



CITY OF BANNING STAFF REPORT

TO: CITY COUNCIL

FROM: Douglas Schulze, City Manager

PREPARED BY: Lincoln Bogard, Administrative Services Director

MEETING DATE: May 14, 2024

SUBJECT: Consideration of Resolution 2024-73, Approving a Consulting Agreement for Year-End Close and Advisory Services with Eide Bailly for a Not-to-Exceed Total of \$75,000 with a Term from Execution through December 31, 2024

RECOMMENDATION:

Adopt Resolution 2024-73.

BACKGROUND:

City Council authorized the Finance Department to add an additional temporary staff or consultant to help cover department Director level activities while the Administrative Services Director completes a Citywide Forensic Investigation.

Eide Bailly offer consulting services to assist with year-end close processes, finding efficiencies for that process, and documenting and training staff on the procedures implemented.

The consulting division of Eide Bailly is separate from the audit and attest division and qualifies as independent according to Generally Accepted Accounting Principles, including Governmental Accounting Standards, and Statements on Standards for Attestation Engagements and Statements on Standards for Consulting Services as promulgated by the American Institute of Certified Public Accountants (AICPA).

JUSTIFICATION:

Eide Bailly will assist in the development of modified or enhanced reconciliation processes and related templates, provide assistance with enhancements to or preparation of year-end Provided By Client (PBC) schedules to facilitate a timelier yearend close process, provide assistance with the development and implementation of a structured internal review process in the City's Finance Department for key transactions and year-end PBC schedules, provide assistance with the year-end close process for the fiscal year ending June 30, 2024, and provide training for City staff on use of the processes, templates, and schedules developed as part of this engagement.

FISCAL IMPACT:

\$75,000 total with less than half expected to be expended in Fiscal Year 2023-24 and the remaining to be expended in Fiscal Year 2024-25. These funds will be appropriated and paid out of general ledger account 001-1900-412.33-11 for Professional Services.

ALTERNATIVES:

Do not approve Resolution and provide alternative direction.

ATTACHMENTS:

1. [Resolution 2024-73, Eide Bailey.docx](#)
2. [PSA \(C001019\) Eide Bailley PSA for Year End Closing Processes](#)
3. [Eide Bailly Consulting Engagement Letter](#)
4. [Sole Source - Eide Bailly.pdf](#)