



**KING COUNTY**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**Signature Report**

**December 14, 2011**

**FCD Resolution**

**Proposed No. FCD2011-17.2**

**Sponsors**

1           A RESOLUTION relating to consulting accounting services; amending the  
2           contract for accounting services between the District and Francis and Company,  
3           PLLC; and authorizing the chair to execute the 2011 amendment to the contract  
4           for accounting consulting services

5           WHEREAS, the King County Flood Control Zone District ("District") entered  
6           into a Contract for Accounting Services dated December 13, 2010 ("Contract"); and

7           WHEREAS, at the request of the District, the Contract consultant performed  
8           additional services in 2011; and

9           WHEREAS, the Board of Supervisors desires to amend the Contract to provide  
10          officially for payment to the Contract Consultant for services that were requested and  
11          delivered in 2011; now, therefore

12          BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE KING  
13          COUNTY FLOOD CONTROL ZONE DISTRICT:

14          SECTION 1. The chair of the King County Flood Control Zone District is  
15          authorized to enter into the "2011 Amendment to Contract for Accounting Services",  
16          Attachment A to this Resolution.

17          SECTION 2. All actions and authority consistent with this Resolution and the

FCD Resolution


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18 2011 Amendment to the Contract for Accounting Services are hereby ratified and  
19 confirmed.  
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FCD Resolution was introduced on and passed by the King County Flood Control District on 12/12/2011, by the following vote:

Yes: 8 - Mr. Phillips, Mr. von Reichbauer, Mr. Gossett, Ms. Hague,  
Ms. Patterson, Ms. Lambert, Mr. Ferguson and Mr. McDermott  
No: 0  
Excused: 1 - Mr. Dunn

KING COUNTY FLOOD CONTROL ZONE  
DISTRICT  
KING COUNTY, WASHINGTON

  
Julia Patterson, Chair

ATTEST:

  
\_\_\_\_\_

Anne Noris, Clerk of the District

Attachments: A. Second 2011 Amendment to Contract for Accounting Services, adopted December 12, 2011

**SECOND 2011 AMENDMENT TO  
CONTRACT FOR ACCOUNTING SERVICES  
KING COUNTY FLOOD CONTROL ZONE DISTRICT**

THIS SECOND 2011 AMENDMENT amends Section 1 of the Contract for Accounting Services 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"), and amends Section 2 of such Contract, as amended by the 2010 Amendment, as follows:

A. Amendment of Section 1. Until December 31, 2011, Section 1 of the Contract is 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 2011 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. Until December 31, 2011, Section 2 of the Contract 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 2011 Amendment. From and after April 1, 2010, the total compensation shall not exceed 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. The District shall pay the Accountant for services rendered within ten (10) days after voucher approval by the Executive Committee Chair.

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

FRANCIS & COMPANY, PLLC.

KING COUNTY FLOOD CONTROL  
ZONE DISTRICT

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

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

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

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

<p>Meetings with Executive Director, Governing Board, Legal Counsel</p>	<p>Partner or Manager work with Executive Director throughout the year as necessary 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 or Committee meetings, meetings with legal counsel and state auditor and others.</p>
<p>Conduct Accounting</p>	<p>Work with Executive Director to track expenditures, verify expenditures, conduct periodic compliance monitoring, provide monthly financial statement, maintain accounting information within chart of accounts, maintain general ledger, reporting formats, state auditor coordination and interface, internal control policies and procedures, and fixed asset accounting.</p> <p>Conduct accounting 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 District.</p>
<p>Annual Compilation of financial statements with footnotes and reporting to the Board</p>	<p>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.</p>
<p>Audit preparation and support services</p>	<p>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>
<p>Budget Analysis Support</p>	<p>Undertake special assignments to assess financial performance and trends.</p>

**Budget:**

Not to exceed approved budget of \$90,000

**Fees:**

Partner \$190

Manager \$140

Senior Accountant \$110

Staff Accountant \$85