

**CAPITAL IMPROVEMENT PROGRAM**  
**City of Missoula CIP Project Request Form FY 2016-2020**

<b>Program Category:</b>	<b>Project Title:</b>	<b>14 Project #</b>	<b>15 Project #</b>	<b>16 Project #</b>
Community Service	CAFR Builder			CS-10

**Description and justification of project and funding sources:**

Purchase CAFR Statement Builder from Tyler Technologies. This software will produce the CAFR statement from the accounting system saving the finance staff hundreds of hours extending the need before additional staff may be required for managing the City finances. Auditors may be granted access for verification purposes, greatly reducing the hours required on the annual audit. The initial set up may take a few months but once the prior year is entered and balanced all following years will generate the required statements after adjusting entries are completed quickly. Computer space savings will be realized with this program, not requiring the massive Excel workbooks currently used for CAFR production. This will expedite compliance and possibly bond ratings. It will streamline the reporting process includes customizable templates, includes compliance updates and provides an extensive audit trail. This product exports to Excel for publication saving additional staff time.

**Is this equipment prioritized on an equipment replacement schedule?**

<b>Yes</b>	<b>No</b>	<b>NA</b>
		x

**Are there any site requirements:**

N/A

**How is this project going to be funded:**

<b>Funding Source</b>	<b>Accounting Code</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>Funded in Prior Years</b>
General Equipment Leasing		23,050					
		23,050	-	-	-	-	-

**How is this project going to be spent:**

<b>Budgeted Funds</b>	<b>Accounting Code</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>Spent in Prior Years</b>
A. Land Cost							
B. Construction Cost							
C. Contingencies (10% of B)							
D. Design & Engineering (15% of B)							
E. Percent for Art (1% of B)							
F. Equipment Costs							
G. Other		23,050					
		23,050	-	-	-	-	-

**Does this project have any additional impact on the operating budget:**

<b>Expense Object</b>	<b>Accounting Code</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>Spent in Prior Years</b>
Personnel							
Supplies							
Purchased Services			2,475	2,475	2,475	2,475	-
Fixed Charges							
Capital Outlay							
Debt Service							
		-	2,475	2,475	2,475	2,475	-

Description of additional operating budget impact: \$2,475 is on-going software maintenance. Additionally, we estimate a reduction in contracted services by approximately \$4,000 per year. This would result in a 5-6 year payback.

<b>Responsible Person:</b>	<b>Responsible Department:</b>	<b>Date Submitted to Finance</b>	<b>Today's Date and Time</b>	<b>Preparer's Initials</b>	<b>Total Score</b>
Leigh Griffing	Finance	4/1/2015	5/19/2015 13:40	MH	50

## CAPITAL IMPROVEMENT PROGRAM

### Project Rating

(See C.I.P. Instructions For Explanation of Criteria)

Program Category:	Project Title:				CS-10
Community Service	CAFR Builder				CS-10
Qualitative Analysis		Yes	No	Comments	
1. Is the project necessary to meet federal, state, or local legal requirements? This criterion includes projects mandated by Court Order to meet requirements of law or other requirements. Of special concern is that the project be accessible to the handicapped.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	The Comprehensive Annual Financial Report is a mandatory report for the Federal Awards and State Grant Funding. It is a continuing disclosure requirement for outstanding debt and future sale of bonds.	
2. Is the project necessary to fulfill a contractual requirement? This criterion includes Federal or State grants which require local participation. Indicate the Grant name and number in the comment column.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	The Comprehensive Annual Financial Report is a mandatory report for the Federal Awards and State Grant Funding. It is a continuing disclosure requirement for outstanding debt and future sale of bonds.	
3. Is this project urgently required? Will delay result in curtailment of an essential service? This statement should be checked "Yes" only if an emergency is clearly indicated; otherwise, answer "No". If "Yes", be sure to give full justification.		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
4. Does the project provide for and/or improve public health and/or public safety? This criterion should be answered "No" unless public health and/or safety can be shown to be an urgent or critical factor.		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Quantitative Analysis	Raw Score Range	Comments		Weight	Total Score
5. Does the project result in maximum benefit to the community from the investment dollar?	(0-3) 3	The annual results are always requested for future financial endeavors. The sooner they are available the quicker the City can respond to the financial market. The hours auditor spend reviewing the financials should also reduce significantly.		5	15
6. Does the project require speedy implementation in order to assure its maximum effectiveness?	(0-3) 3	Yes, the sooner it is implemented the sooner the savings of staff time accumulates		4	12
7. Does the project conserve energy, cultural or natural resources, or reduce pollution?	(0-3) 1	The project will greatly reduce staff hours spent on this annual report and improve accuracy. Will reduce paperwork necessary for CAFR creation.		3	3
8. Does the project improve or expand upon essential City services where such services are recognized and accepted as being necessary and effective?	(0-2) 2	This will result in quicker year end closing and publishing results.		4	8
9. Does the project specifically relate to the City's strategic planning priorities or other plans?	(0-3) 3	This project specifically relates to the goal of Fiscal Sustainability by increasing accuracy and timeliness of annual reporting.		4	12
<b>Total Score</b>					<b>50</b>

<b>16 Project #</b>	<b>Project Title:</b>
CS-10	CAFR Builder

Date	Author	Notes
2/17/2015	Mary Hanson	Joyce Hill, Staff Accountant, Mukilteo, WA / Joyce emphatically recommends this program. She will never go back to the previous way they compiled statements. She warned the setup is extremely time consuming at the beginning, a couple of months to code every account into the system. The beginning balances have to be entered, requiring you to enter the previous year's audited statements to verify balances. It may also show you if any errors were in the previous statements. Now it only takes a few weeks to produce the statements. The most time consuming part is the adjusting entries to enter now. Tyler Technology worked closely with Joyce being the first implementation of this product. There were on site for a week or more with the initial set up.

Date	Author	Notes
3/18/2015	Mary Hanson	Mary Ann Davis, Finance Director, City of Ocala, FL/Mary came to the City 4 years ago and immediately implemented Tyler's GASB 34 software for statement processing. She stated they had too many funds to manage with Excel spreadsheets. When they implemented the GASB 34 product they had nine people working on coding with laptops in a conference room with the Tyler consultant on site to answer questions. The process took a few weeks with the amount of dedicated staff to the project. Tyler was able to transfer the information from GASB 34 to the CAFR Builder this year so this will be the first year they use the CAFR Builder for statement publishing. Mary anticipates great time savings from this product. She did state they have not coded their cash accounts into this system at this time. She did say the manual way of producing the CAFR with spreadsheets took forever. Mary also stated that Eden's trail balance is not a true trail balance, it's more of a balance sheet. The CAFR Builder allows you to pull a true trial balance for audit purposes and allows drill down features of all accounts rolled up for review. The other nice feature she noted is that is separate from Eden's. You save a database from Eden's and import into the Builder. This allows you to have two different fiscal years open, the current one in Eden's so others may continue working and the previous in Builder to work on the statement presentation.