



Legislation Details (With Board Report)

**File #:** 14-241      **Name:** Robert Half International Renew Extend Amend No. 1  
**Type:** General Agenda Item      **Status:** Passed  
**File created:** 3/12/2014      **In control:** Board of Supervisors  
**On agenda:** 3/25/2014      **Final action:** 3/25/2014

**Title:** Approve and authorize the Contracts/Purchasing Officer to execute a Renewal, Extension and Amendment No. 1 to an Agreement between with Robert Half International, Inc for \$74,412 in amount not-to-exceed \$149,292.00 to provide accounting and auditing assistance in reconciling the Advantage HRM (Payroll) System to the Advantage Financial (General Ledger) System.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. RobertHalf Renew Extend & Amend No 1, 2. RobertHalf PSA 13-14, 3. Completed Board Order

Date	Ver.	Action By	Action	Result
3/25/2014	1	Board of Supervisors	approved	

Approve and authorize the Contracts/Purchasing Officer to execute a Renewal, Extension and Amendment No. 1 to an Agreement between with Robert Half International, Inc for \$74,412 in amount not-to-exceed \$149,292.00 to provide accounting and auditing assistance in reconciling the Advantage HRM (Payroll) System to the Advantage Financial (General Ledger) System.

**RECOMMENDATION:**

It is recommended that the Board of Supervisors:

Approve and authorize the Contracts/Purchasing Officer to execute a Renewal, Extension and Amendment No. 1 to an Agreement between with Robert Half International, Inc for \$74,412 in amount not-to-exceed \$149,292.00 to provide accounting and auditing assistance in reconciling the Advantage HRM (Payroll) System to the Advantage Financial (General Ledger) System.

**SUMMARY:**

The Office of the Auditor-Controller entered into an agreement with Robert Half International, Inc. (Accountemps) on July 1, 2013 to provide a Senior Accountant for accounting and auditing assistance in reconciling the Advantage HRM (Payroll) System to the Advantage Financial (General Ledger) System. After the CGI Technologies' Advantage HRM System went live, the County's cash reconciliation has become a complex and challenging task due to system challenges, process changes, and a lack of resources in the Payroll and General Accounting Sections. As such, the Auditor-Controller acquired the services of a Senior Accountant from Accountemps to begin the process. Due to an unanticipated retirement and illnesses in the office, the Auditor-Controller needs to renew, extend and amend the original agreement with Accountemps.

**DISCUSSION:**

Cash reconciliation process incorporates payroll disbursements, accounts payable disbursements, all county receipts, and Special districts receipts and disbursements. The following payroll processing verification steps are necessary as part of cash reconciliation process for payroll disbursement area:

- Check payroll output against the General Ledger to ascertain that the Payroll Accounting Management (PAM) integrator developed by CGI Technologies is working correctly. This has not been the case since Go Live of the Advantage HRM Systems.
- Identify discrepancies in reporting Net Pay amounts to General Ledger Financials.
- Compare verified PAM with Check register; confirm checks processed accurately to the general ledger. Make necessary adjustments, if discrepancies are identified.

The lack of cash reconciliation is an internal control issue. Further, The County's independent auditor requires the information during the annual audit.

OTHER AGENCY INVOLVEMENT:

The Renewal, Extension and Amendment has been reviewed by County Counsel and Contracts/Purchasing.

FINANCING:

The amendment changes the original agreement from a not-to-exceed \$74,880.00 to a not to exceed \$149,292.00, an increase of \$74,412.00. The Senior Account is salaried and benefitted staff member of Accountemps. The Office of the Auditor-Controller will make every effort to fund the amendment within the fiscal year 2013-14 Adopted Budget.

In December 2013, the Auditor-Controller began working with Accountemps to obtain an amended agreement. Due to vendor delays, the Office of the Auditor-Controller received the amended agreement the first week of March 2014. The 2014-15 Requested Budget includes an augmentation request for a fulltime permanent Accountant Auditor III to take over the work of the Senior Accountant from Accountemps.

Prepared by: Alfred R. Friedrich, Asst. Auditor-Controller, 755-5343

Approved by: Michael J. Miller, Auditor-Controller, 755-5084

Attachments:

Renewal, Extension and Amendment No. 1 with Robert Half International, Inc.

Original Agreement with Robert Half International, July 1, 2013 - December 31, 2013