

**SANTA YNEZ COMMUNITY SERVICES DISTRICT**  
**MEMORANDUM**

**TO:** Board of Directors  
**FROM:** Loch Dreizler, General Manager  
**DATE:** February 15, 2023  
**SUBJECT:** Eide Bailly Contract Extension

**Recommendation / Proposed Motion:**

Extend contract with Eide Bailly

**Policy Implications**

Board Ordinance O-17-02

“Unless otherwise provided by Section 6, the District’s General Manager shall have the authority to make expenditures of \$25,000 or less without prior approval of the Board of Directors. The foregoing authorization shall apply to all expenditures by the General Manager on behalf of the District, including expenditures for professional services, and shall not be limited to expenditures for materials, supplies, furnishings, equipment, or other personal property.”

**Fiscal Implications**

Eide Bailly will provide accounting assistance beyond the originally agreed upon \$25,000 noted in the engagement letter signed by the General Manager on December 2, 2022, for a total amount not to exceed \$50,000.

**Alternatives Considered**

Do not extend the contract with Eide Bailly.

**Discussion**

Through discussion with our auditing firm and explaining how recent personnel changes might impact our audit’s timely submittal, our auditor suggested that I consider Eide Bailly or a similar firm to get some additional assistance. Unlike other firms, Eide Bailly does not perform audits or tax services – they specialize in accounting and advisory services for special districts like ours.

Eide Bailly has provided exceptional accounting and bookkeeping assistance for the District, and we are now current with our accounts payable and receivables. Eide Bailly has also gathered and continues to gather the necessary documents to complete our FYE 22 audit. Working remotely, other than one initial on-site visit, has helped minimize expenses. (See Next Page)

Summarized list of the services Eide Bailly has provided to date:

1. Data Validation from FYE 21 to FYE 22 audits
2. Accounts Payable (AP) Processing - Vendor payments payment in Black Mountain Software (BMS)
3. AR Processing (Invoices)
4. Revenue Tracking
5. Payroll History (Processed in Quick Books, BM, now with Pacific Payroll Company)
6. Bank Reconciliations
7. Fiscal Year 22 Audit
8. Eide Bailly is working on the extension of the Financial Transactions Report (FTR) due 1/31/23.
9. Analyzing and cost benefits of our existing accounting software.
10. Completing the Government Compensation in California Report (GCC) (Due 4/30/23)