

MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: October 18, 2018

RE: Expenditure of Funds for Caselle Accounts Payable and Payroll Modules

HISTORY:

Staff currently uses Caselle General Ledger software to book financial transactions and prepare financial statements. Payroll and Accounts payable are currently done with Excel spreadsheets and QuickBooks.

DISCUSSION:

Staff is seeking approval to purchase Caselle Accounts Payable and Payroll modules for a one-time expense of \$6,850. Staff received a quote from another government financial software provider that was recommended by other small towns. Their quote was \$8,515 because we would have to purchase their General Ledger software in addition to Accounts Payable and Payroll.

Both Randi and I participated in a demo from Caselle of the Accounts Payable and Payroll modules. We both feel that it would be a great investment for the Town and would greatly improve the accuracy and efficiency of our financial processes.

Staff believes that this cost can be covered within our 2018 budget and will be recouped by the Town in both staff time and other reduced IT costs.

RECOMMENDED MOTION:

"I move to approve the expenditure of \$6,850 to Caselle for Accounts Payable and Payroll Modules."