



# KING COUNTY

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

## Signature Report

October 4, 2016

### FCD Resolution

Proposed No. FCD2016-15.1

Sponsors

1 A RESOLUTION authorizing the chair to enter into the  
2 second 2016 amendment to the Contract for Accounting  
3 Services.

4 WHEREAS, the King County Flood Control Zone District ("District") has entered  
5 into a contract for accounting services with Francis & Company, PLLC; and

6 WHEREAS, the District desires to amend the contract for accounting services as  
7 set forth in Attachment A to this resolution; now, therefore

8 BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE KING  
9 COUNTY FLOOD CONTROL ZONE DISTRICT:

10 SECTION 1. The chair of the King County Flood Control Zone District is

- 11 authorized to enter into the "Second 2016 Amendment to Contract for Accounting  
12 Services," Attachment A to this Resolution.  
13

FCD Resolution was introduced on and passed by the King County Flood Control District on 10/3/2016, by the following vote:

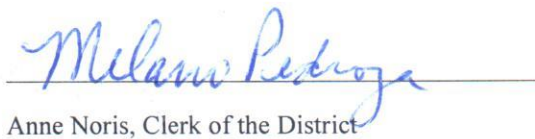
Yes: 8 - Mr. von Reichbauer, Mr. Gossett, Ms. Lambert, Mr. Dunn,  
Mr. McDermott, Mr. Dembowski, Ms. Kohl-Welles and Ms. Balducci  
No: 0  
Excused: 1 - Mr. Upthegrove

KING COUNTY FLOOD CONTROL DISTRICT  
KING COUNTY, WASHINGTON



Reagan Dunn, Chair

ATTEST:



Anne Noris, Clerk of the District

**Attachments:** A. Second 2016 Amendment to Contract for Accounting Services

**SECOND 2016 AMENDMENT TO  
CONTRACT FOR ACCOUNTING SERVICES  
KING COUNTY FLOOD CONTROL ZONE DISTRICT**

THIS AMENDMENT amends Sections 1 and 2 of the Contract for Accounting Services ("Contract") between the King County Flood Control Zone District, King County, Washington, a municipal corporation of the State of Washington ("District") and Francis & Company, PLLC ("Accountant"), as follows:

A. Amendment of Section 1. Effective August 1, 2016, Section 1 of the Contract, as last amended by the 2016 Amendment, is further amended as follows:

1. Scope of Services to be Performed by Accountant. The Accountant shall perform the services described in Exhibit "A" to the Second 2016 Amendment. In performing the services, the Accountant shall comply with all federal, state and local laws and regulations applicable to the services. The Accountant shall perform the services diligently and completely and in accordance with professional standards of conduct and performance.

B. Amendment of Section 2. Effective August 1, 2016, Section 2 of the Contract, as last amended by the 2016 Amendment, is further amended as follows:

2. Compensation and Method of Payment. The Accountant shall request payment for work performed using the billing invoice form at Exhibit "B." The District shall pay the Accountant according to the rates set forth in Exhibit "A" to the Second 2016 Amendment. The total compensation for services performed in the calendar year 2016 shall not exceed \$94,875. ~~annual budget appropriations for the services.~~

The Accountant shall complete and return to the District Exhibit "C," Tax Identification Number," prior to or along with the first billing invoice.

IN WITNESS WHEREOF, the parties hereto have executed this Second 2016 Amendment on the dates written below:

FRANCIS & COMPANY, PLLC.

KING COUNTY FLOOD CONTROL  
ZONE DISTRICT

By: \_\_\_\_\_  
CEO/Partner

By: \_\_\_\_\_  
Board Chair

Date: \_\_\_\_\_

Date: \_\_\_\_\_



EXHIBIT A  
SCOPE OF SERVICES  
SECOND 2016 AMENDMENT

Tasks	Services
Meetings with Executive Director, Board, Executive Committee, Legal Counsel and others	Partner or Manager Work with Executive Director throughout the year as necessary (through Partner or Manager) to ensure that accounting and compliance issues are properly considered in the ongoing operation of the District. These services could include attendance at meetings with the Executive Director, Board and/or Executive Committee, and with legal counsel, State Auditor and others.
Conduct Accounting	<p>Work with Executive Director to track expenditures, verify expenditures, conduct periodic compliance monitoring, provide monthly financial statements, maintain accounting information within chart of accounts, maintain general ledger, prepare reporting formats, coordinate and interface with State Auditor, prepare and review internal control policies and procedures, and perform fixed assets accounting.</p> <p>Conduct accounting services necessary for compliance with grant conditions, including the use of federal funds.</p> <p>Assist with other financial and banking items such as but not limited to employer ID number, banking, budgeting and payroll service accounts. All services leading to financial close, preparation and delivery of monthly reports from data supplied by the District.</p>
Annual Compilation of financial statements with footnotes and reporting to the Board.	Produce a full set of year-end financial statements (including management's discussion and analysis and footnotes) in accordance with generally accepted accounting principles for annual audit.
Audit preparation and support services.	<p>Prepare annual internal audit of operating and management services contract with King County <u>in consultation with the Chair or his designee to determine areas of focus.</u></p> <p>Perform accounting and consulting services to support annual audit of the District, including working with King County departments to gather documents for the financial statements. Oversee the audit process including financial and accountability audits. Provide support during the audit, as the primary financial consultant for the District.</p>

**Fees (Per Hour):** Partner \$220; Manager \$150; Senior Accountant \$125; Staff Accountant \$102