

## Memo

To: Implementation Board

From: KCRHA Fiscal Team

Date: November 10, 2020

RE: Revised CFO & Accounting Services Request

### BACKGROUND

The Implementation Board previously approved utilizing Robert Half as the 3<sup>rd</sup> party provider of fiscal services for the KCRHA. In review, the Authority needs preliminary staffing support to establish accounting policies, procedures and systems to ensure operations can begin as soon as the CEO is hired.

Initially, staff were under the impression that a direct contract with Robert Half would be manageable through the City procurement process. At this time Robert Half is not on the list approved and utilizing their services would require an RFP. In order to continue making progress, staff have re-engaged conversations with Francis and Company, a local and minority-owned business.

*Francis & Company is a quality oriented, client-centered professional service firm. We provide accounting, tax, management consulting, and auditing services to our clients in the Puget Sound area. Small business accounting, auditing of not-for-profit organizations, participating as a subcontractor on public sector auditing, and consulting engagements make up the majority of our practice. Our relationships with our clients are reliant on honesty, trust, mutual benefit, and respect.*

### REQUEST

The staff team is requesting that the Implementation Board vote to approve contracting with Francis and Company to complete the following:

- Establishing bank accounts
- Establishing accounts payable
- Establishing cash management and investment policies and systems