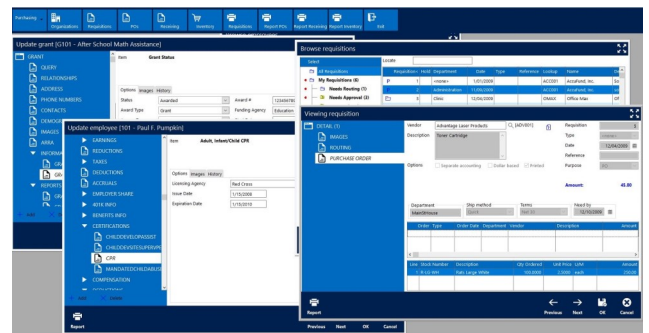
A standard toolbar is provided to give you quick access to your day-to-day functions. Tool tips (balloon help) are provided on each field. Property sheets (tabbed folders) are used so all information is available in a concise, easily attainable manner.

## ON-PREMISE OR CLOUD

AccuFund Government Accounting Suite is delivered as either a licensed on-premise solution or as a cloud subscription solution.

AccuFund Anywhere, our cloud solution, provides access from any workstation on the Internet as long as it supports one of several main-stream browsers.

Whichever licensing method is right for your organization, AccuFund is ready to deliver its benefits to you.



## ACCUFUND CORE SYSTEM

With AccuFund, the following components are included in the AccuFund Government Accounting Suite core system without having to pay extra:

- General Ledger
- Financial Report Writer
- Accounts Payable
- Cash Receipts

- Bank Reconciliation
- Dashboard
- Forms Designer/Data Exports
- Data Import
- System Security
- Document & Image Scanning
- EFT Payment in Accounts Payable

## ACCUFUND GOVERNMENT MODULES

AccuFund Government Accounting Suite fully integrates with these government-specific add-on modules:

- Utility Billing
- Work Orders
- Permits & Inspections

- Personal & Property Taxes
- Fees, Taxes & Licenses
- Court Fines
- Pay Portal

## POPULAR ACCUFUND ADD-ON MODULES

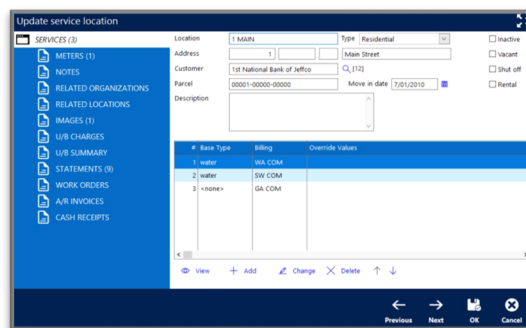
- Payroll (Human Resources, Employee Portal, Time Keeping, Time Clocks)
- Requisitions Management
- Purchasing with Inventory
- Fixed Assets

- Grants Management
- Budget Development
- Position Control
- Accounts Receivable with Inventory

## UTILITY BILLING

The Utility Billing system is designed to manage all your utility billing needs. This complete system tracks your billing by service location to facilitate customer changes.

An unlimited number of meters, charges and location notes can be attached to any service location. Charges are individually tracked for proper application of customer payments.



## WORK ORDERS

Work Orders is designed to track internal and external service requests. Track citizen requests for service such as down trees, missing signs, hydrant leaks, etc.

Internally track department service requests such as maintenance or IT activity. Also track service requests for fleet management through linkages to the fixed assets system.

## PERMITS & INSPECTIONS

The Permits and Inspections component enables users to assign, schedule, and track the progress of permitting and inspections. Permits can have multiple permit types, that can be specified and added by the user. Examples are:

Construction, Zoning, Remodel, and Demolition. Fees calculate based on user defined rules, using data from other modules and fields in the system.

## PERSONAL & PROPERTY TAXES

The Personal and Property Taxes module is where you will define your various taxes on personal or real property.

generating the tax amounts.

It is designed to easily import your real property data from the source of your assessor's valuations and then within AccuFund you can define the actual calculations used in

This module also utilizes the Reports and Forms Designer to layout and produce your tax bills and forms. You have complete control over the definition of billing periods.

## FEES, LICENSES & TAXES

The Fees, Licenses and Taxes module includes the functions a Town/City Clerk needs for licensing including premise certificates, sales tax, building permits and more.

be printed directly from this module including serialized licenses. For Sales Tax, the module keeps track of payment cycles and can report missing cycles even if subsequent payments are received.

Any of the basic certificates required in a municipality can

## COURT FINES

Court Fines provides municipalities and government entities an integrated solution to track fines for traffic, parking, inspectional services and other fines. The system keeps track of bonds, court dates and payments.

In the case of a refunded bond, it is integrated with the accounts payable system for seamless payment.

## PAY PORTAL

The Pay Portal integrates enables organizations to offer clients and residents online access to utility bills and invoices plus the ability to make secure online payments by eCheck or Debit/Credit card.

AccuFund is pleased to be partnered with CardX as our payment processor. CardX offers state-of-the-art payment processing in a secure environment.

## PAYROLL SUITE (PAYROLL & OTHER INTEGRATED OPTIONAL COMPONENTS)

AccuFund Payroll Suite is a group of modules providing a complete solution for your government.

**Payroll** allows you to organize labor distributions, fringe expenses associated with labor, accrual balance checking on-the-fly, multiple rates per employee, and direct deposit to multiple banks. It enables your payroll clerk to enter time and immediately see the calculation results on the screen.

**Human Resources** integrates with Payroll to track unlimited demographic information about your employees. You can define the fields that need to be tracked, including a history of changes and multiple instances. (Can be purchased with or without Payroll)

**Position Control** enables budgeting by FTE or position, and creates optional encumbrances.

**Employee Portal** provides employees web access to the system including:

- Financial dashboards and reporting
- Enter their timesheets
- Approve staff timesheets
- Make requests to HR during open enrollment periods
- Get the latest employee news and announcements

**Time Entry Options** abound in a variety of formats to help track employee time, including:

- Employee Timesheet Entry
- Time Clocks (Soft Clocks, Web Clocks)

## REQUISITIONS MANAGEMENT

Many organizations need to maintain expense control, but cannot because of the difficulty in managing the flow of requests for supplies and materials. The Requisition Management component allows you to manage the request process electronically from initial request to purchasing. The requisition component includes the following features:

- Multiple levels of approval
- A requisitioner may be in more than one approval hierarchy
- An approver may approve more than one hierarchy tree
- Approvers may add comments to approved as well as disapproved requisitions
- After final approval, the module may be set to automatically generate Purchase Orders.

## PURCHASING with INVENTORY

The Purchasing with Inventory module manages your purchasing and in-house inventory needs. The system will track inventory and non-inventory purchasing, inventory levels, and departmental issues. If your government also sells stock items, the inventory add-on is available from the Accounts Receivable component. Additional features of this component are:

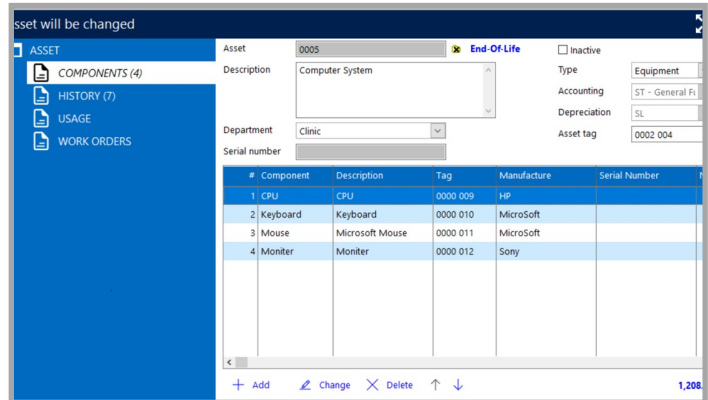
- Internal forms designer allows you to design purchase

orders to include the information you require for ordering

- Real-time update from receiving function
- Automatically maintains encumbrance entries
- Integrated with Requisition component and allows consolidation of multiple requisitions into a single purchase order

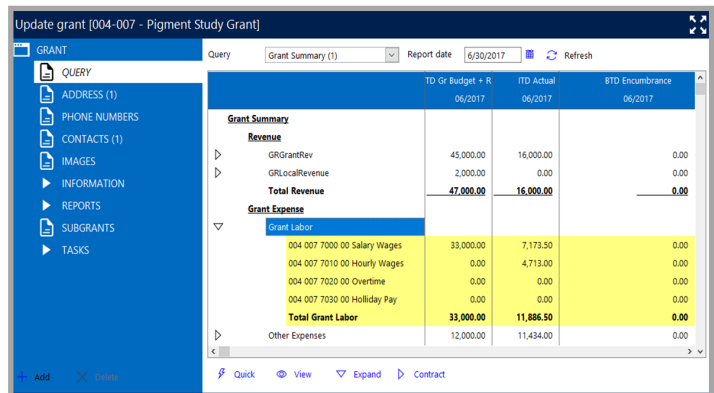
## FIXED ASSETS

The AccuFund Fixed Assets component is integrated with the Accounts Payable module, allowing detail asset information to be entered as part of the invoice entry process, or it may be entered separately through the Fixed Asset system directly.



## GRANTS MANAGEMENT

Most government agencies receive grants for economic development, safety and housing purposes. The Grants Management module tracks all of the non-financial data regarding a grant such as report due dates, contacts, scheduled tasks, etc. It has a direct connection to the General Ledger providing financial information formatted to match the budget categories of the grant.



## BUDGET DEVELOPMENT

Budget Development provides a framework for department managers to enter and develop budgets for fiscal years and grant years. The Budget Manager controls the process while each department manager has access to their own budgets. An unlimited number of budget revisions is supported per year.

|  | Annual Actual | Annual Budget + R     | Budget           | Notes                          |
|--|---------------|-----------------------|------------------|--------------------------------|
|  | 06/2014       | 06/2014               | Rev. 1           |                                |
| <b>uses</b>                                  |               |                       |                  |                                |
| <b>Labor</b>                                 |               |                       |                  |                                |
| 001 001 7000 000 Salary Wages                | 0.00          | 0.00                  | 0                |                                |
| 001 001 7000 100 Salary-CFO                  | 0.00          | 225,000.00            | 100,000          |                                |
| 001 001 7000 110 Salary-Controller           | 0.00          | 150,000.00            | 75,000           |                                |
| 001 001 7000 120 Salary-Accounting           | 0.00          | 126,000.00            | 128,000          | 5% increase from previous year |
| 001 001 7010 000 Hourly Wages                | 0.00          | 0.00                  | 0                |                                |
| 001 001 7010 130 Hourly Wages-Acc            | 0.00          | 529,380.00            | 373,680          |                                |
| 001 001 7020 000 Overtime                    | 0.00          | 0.00                  | 0                |                                |
| 001 001 7030 000 Holiday Pay                 | 0.00          | 0.00                  | 0                |                                |
| <b>Total Labor</b>                           | <b>0.00</b>   | <b>1,030,380.00</b>   | <b>676,680</b>   |                                |
| Employee Benefits                            | 0.00          | 78,823.00             | 51,766           |                                |
| Other Expenses                               | 0.00          | 55,000.00             | 0                |                                |
| <b>Total Expenses</b>                        | <b>0.00</b>   | <b>1,164,203.00</b>   | <b>728,446</b>   |                                |
| <b>Excess Revenues Over (Under) Expenses</b> | <b>0.00</b>   | <b>(1,204,203.00)</b> | <b>(728,446)</b> |                                |

## ACCOUNTS RECEIVABLE with INVENTORY

The Accounts Receivable component manages all receivable activity for your organization. Invoices are tracked as open items so as payments are received you can apply them to the appropriate invoice.

## GENERAL LEDGER

The General Ledger is the repository for all financial information in the AccuFund system. Create any account structure that matches your requirements. Use up to 255 alpha-numeric characters and any number of segments in your account number. The system provides automatic due to / due from accounting to keep all funds in balance. The General Ledger component can:

- Classify your accounts to easily produce your GASB and other financial statements
- Manage all multi-fund, multi-fiscal period activity
- Automate your year-end processes.
- Track all budget, actual, encumbrance and memo journal entries
- Keep an unlimited number of years of information on-line, and enter transactions to any year and date

## FINANCIAL REPORT WRITER

The Financial Report Writer component allows you to produce specialized financial presentations required by your management, board and granting agencies. Other features of this component includes:

- "Drill" function with ability to look at source accounts and transactions under any data cell
- Year-to-date, period-to-date, range amounts and inception-to-date balances
- Define custom headings, columns and rows
- Use of Classification system allows accounts to be presented and summarized in different ways on various reports
- Produce required GASB reports directly from the AccuFund system
- Include graphical elements, images, lines, etc. in produced report
- Produced reports can be saved into a spreadsheet for further analysis

## ACCOUNTS PAYABLE

The Accounts Payable component tracks and pays all your bills. You enter your invoices and manual checks only once. The system automatically posts the resulting accounting entries to the proper accounts. Included is a custom forms designer so you can produce laser checks which include your logo, MICR check coding and other unique information. Also included:

- Unlimited number of bank accounts
- Manage each bank account on a cash basis even though the accounting is accrual based
- Integrated with the bank reconciliation for all checks that have been produced
- Easy-to-use mark bills for payment process, see the invoices you will be paying and their affect on your cash balance
- Separate check functionality
- Specify amount of each invoice to include for 1099 reporting

## CASH RECEIPTS

The core AccuFund suite includes a Cash Receipts component to record cash being received by your organization. Each transaction can be distributed to as many revenue or receivable accounts as necessary.

The system records the offset to undeposited cash, maintaining proper separation of receipt and deposit functions.

The Cash Receipts component is integrated with Accounts Receivable and Utility Billing if installed.

Deposits are recognized in the Bank Reconciliation component, providing a complete bank account reconciliation. The component utilizes the Forms Designer, providing all necessary reports.

## BANK RECONCILIATION

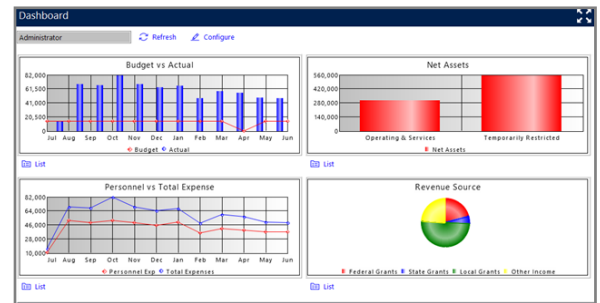
The Bank Reconciliation component provides full reconciliation of all AccuFund bank accounts. All checks and deposits are combined in a single, simple to use system. Also provided in this component:

- Prior reconciliations may be kept indefinitely for review and reporting
- Any fees or interest earned may be recorded at the time of reconciliation
- You may mark a numerical range of checks to simplify the reconciliation of a large group of checks
- As you mark checks and deposits individually, you will see where you are in comparison to the bank statement

## DASHBOARD

Provide current graphical data on any indices that are import to financial or department users including AR aging, cash balances, departmental budget to actual expenses as examples.

Each user can have the information most important to them displayed on their desktop.



## FORMS DESIGNER/DATA EXPORT

Integrated into all components of the AccuFund system is a forms and report designer. Use the standard reports as a starting point, copy and change the reports to match your specific needs. When designing forms you have access to:

- Any graphical image such as a logo or other image
- Lines, boxes and shading
- Any report can be used as a basis for exporting data to Excel, CSV, or text files

## DATA IMPORT

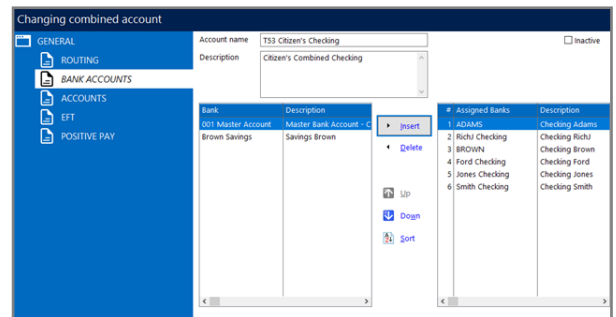
The Data Import component consists of a series of wizards that let you import data into the AccuFund accounting system. Each wizard steps you through choosing the source file for the import, the columns in which the data is located and then imports the data. Some of the features included in the data import wizards are:

- Support for all common interface formats including fixed field, comma delimited and spreadsheet formats
- Each wizard “remembers” how and what you last imported. The next time you need to import the same information, it’s all setup and ready to go

## SYSTEM SECURITY

The System Security component gives you control over who has access to the various functions within the AccuFund accounting system.

Each user is assigned a unique identifier and password. You designate individual access to Accounts Payable, Accounts Receivable or even a specific function within those components. For data entry screens the system administrator may define read, write and delete capabilities to each user.





**From:** [Amanda Horiuchi](#)  
**To:** [Shelley Redding](#)  
**Subject:** Aplos proposal  
**Date:** Thursday, June 3, 2021 11:26:50 AM  
**Attachments:** [Inverness Public Utility District Proposal.pdf](#)

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Hi Shelley!

I apologize in the delay in getting this to you, with the three day weekend it took a bit to get your data migration costs. I included the total for 5 years of migration, however we can adjust the pricing for less years. Let me know if you would like costs for 1-4 years :)

I look forward to talking with you soon! Please let me know if you have any questions leading up to your board meeting.

Thank You!



Aplos Software, LLC  
[www.aplos.com](http://www.aplos.com)  
559-892-1579





## APLOS PROPOSAL

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Dear Shelley,

Thank you for giving Aplos Software the opportunity to appraise the needs of your organization. We are confident that Aplos Software and Inverness Public Utility District are well-suited partners.

***Aplos can improve accuracy and efficiency for Inverness Public Utility District in the following key areas:***

- Take advantage of an integrated database and contribution management software
- Create a customized report builder for your church that will allow for true fund accounting reports, and easily share them with board members
- A robust budgeting module with the ability to budget by department, grant and or fund.

***In addition to the benefits outlined above Inverness Public Utility District will benefit from Aplos' ongoing commitment to serving nonprofits.***

Aplos Software nonprofit and church accounting experience:

- For the past 10 years, Aplos Software has provided fund accounting, contribution management and donor relation software solutions to thousands of nonprofits and churches.
- Aplos' support staff includes a mix of nonprofit, church, accounting, and information technology backgrounds. We provide phone, email, and chat support along with professional services. This ensures that the voice on the phone has experience with both the real-world conditions under which our customer's work and the troubleshooting skills needed to help resolve issues effectively.
- Free Live support is provided weekdays from 6:00am to 6:00 pm PST utilizing phone, email, chat, and audit assistance to facilitate communication.

Attached is a Software Proposal. Please feel free to contact me if I can provide you with further information or answer any questions you may have. I am hopeful we can work together!

## Aplos Software Proposal

| Services Proposed | Initial Term  | Services Description  | Price          |
|-------------------|---------------|---|----------------|
| Software Access   | 1 Year Access | Access to Aplos.com nonprofit software. Advanced accounting bundle. Up to 2 users and 500 contacts. | \$2,508        |
| <b>Total</b>      |               |   | <b>\$2,508</b> |

\*Billing is due annually for pricing listed above.

## Aplos Services Proposal

| Services Proposed | Initial Term | Services Description  | Price   |
|-------------------|--------------|---|---------|
| Implementation    | One Time Fee | Aplos set up and training   | \$999   |
| Data Migration    | One Time Fee | Quick Books data migration for 5 years of historical transactional data | \$6,400 |

\*Billing is due annually for pricing listed above.



TRY IT

Log In

888-274-1316

Pricing

Organizations

Churches

Nonprofits

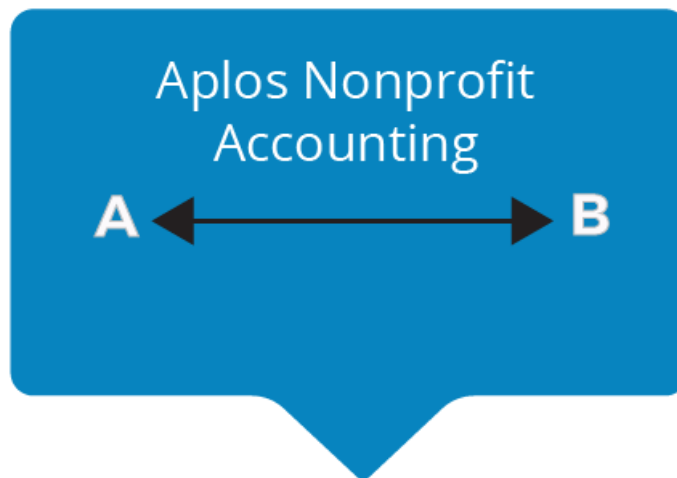
50% OFF THE APLOS SUITE FOR 6 MONTHS

LEARN MORE

QuickBooks For Nonprofits

# See Why 40,000 Nonprofits Choose Aplos Nonprofit Accounting Over QuickBooks for Nonprofits

Aplos is made for nonprofit fund accounting and donation tracking, while QuickBooks Online uses tools for small businesses.



### ✔ Made For Nonprofits

Aplos is specifically made for nonprofits, while QuickBooks For Nonprofits uses for-profit tools.

### ✔ Easy To Use Fund Accounting

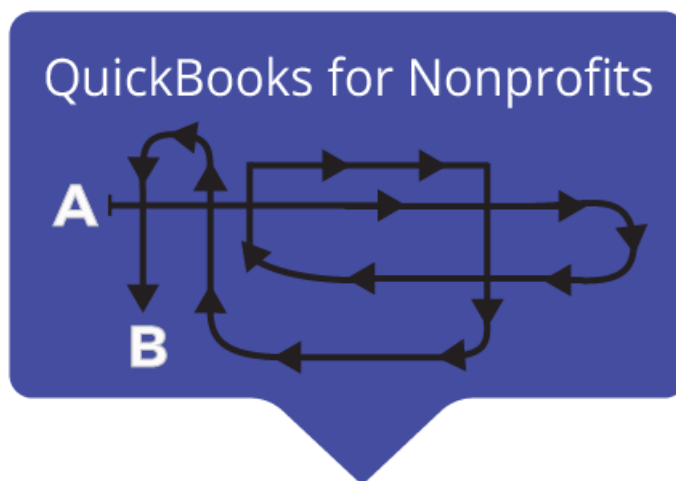
Fund accounting can be simple when using a software made for nonprofits. We will walk you through getting set up so you have no problem pulling the exact reports you need every time.

### ✔ Free Support

At Aplos, our friendly support team is available to help you get set up, feel comfortable in the system, and be confident you are doing it right.

### ✔ Happy Customers

We take pride in building the software nonprofits need to easily manage their organization. Folks find Aplos user-friendly and simple, earning us a 97% customer satisfaction rate!



### ✘ Made for Small Businesses

QuickBooks is a great software for small BUSINESSES. But when it comes to nonprofits, it lacks basic features such as fund accounting or donations tracking.

### ✘ Assembly Required

There is a reason why there are textbooks written about how to use QuickBooks For Nonprofits. QuickBooks requires careful set-up, work arounds and extra steps to make it work.

### ✘ Sketchy Support

QuickBooks For Nonprofits does offer support, but PC Mag called QuickBooks For Nonprofits support "sketchy."

### ✘ Unhappy Customers

One glance at the QuickBooks forums and you will see exactly why nonprofits are having a hard time using QuickBooks For Nonprofits and looking for a better solution.

# Try Aplos Nonprofit Accounting For Free

No Credit Card Required.

Try It For Free

[Watch a demo](#)

|  |  | QuickBooks<br>Online<br>Advanced |
|--|--|----------------------------------|
| True Fund Accounting                         | ✓  |                                  |
| Balance Sheet By Fund                        | ✓  |                                  |
| Income Statement By Fund                     | ✓  |                                  |
| Multiple Types Of Layers For Reporting       | ✓  | Statement By Class               |
| Form 990 Report                              | ✓  | ✓                                |
| Manage 1099s                                 | ✓  | ✓                                |
| Print Checks, Manage Bills, & Track Expenses | ✓  | ✓                                |
| Create & Send Invoices, Track Payments       | ✓  | ✓                                |
| Collect Invoice Payments Online              | ✓  | ✓                                |
| Recurring Transactions                       | ✓  | ✓                                |
| Budgeting                                    | ✓  | ✓                                |
| Budget By Fund                               | ✓  | Budget By Class                  |
| Budget By Tag                                | ✓  |                                  |
| Fixed Asset Module                           | ✓  |                                  |
| Cost Allocations                             | ✓  |                                  |
| Form 990-N & 990-EZ Filing                   | ✓  |                                  |
|  |  |                                  |
| Online Ticket Sales For Events               | ✓  |                                  |
| Website Builder                              | ✓  |                                  |
| Pledge Tracking & Statements                 | ✓  |                                  |
| Email & Letter Builder                       | ✓  |                                  |
|  |  |                                  |
| Donation Tracking                            | ✓  |                                  |
| Contribution Statements                      | ✓  |                                  |
| Accept One-Time & Recurring Online Donations | ✓  |                                  |
| Donor Database/CRM                           | ✓  |                                  |
|  |  |                                  |
| <b>Optional Add-Ons:</b>                     |  |                                  |
| Integrated Payroll                           | Gusto Payroll  | QuickBooks Payroll               |
| Full Service Payroll                         | \$39/mo + \$6  | \$79/mo + \$2                    |

&amp; Payroll Taxes

per employee

per employee

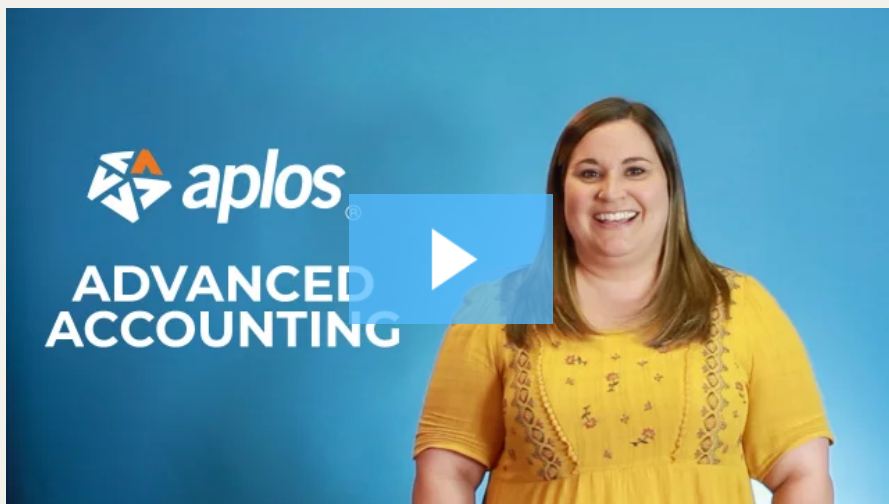
## Try Aplos Nonprofit Accounting For Free

No Credit Card Required.

Try It For Free

### Do More With Aplos Advanced Accounting

*Upgrade for more granular reporting so you can harness the ability to see the exact data you need across your funds, departments, projects, and locations.*



#### **Budget by Fund or Tags**

Create reports that compare budget to actual for each fund or tag.

#### **Project, Campaign or Department Reporting**

Build custom financial reports by project, campaign, or department, simply and effectively.

#### **Custom Role Permissions**

Grant limited access to users to see only the reports they need.

**Plus:** Automate Transaction Entries, Form 990 Reports, Fixed Asset Tracking, and Income & Expense Allocations

## Try Aplos For Free

The Aplos Suite includes everything you need in one place to manage your bookkeeping, prepare your financial reports, accept donations, track your people, and achieve your mission. Try it for free for 15 days. No credit card required.

### APLOS SUITE

~~\$59/mo~~

**\$29.50/mo**

Promotional Pricing

[Try It For Free](#)

*No Credit Card Required*

[Watch a Demo](#)

#### Key Features

- Fund Accounting
- Donation Tracking
- Budgeting
- Prepaid Cards By PEX
- Online Giving Forms
- Nonprofit Financial Statements
- Event Registration

[See All Features](#)

### RECOMMENDED

### APLOS SUITE + TEXT TO GIVE

~~\$79/mo~~

**\$39.50/mo**

Promotional Pricing

[Try It For Free](#)

*No Credit Card Required*

[Watch a Demo](#)

#### Aplos Suite Features Plus

Text To Give  
For Easy Mobile Giving

[See All Features](#)



## APLOS SUITE + ADVANCED ACCOUNTING

Customized Solutions  
Starting At \$159/mo

**REQUEST A DEMO TO SEE  
PROMOTIONAL PRICING**

Get A Demo Of  
Aplos Advanced Accounting

### Aplos Suite Features Plus Advanced Accounting Options

Project, Campaign, Or Department Budgeting &  
Reporting

Budgeting By Fund

Automatic Recurring Transactions
















Fixed Asset Tracking

[See All Features](#)

Save an extra 10% with an annual subscription.

# INCLUDED IN EVERY APLOS

# PACKAGE

-  Free Email & Phone Support
-  Live & On-Demand Training
-  Customizable Reporting
-  True Fund Accounting
-  Budgeting Tools & Reports
-  Donation Tracking & Giving Statements
-  Pledge Tracking & Statements
-  Event Registration & Tickets
-  Integrated Online Giving Tools
-  Merchant Account For Secure Payments
-  People & Donor CRM Database
-  Secure Donor Portal
-  Letter & Email Builders
-  Website Builder
-  Groups & Teams Portal

[Get Pricing & Features Guide](#)



A wonderful transition from QB. Aplos fund accounting structure helped us organize our accounting in much better consistency and compliance with non-profit standards. QuickBooks forces your to twist and turn their product to fit with non-profit practices. Having online access by multiple "seats" is a big step forward in efficiency. Aplos support staff have been over-the-top and better-than-expected helpful, from initial import or data to addressing specific features we wanted.

- David M..

**From:** [Teresa Van Buren](#)  
**To:** [Shelley Redding](#)  
**Cc:** [Teresa Van Buren](#)  
**Subject:** Black Mountain Software - Request for Info/Quote  
**Date:** Wednesday, April 21, 2021 2:28:36 PM  
**Attachments:** [product\\_quote.pdf](#)

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Shelley Redding  
District Administrator/Clerk of the Board  
Inverness Public Utility District

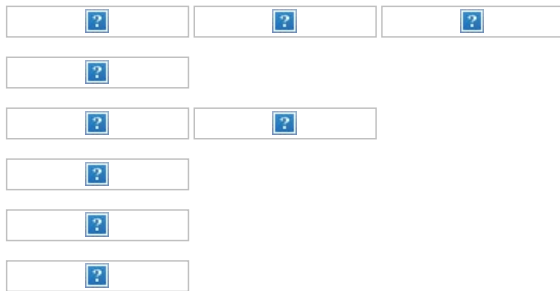
Dear Shelley,

Thank you for taking my unexpected call today. I really enjoyed chatting with you. Funny about the timing that you were on our website then.

Attached you will find some basic information about our company and the products we offer. You will also find the preliminary quote based on our discussion.

The prices you see on the quote include Purchase, Annual Maintenance, and Conversion where appropriate. There are no hidden fees. We have unlimited fantastic customer service: when your staff calls our 800 number they will speak to a live individual that will help them solve their problem. We also include unlimited free on-line training for all of our annual support clients. That includes free monthly classes and on-demand classes (such as if a new employee is hired and needs to be trained on the software). We will see you through the conversion and installation and we will be there for you in the future, when you need us.

Below are links to the information sheets for each of the products on the quote.



Please review our [Minimum Requirements](#) to ensure Black Mountain Software functions efficiently and meets performance expectations for your entity.

Let me know what questions you come up with. As I mentioned, we can schedule an online demo when you are ready. Just let me know when you might have a couple of hours to spend with me.

Have a wonderful rest of your day. :)

Teresa

Teresa Van Buren  
Black Mountain Software Inc.  
800-353-8829 Option 3  
208-255-6785 Cell  
[www.blackmountainsoftware.com](http://www.blackmountainsoftware.com)

Quote

04/21/2021



**Inverness Public Utility District**  
 Shelley Redding  
 PO Box 469  
 Inverness, CA 94937  
 billing@invernesspud.org

145 Southlake Crest, Ste 1  
 Polson, MT 59860

Teresa Van Buren  
 800.353.8829 Option: 3

| Product Description                    | Purchase Price     | Annual Fees       | One-Time Conversion | Total              |
|--|--------------------|-------------------|---------------------|--------------------|
| <b>Utility Billing</b>                 | 7,090.00           | 1,420.00          | 2,835.00            | 11,345.00          |
| <b>UB   ACH</b>                        | 1,000.00           | 100.00            |                     | 1,100.00           |
| <b>UB   Processing Interface   BDS</b> | 525.00             | 135.00            |                     | 660.00             |
| <b>Accounting</b>                      | 5,250.00           | 1,050.00          | 945.00              | 7,245.00           |
| <b>Payroll</b>                         | 3,675.00           | 735.00            | 665.00              | 5,075.00           |
| <b>ACH Direct Deposit</b>              | 1,000.00           | 100.00            |                     | 1,100.00           |
| <b>Budget Preparation</b>              | 2,100.00           | 420.00            |                     | 2,520.00           |
| <b>Asset Manager</b>                   | 2,625.00           | 525.00            | 525.00              | 3,675.00           |
| <b>Cloud Hosting</b>                   |                    | 950.00            |                     | 950.00             |
| Subtotals:                             | <b>\$23,265.00</b> | <b>\$5,435.00</b> | <b>\$4,970.00</b>   |                    |
| Grand Total:                           |                    |                   |                     | <b>\$33,670.00</b> |

**Terms**

1. Black Mountain Software (BMS) has made every effort to ensure the information contained within this quote is complete and accurate. However, we reserve the right to correct any error or omission related to price, product description or availability. Please remember that to completely understand this quote, you must consider, in addition to product and prices, the terms and conditions that follow either on this or separate pages.
2. Prices quoted herein do not reflect sale or use taxes imposed by any state or local government, or any unit or subdivision thereof; such taxes are the responsibility of the buyer. Buyer agrees to be responsible for the documentation relating to the payment of such taxes to the maximum extent legally permitted. Black Mountain Software will be responsible for the collection of such taxes and/or the documentation related thereto, only to the extent required by law.
3. Training is included with the installation of each software product. Unless specifically arranged, initial training will be conducted online. After initial training, free online training is always available for you and your staff as part of the annual service and support fee. Advanced scheduling is required. Except for initial training, hourly charges apply for training physically provided onsite (your offices) or in house (our offices).
4. All costs are based on prices in effect for 60 days from the date of this bid.
5. Annual service and support includes software updates and unlimited phone, email and internet support. The service is renewed annually and is non-refundable. Annual fees are subject to change.
6. If travel is required, actual expenses are billed as follows: When flying, charges include airfare, travel time at \$35 per hour per person, meals at \$42 per day, lodging at local rates, and rental car. When driving, charges include mileage at 56¢ per mile, travel time at 45¢ per mile per person, meals at \$42 per day, and lodging at local rates. Alaska and North Dakota may have higher rates.
7. BMS Cloud Hosting is required for the software products quoted. The service is renewed annually and is non-refundable. Annual fees are subject to change. BMS Cloud Hosting service provides automatic database maintenance, software updates, nightly data backups, and the ability to access your BMS applications from anywhere with internet connection. Annual Software Maintenance Fees must be current on all products hosted on the BMS Cloud. If software maintenance is discontinued for a software application, it will be removed from the BMS Cloud. It can be relocated to your local workstation/server, if desired.
8. UB Conversion Fees may be waived if you opt to have your personnel manually enter data.

9. Our Utility Billing software product requires the use of specific bill layouts, options, and laser compatible billing forms for either postcard or full page bills. To ensure bill form quality and accuracy, we recommend Rocky Mountain Print Solutions (RMPS) of Missoula, Montana. RMPS offers these billing forms with the correct paper and the proper format. To order online visit: [www.nationsprint.com/clients/rmps-bms](http://www.nationsprint.com/clients/rmps-bms). Any additional work to edit or modify form layouts will be considered custom and billed at our current hourly rate.
10. With Automated Bank Drafting (ACH), there are setup and transaction fees charged by the banking institution (normally, your local bank) that processes these payments.
11. UB - Processing Interface - BDS: Setup and on-going transaction processing fees charged by Billing Document Specialists (BDS) are NOT included in this quote. Pricing for BDS services may be obtained by contacting BDS at 800.627.3283.
12. Normal billing procedures for new clients or stand alone applications for current clients require a 25% down payment, billed at commitment, and 75% final payment billed upon completion of installation and initial training of the core products, i.e., Accounting, Payroll or Utility Billing. Add on applications for current clients are billed for full purchase price only at commitment and maintenance begins upon completion of installation and/or training. All billing will commence in full for all products after one year from commitment unless other arrangements have been made.
13. All of our software products are multi-user, with an unlimited number of licenses (seats). In addition, 'Read Only' access is available to limit data changes for specified users, while still providing lookup and printing capabilities.

**From:** [Wade Walker](#)  
**To:** [Shelley Redding](#)  
**Subject:** RE: Caselle Software  
**Date:** Tuesday, May 18, 2021 1:04:03 PM  
**Attachments:** [image001.jpg](#)  
[Inverness PUD CA - Hosted.pdf](#)  
[Inverness PUD CA - Hosted - Basics.pdf](#)

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Hi Shelley,

I've included two hosted proposals for you to review. The first has all the modules we spoke about and the second would be just the financials. It's always best to get as many modules under one umbrella as possible for the integration and redundancy of data entry which is subject to error. Keep in mind 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.

Please review both proposals and let me know what questions or concerns you have. If I don't hear back from you I'll reach out towards the end of the week. If the numbers look good and you're able to fit it into your budget we would like to come onsite for a demo to take a deeper dive into the applications. Let me know if you would like to get something on schedule for the end of the month or June.

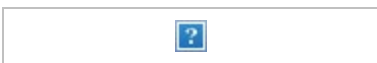
Thanks,

**Wade Walker** || Territory Manager

[pww@caselle.com](mailto:pww@caselle.com) || [801.850.5085](tel:801.850.5085) || [www.caselle.com](http://www.caselle.com)

1656 S. East Bay Blvd #100

Provo, UT 84606



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**From:** Shelley Redding <shelley.redding@invernesspud.org>  
**Sent:** Monday, May 17, 2021 11:54 AM  
**To:** Wade Walker <pww@caselle.com>  
**Subject:** RE: Caselle Software

Great! Thank you.

Shelley Redding  
Administrator  
Inverness Public Utility District

P.O. Box 469  
Inverness, CA 94937  
415-669-1414  
[shelley.redding@invernesspud.org](mailto:shelley.redding@invernesspud.org)

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**From:** Wade Walker <[pww@caselle.com](mailto:pww@caselle.com)>  
**Sent:** Monday, May 17, 2021 10:46 AM  
**To:** Shelley Redding <[shelley.redding@invernesspud.org](mailto:shelley.redding@invernesspud.org)>  
**Subject:** RE: Caselle Software

Hi Shelley,

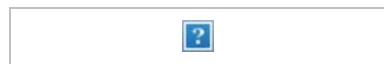
No worries, I was out of town last week as well. I will work on getting you a hosted proposal for everything we discussed and then one with just GL, AP, AR & Project Accounting. I should have something to you in the next day or two.

Thanks,

**Wade Walker** || Territory Manager

[pww@caselle.com](mailto:pww@caselle.com) || [801.850.5085](tel:801.850.5085) || [www.caselle.com](http://www.caselle.com)

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**From:** Shelley Redding <[shelley.redding@invernesspud.org](mailto:shelley.redding@invernesspud.org)>  
**Sent:** Friday, May 14, 2021 1:28 PM  
**To:** Wade Walker <[pww@caselle.com](mailto:pww@caselle.com)>  
**Subject:** RE: Caselle Software

Hi Wade,



Sorry I haven't been in touch. I went out of town Friday thru Monday and I am getting caught up. I really liked the software. The demo was great and the product seems comprehensive for our needs.

I would like to get pricing but because we are a small District, is it possible to get the pricing for components? I want to present the pricing to the Board of Directors with a plan to implement the change in phases over the next year or so.

The most important thing right now is the fund accounting (Payables, receivables, project accounting, reports)

The need is not urgent for document management, utility billing or payroll.

The cloud application is most desired since I work from home 2 days a week, as I am today.

If you need to call me, my home number is 707-824-0207.

Thanks,  
Shelley

*Shelley Redding  
Administrator  
Inverness Public Utility District*

*P.O. Box 469  
Inverness, CA 94937  
415-669-1414  
[Shelley.redding@invernesspud.org](mailto:Shelley.redding@invernesspud.org)*

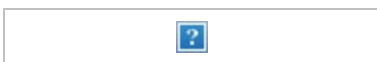
---

**From:** Wade Walker <[pww@caselle.com](mailto:pww@caselle.com)>  
**Sent:** Wednesday, May 5, 2021 1:35 PM  
**To:** Shelley Redding <[shelley.redding@invernesspud.org](mailto:shelley.redding@invernesspud.org)>  
**Subject:** RE: Caselle Software

Hi Shelley,

I haven't had a chance to touch base with Aimee yet today and I was wondering how the demo went yesterday.

**Wade Walker** || Territory Manager  
[pww@caselle.com](mailto:pww@caselle.com) || [801.850.5085](tel:801.850.5085) || [www.caselle.com](http://www.caselle.com)  
1656 S. East Bay Blvd #100  
Provo, UT 84606



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**From:** Shelley Redding <[shelley.redding@invernesspud.org](mailto:shelley.redding@invernesspud.org)>

**Sent:** Thursday, April 29, 2021 5:02 PM

**To:** Wade Walker <[pww@caselle.com](mailto:pww@caselle.com)>

**Subject:** RE: Caselle Software

Hi,

See my answers in **Red**

*Shelley Redding  
Administrator  
Inverness Public Utility District*

*P.O. Box 469  
Inverness, CA 94937  
415-669-1414  
[Shelley.redding@invernesspud.org](mailto:Shelley.redding@invernesspud.org)*

---

**From:** Wade Walker <[pww@caselle.com](mailto:pww@caselle.com)>

**Sent:** Thursday, April 29, 2021 3:43 PM

**To:** Shelley Redding <[shelley.redding@invernesspud.org](mailto:shelley.redding@invernesspud.org)>

**Subject:** RE: Caselle Software

Fantastic Shelley! Thanks for the information below, it will be helpful. I just sent you a calendar invite. If you could answer my questions below before our scheduled demo it will help Aimee during the demo and me in preparing a proposal. Thanks,

- What system are you currently using? **QUICKBOOKS**
- What are your current pain points? **Too many external processes in spreadsheets for tracking (budgets, cash flow projections, projects, restricted fund expenditures, assets and depreciation). The software presents problems with the Auditor that delays our Audit Results.**
- Would you prefer a hosted or server-based solution? **I would consider either, it really depends on pricing.**
- How many concurrent licenses would you need? They are not tied to any particular individual so you could have as many individuals with log ins as you would like but If you have 3 licenses and all 3 are logged in at the same time the 4th person would be denied access until someone logs out. **We need at least 2**
- Roughly how many GL accounts do you have? **Too many, currently in the process of simplifying. We revised the Income and expense accounts last year.**
- How many bank accounts do you reconcile? **We have one checking account and one investment account**
- Do you process Payroll in house? if yes or if you want me to include it in the pricing how many W2s did you process last year? **We use Paychex for payroll processing. We issued 9 W-2s last year**

- Would you like your employees to be able to see their pay-stubs and W2 online? **Yes**
- Would you like me to include HR and Timekeeping? **Yes**
- Estimate number of vendors in AP? **275**
- How many miscellaneous Account do you have in AR? **I don't think we have any**
- If applicable how many Utility Customers do you have? **517**
- If applicable what do you bill for in Utilities? (Water, Sewer, Electric, Garbage etc) **Water**
- Do you currently take online credit card payments? If not would you like to? **Not at this time.**  
**We do use an ACH for automatic payment.**
- We have over 40 integrated applications. I've listed some you may want to see pricing on or need based on experience with other districts. Please **highlight** the ones that you would be interested in. Utility Mobile Service Orders, Utility Backflow, **Asset Management**, Inventory Management, **Project Accounting**, Document Management (file documents electronically).

Thanks,

## **Wade Walker** || Territory Manager

[pww@caselle.com](mailto:pww@caselle.com) || [801.850.5085](tel:801.850.5085) || [www.caselle.com](http://www.caselle.com)

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**From:** Shelley Redding <[shelley.redding@invernesspud.org](mailto:shelley.redding@invernesspud.org)>

**Sent:** Thursday, April 29, 2021 4:24 PM

**To:** Wade Walker <[pww@caselle.com](mailto:pww@caselle.com)>

**Subject:** RE: Caselle Software

Hello,

Thank you for reaching out to me. I would like to attend a demonstration on Tuesday May 4<sup>th</sup> if that is possible? We are a small Special District in Northern California that has a Water System and a volunteer Fire Department. We need fund accounting to manage the finances and possibly, in the future, incorporate utility billing. We use an outside Company for processing our Payroll. QuickBooks is what we use currently and it is difficult for our Auditor to work with. Currently, budgets are created and managed in Excel. Tracking of restricted funds is done in Excel. I would like to see the program and get the pricing for our District. Our annual budget is just over \$1 million.

Thanks!

Shelley

*Shelley Redding*

*Administrator*

*Inverness Public Utility District*

P.O. Box 469  
Inverness, CA 94937  
415-669-1414  
[Shelley.redding@invernesspud.org](mailto:Shelley.redding@invernesspud.org)

---

**From:** Wade Walker <[pww@caselle.com](mailto:pww@caselle.com)>  
**Sent:** Wednesday, April 28, 2021 3:10 PM  
**To:** info <[info@invernesspud.org](mailto:info@invernesspud.org)>  
**Subject:** Caselle Software

Hi Shelley,

I hope you're doing well and enjoying the springtime. I wanted to see if you had any interest in looking at our financial, payroll and utility billing software?

I know you may have used your current system for years but before you upgrade or continue with what you have it may be time to explore your options. We have over 40 integrated modules that you can choose from to customize a software program that works best for you. Caselle has over 43 years of experience providing excellent software and support to 1300 Municipalities and Special Service Districts.

We will provide your staff with a fully integrated, feature rich, intuitive, easy to use system that will eliminate manual processes, reduce user errors, enhance security, simplify data retrieval and streamline your day-to-day tasks allowing you to focus on other important issues and ultimately making your life easier.

If you're at all curious and would like to see an online demo in the upcoming year, please reach out to me.

Aimee my demo specialist currently has these times available in the upcoming week for an overview demo.

Tuesday May 4<sup>th</sup> 1-3 PST

Wednesday May 5<sup>th</sup> 1-3 PST

Monday May 10<sup>th</sup> 1-3 PST

Tuesday May 11<sup>th</sup> 9-11 or 1-3 PST

Let me know if one of those times will work for you and I'll send you a calendar invite with the Go To Meeting info.

Thanks,

**Wade Walker** || Territory Manager  
[pww@caselle.com](mailto:pww@caselle.com) || [801.850.5085](tel:801.850.5085) || [www.caselle.com](http://www.caselle.com)  
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Provo, UT 84606



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*Caselle*® Hosted Software & Services Proposal

# **Inverness Public Utility District, CA**

**May 18, 2021**  
(Valid for 90 days)

From:

Wade Walker, Territory Manager  
pww@caselle.com

*Caselle*® Hosted Software & Services Proposal  
Inverness Public Utility District, CA  
May 18, 2021

**Proposal Summary**

|                         |                 |
|-------------------------|-----------------|
| License Type            | Hosted          |
| Total Training          | \$7,200         |
| Total Setup             | 5,950           |
| Total Conversion        | 3,950           |
| <b>Total Investment</b> | <b>\$17,100</b> |

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 \$1,219.

I have read and agree to all terms & conditions proposed herein. I understand if Inverness Public Utility 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  
 Inverness Public Utility District, CA  
 May 18, 2021

**Proposal Detail**

| <i>Caselle</i> ® Application Software | License Type  | Training       | Setup          | Conversion     | Total           |
|---------------------------------------|---------------|----------------|----------------|----------------|-----------------|
| General Ledger                        | Hosted        | \$2,250        | \$700          | \$2,000        | \$4,950         |
| Budgeting                             | Hosted        | Included       | -              | -              | -               |
| Bank Reconciliation                   | Hosted        | Included       | -              | 1,000          | 1,000           |
| miExcel GL                            | Hosted        | Included       | 1,000          | -              | 1,000           |
| Accounts Payable                      | Hosted        | 550            | 500            | 550            | 1,600           |
| Accounts Receivable                   | Hosted        | 1,100          | 500            | 400            | 2,000           |
| Cash Receipting                       | Hosted        | 550            | 500            | -              | 1,050           |
| Online/Electronic Payments Bundle     | Hosted        | 500            | 2,250          | -              | 2,750           |
| Cash Receipting Web Services          | Hosted        | -              | -              | -              | -               |
| Utility Management Web Services       | Hosted        | -              | -              | -              | -               |
| Project Accounting                    | Hosted        | 2,250          | 500            | -              | 2,750           |
| Three (3) Concurrent User Licenses    | Hosted        | -              | -              | -              | Included        |
| <b>Grand Total</b>                    | <b>Hosted</b> | <b>\$7,200</b> | <b>\$5,950</b> | <b>\$3,950</b> | <b>\$17,100</b> |

**Notes:**

1. The training will take place at Caselle.
2. Monthly credit card and electronic payment transaction fees are billed separately by Xpress Bill Pay.

*Caselle®* Hosted Software & Services Proposal  
Inverness Public Utility District, CA  
May 18, 2021

## **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*<sup>®</sup> Hosted Software & Services Proposal  
Inverness Public Utility District, CA  
May 18, 2021

**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.

**1,000** 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*<sup>®</sup> Hosted Software & Services Proposal  
Inverness Public Utility District, CA  
May 18, 2021

**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.
- 275** vendors are included

**Accounts Receivable Setup**

- Set up the appropriate billing categories and penalty rates.
- Format standard reports for reporting and balancing of customer accounts.
- Format one of each of the following: statements, invoices, and delinquent notices.
- Create a Checklist to document Accounts Receivable procedures.
- Additional form layouts for statements, invoices, and delinquent notices 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 account information will be converted. This information includes the customer's name, street address, mailing address, bill to information, city, state, and zip code.
  - Customer balances will be converted.
- 200** accounts are included

**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.

**Online/Electronic Payments Setup**

- Set up Online and Electronic Payment Processing (credit cards, electronic funds transfer, and online bank bill pay consolidation).
- Set up Utility Direct Pay.
- Set up Xpress Bill Pay, Caselle's authorized electronic payment vendor, including online bill presentation, online bill history, automatic recurring payments, and payment wallets with full integration to Cash Receipting.

*Caselle*® Hosted Software & Services Proposal  
Inverness Public Utility District, CA  
May 18, 2021

**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

# **Inverness Public Utility District, CA**

**May 18, 2021**  
(Valid for 90 days)

From:

Wade Walker, Territory Manager  
pww@caselle.com

*Caselle*® Hosted Software & Services Proposal  
Inverness Public Utility District, CA  
May 18, 2021

**Proposal Summary**

|                         |                 |
|-------------------------|-----------------|
| License Type            | Hosted          |
| Total Training          | \$17,475        |
| Total Setup             | 15,450          |
| Total Conversion        | 5,637           |
| <b>Total Investment</b> | <b>\$38,562</b> |

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 \$2,438.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

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Inverness Public Utility District, CA  
May 18, 2021

**Proposal Detail**

| <i>Caselle</i> ® Application Software | License Type  | Training        | Setup           | Conversion     | Total           |
|---------------------------------------|---------------|-----------------|-----------------|----------------|-----------------|
| General Ledger                        | Hosted        | \$2,250         | \$700           | \$2,000        | \$4,950         |
| 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           | 153            | 4,153           |
| 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             | 550            | 1,600           |
| Accounts Receivable                   | Hosted        | 1,100           | 500             | 400            | 2,000           |
| Utility Management                    | Hosted        | 3,375           | 1,500           | 1,034          | 5,909           |
| Utility Electronic Reading Interface  | Hosted        | Included        | 250             | -              | 250             |
| Cash Receipting                       | Hosted        | 550             | 500             | -              | 1,050           |
| Online/Electronic Payments Bundle     | Hosted        | 500             | 2,250           | -              | 2,750           |
| Cash Receipting Web Services          | Hosted        | -               | -               | -              | -               |
| Utility Management Web Services       | Hosted        | -               | -               | -              | -               |
| Asset Management                      | Hosted        | 550             | 500             | 500            | 1,550           |
| Project Accounting                    | Hosted        | 2,250           | 500             | -              | 2,750           |
| Caselle Document Management           | -             | 3,000           | 2,000           | -              | 5,000           |
| Three (3) Concurrent User Licenses    | Hosted        | -               | -               | -              | Included        |
| <b>Grand Total</b>                    | <b>Hosted</b> | <b>\$17,475</b> | <b>\$15,450</b> | <b>\$5,637</b> | <b>\$38,562</b> |

**Notes:**

1. The training will take place at Caselle.
2. Monthly credit card and electronic payment transaction fees are billed separately by Xpress Bill Pay.
3. Online Paystubs includes 9 employees paid bi-weekly and annual W2's. Software Assurance will be adjusted if the number of employees exceeds this estimate.
4. 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), two (2) Concurrent User Licenses, two (2) Advanced Workflow Licenses and the Caselle Integration.



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Inverness Public Utility District, CA  
May 18, 2021

## **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.

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**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.

**1,000** 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

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Inverness Public Utility District, CA  
May 18, 2021

**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.

9 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.

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**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.

**275** vendors are included

**Accounts Receivable Setup**

- Set up the appropriate billing categories and penalty rates.
- Format standard reports for reporting and balancing of customer accounts.
- Format one of each of the following: statements, invoices, and delinquent notices.
- Create a Checklist to document Accounts Receivable procedures.
- Additional form layouts for statements, invoices, and delinquent notices 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 account information will be converted. This information includes the customer's name, street address, mailing address, bill to information, city, state, and zip code.
- Customer balances will be converted.

**200** accounts are included

**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.

**517** meters or customers are included

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**Utility Electronic Reading Interface Setup**

- Create the appropriate import/export formats and test with the interfaced meter reading equipment.

**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.

**Online/Electronic Payments Setup**

- Set up Online and Electronic Payment Processing (credit cards, electronic funds transfer, and online bank bill pay consolidation).
- Set up Utility Direct Pay.
- Set up Xpress Bill Pay, Caselle's authorized electronic payment vendor, including online bill presentation, online bill history, automatic recurring payments, and payment wallets with full integration to Cash Receipting.

**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.

**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.



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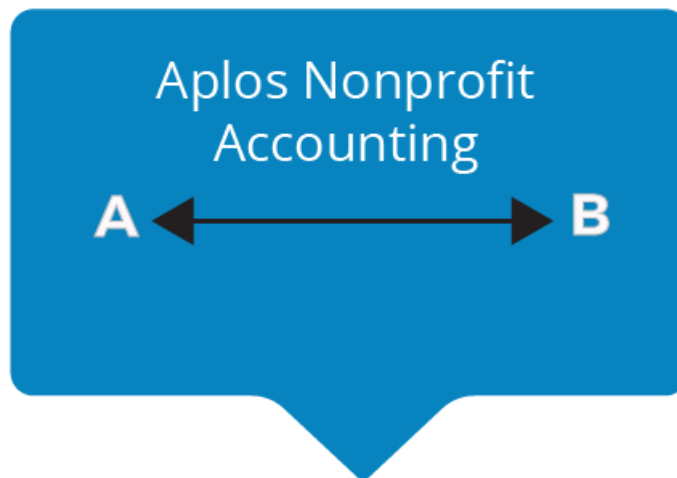
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# See Why 40,000 Nonprofits Choose Aplos Nonprofit Accounting Over QuickBooks for Nonprofits

Aplos is made for nonprofit fund accounting and donation tracking, while QuickBooks Online uses tools for small businesses.





### ✔ Made For Nonprofits

Aplos is specifically made for nonprofits, while QuickBooks For Nonprofits uses for-profit tools.

### ✔ Easy To Use Fund Accounting

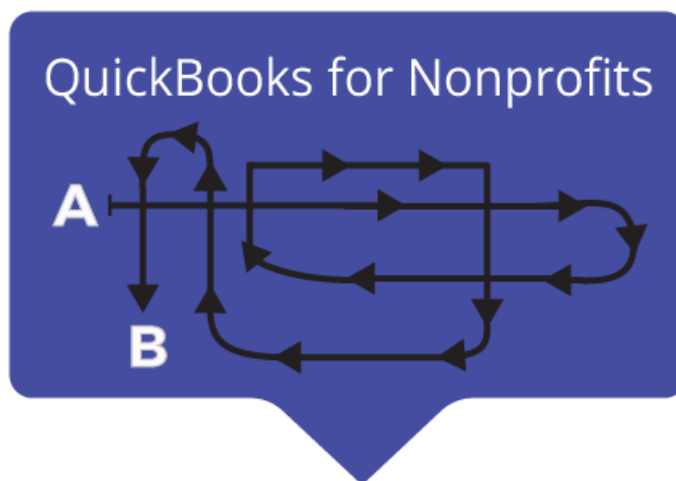
Fund accounting can be simple when using a software made for nonprofits. We will walk you through getting set up so you have no problem pulling the exact reports you need every time.

### ✔ Free Support

At Aplos, our friendly support team is available to help you get set up, feel comfortable in the system, and be confident you are doing it right.

### ✔ Happy Customers

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### ✘ Made for Small Businesses

QuickBooks is a great software for small BUSINESSES. But when it comes to nonprofits, it lacks basic features such as fund accounting or donations tracking.

### ✘ Assembly Required

There is a reason why there are textbooks written about how to use QuickBooks For Nonprofits. QuickBooks requires careful set-up, work arounds and extra steps to make it work.

### ✘ Sketchy Support

QuickBooks For Nonprofits does offer support, but PC Mag called QuickBooks For Nonprofits support "sketchy."

### ✘ Unhappy Customers

One glance at the QuickBooks forums and you will see exactly why nonprofits are having a hard time using QuickBooks For Nonprofits and looking for a better solution.

# Try Aplos Nonprofit Accounting For Free

No Credit Card Required.

Try It For Free

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|--|--|----------------------------------|
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| Balance Sheet By Fund                        | ✓  |                                  |
| Income Statement By Fund                     | ✓  |                                  |
| Multiple Types Of Layers For Reporting       | ✓  | Statement By Class               |
| Form 990 Report                              | ✓  | ✓                                |
| Manage 1099s                                 | ✓  | ✓                                |
| Print Checks, Manage Bills, & Track Expenses | ✓  | ✓                                |
| Create & Send Invoices, Track Payments       | ✓  | ✓                                |
| Collect Invoice Payments Online              | ✓  | ✓                                |
| Recurring Transactions                       | ✓  | ✓                                |
| Budgeting                                    | ✓  | ✓                                |
| Budget By Fund                               | ✓  | Budget By Class                  |
| Budget By Tag                                | ✓  |                                  |
| Fixed Asset Module                           | ✓  |                                  |
| Cost Allocations                             | ✓  |                                  |
| Form 990-N & 990-EZ Filing                   | ✓  |                                  |
|  |  |                                  |
| Online Ticket Sales For Events               | ✓  |                                  |
| Website Builder                              | ✓  |                                  |
| Pledge Tracking & Statements                 | ✓  |                                  |
| Email & Letter Builder                       | ✓  |                                  |
|  |  |                                  |
| Donation Tracking                            | ✓  |                                  |
| Contribution Statements                      | ✓  |                                  |
| Accept One-Time & Recurring Online Donations | ✓  |                                  |
| Donor Database/CRM                           | ✓  |                                  |
|  |  |                                  |
| <b>Optional Add-Ons:</b>                     |  |                                  |
| Integrated Payroll                           | Gusto Payroll  | QuickBooks Payroll               |
| Full Service Payroll                         | \$39/mo + \$6  | \$79/mo + \$2                    |



&amp; Payroll Taxes

per employee

per employee

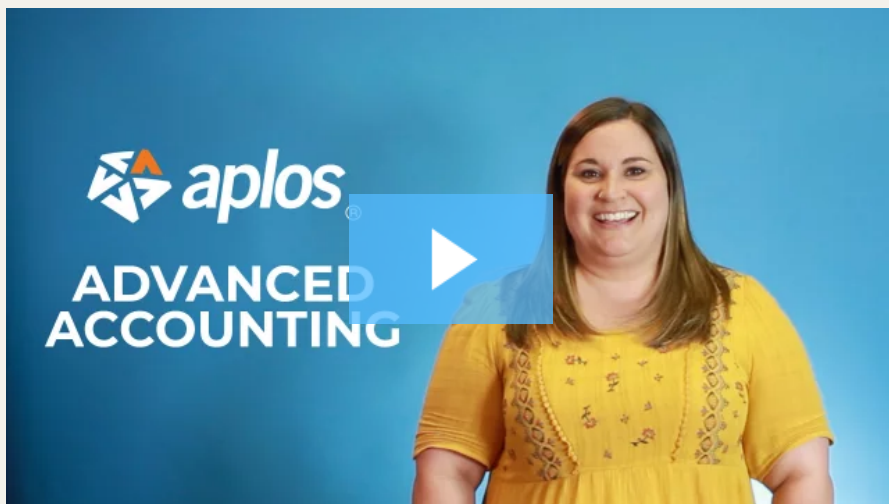
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-  Event Registration & Tickets
-  Integrated Online Giving Tools
-  Merchant Account For Secure Payments
-  People & Donor CRM Database
-  Secure Donor Portal
-  Letter & Email Builders
-  Website Builder
-  Groups & Teams Portal

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A wonderful transition from QB. Aplos fund accounting structure helped us organize our accounting in much better consistency and compliance with non-profit standards. QuickBooks forces your to twist and turn their product to fit with non-profit practices. Having online access by multiple "seats" is a big step forward in efficiency. Aplos support staff have been over-the-top and better-than-expected helpful, from initial import or data to addressing specific features we wanted.

- David M..