



Staff Report

Agenda Item:	6	Name:	Michelle Clark
Proposed No.:	FCD24-01	Date:	March 12, 2023

Proposed Motion FCD24-01: A MOTION authorizing the Chair to enter into an amendment to the contract for accounting services.

The King County Flood Control District (District) uses consultants to provide professional services including accounting and financial management services. Motion FCD23-03 authorized the chair to enter into a contract for accounting services with Francis & Company PLLC (Francis) after a competitive process in 2023. The contract is for a term of one year with three options to extend the contract for one additional year per extension.

Under the proposed contract amendment, Francis will continue to provide accounting and financial management services including:

1. Provide accounting services, including general ledger maintenance and preparation of monthly financial statements relating to District operating and capital budgets;
2. Prepare a full set of year-end financial statements in accordance with generally accepted accounting principles;
3. Prepare an annual audit of operating and management services contract with District primary service provider King County;
4. Serve as primary point of contact and preform accounting services to support the annual audits of the District by the Washington State Auditor; and
5. Advise the District on financial compliance issues for special purpose governments, state and federal grants, and other compliance areas.

Approval of this motion is administrative and does not impact the 2024 adopted budget.