



CASELLE SOFTWARE

Since 1978 Caselle has been providing software and services to local government. Our government customer base consists of over **1,300** satisfied municipalities, counties and service districts throughout the United States. Our clients have provided valuable product enhancement suggestions to us over the years. This has enabled Caselle to offer mature, feature-rich products to meet the needs of our growing and diverse clients.

All of our business (100%) is in local government. Our primary market exposure has been through direct sales, trade shows, and client referrals. Caselle appreciates the positive references and recommendations our customers give to their peers and business associates and are pleased that our customer retention, since 1983, exceeds 95%.

Caselle enjoys steady and manageable growth. This is attributed to several significant factors:

- Feature rich software
- Comprehensive training classes and materials
- Accurate data conversion
- Friendly, knowledgeable support personnel
- Sound financial and company management
- Highly skilled employees
- Continuous improvements to software

Caselle is uniquely qualified to provide the District with innovative yet practical solutions to maximize resources and address the District's software needs. In addition, we have the experience and resources necessary to meet your needs and assist you with this very important project. As the District engages Caselle they should feel confident in the items below that distinguish our team who will be backing you.

Full Service Firm

Caselle provides a full range of software services specifically developed for cities, counties, and special service Districts to approximately 1,300 clients in 32 states. These services include total turnkey software solutions. We are committed to enabling our clients to print accounts payable checks, payroll checks, and monthly reports immediately after our training. This process eliminates the need to run parallel systems.

Experience

We understand the demands on your time and the pressures you face. This understanding comes from our continuing relationship with our customers throughout the United States. Our team includes CPAs, trainers, and developers with over thirty years of training experience, and quality help desk analysts ready and waiting to answer your every question. With our years of service we have great success in converting data from all types of legacy software and implementing it into Caselle software.

Depth of Resources

Our project team members all have extensive software experience. All team members are available at any time for consultation. Our quality products and service will provide you with information you need to make timely and accurate management decisions, while meeting the needs of your constituents.

Commitment

Caselle has a long-standing tradition and solid reputation for providing high quality services to municipal government. Our experience with software and conversion services allows us to provide a highly efficient and cost-effective transition from your legacy system.

Research & Development

Our Research & Development team consists of three managers, fifteen software engineers, three product owners, five business testers and a Publications Writer. Approximately 20 – 25% of our annual revenue is invested in application development and existing software upgrades and enhancements.

Organizational Structure

Development	30
Support	25
Implementation	25
Marketing & Sales	6
Network Services	2
Accounting/Administration	6
TOTAL	94

Company Headquarters

Caselle, Inc.
1656 S. East Bay Blvd.
Provo, UT 84606

Caselle's training center, customer support and implementation services are located at the above address. This same location would service Ross Valley Sanitary District.

Financial Information

Caselle is a privately held company and considers financial information proprietary. Caselle has been a consistently profitable company for over 40 years. You may refer to Dun & Bradstreet for more information. D-U-N-S #: 10-688-4851.

Date & State of Incorporation

February 25, 1991
Utah



“Caselle is creative, awesome and makes my life easier!”

- Debi Savage
Susanville, CA

“The Caselle Staff has been one of the most passionate group of employees we’ve worked with. They provide exceptional support and service to my organization

- Dina Breitstein
Discovery Bay, CA

“Caselle has been a great partner with excellent customer service. They are always enhancing their product to meet the needs of their customers.”

-Sean Henry, *Finance Officer*
Rowland Water District, CA

OFFERING YOU PEACE OF MIND WITH PROVEN SOFTWARE SOLUTIONS

“We spoke with a number of software providers and ultimately selected Caselle, we couldn’t be more please. From Implementation and beyond the Caselle team has always been there to help. The system is simple to navigate and our team was able to make the switch quickly after our initial training. I would recommend this system to any city looking for not only an integrated software program but a support team that will be there long after you sign the purchase order.

- Michael O’Brien
San Dimas, CA

Selecting a Software Company

- DOES THE SOFTWARE FIT YOUR NEEDS
- LONGEVITY
- SUPPORT AVAILABILITY
- IMPLEMENTATION
- ADDITIONAL EDUCATION
- WHAT ARE OTHERS SAYING



Does the Software Fit Your Needs?

- FOCUS ON GOVERNMENT
- 40+ INTEGRATED SOLUTIONS
- MICROSOFT PARTNER
- SQL BASED
- SERVER & HOSTED OPTIONS
- FLEXIBLE REPORTING



Longevity

- ESTABLISHED IN 1978
- DEVELOPED BY A CPA /AUDITOR
- AVERAGE TENURE OF EMPLOYEES
- CPA'S ON STAFF
- 1300 CUSTOMERS
- SOFTWARE FOR LIFE
- FANTASTIC SOFTWARE

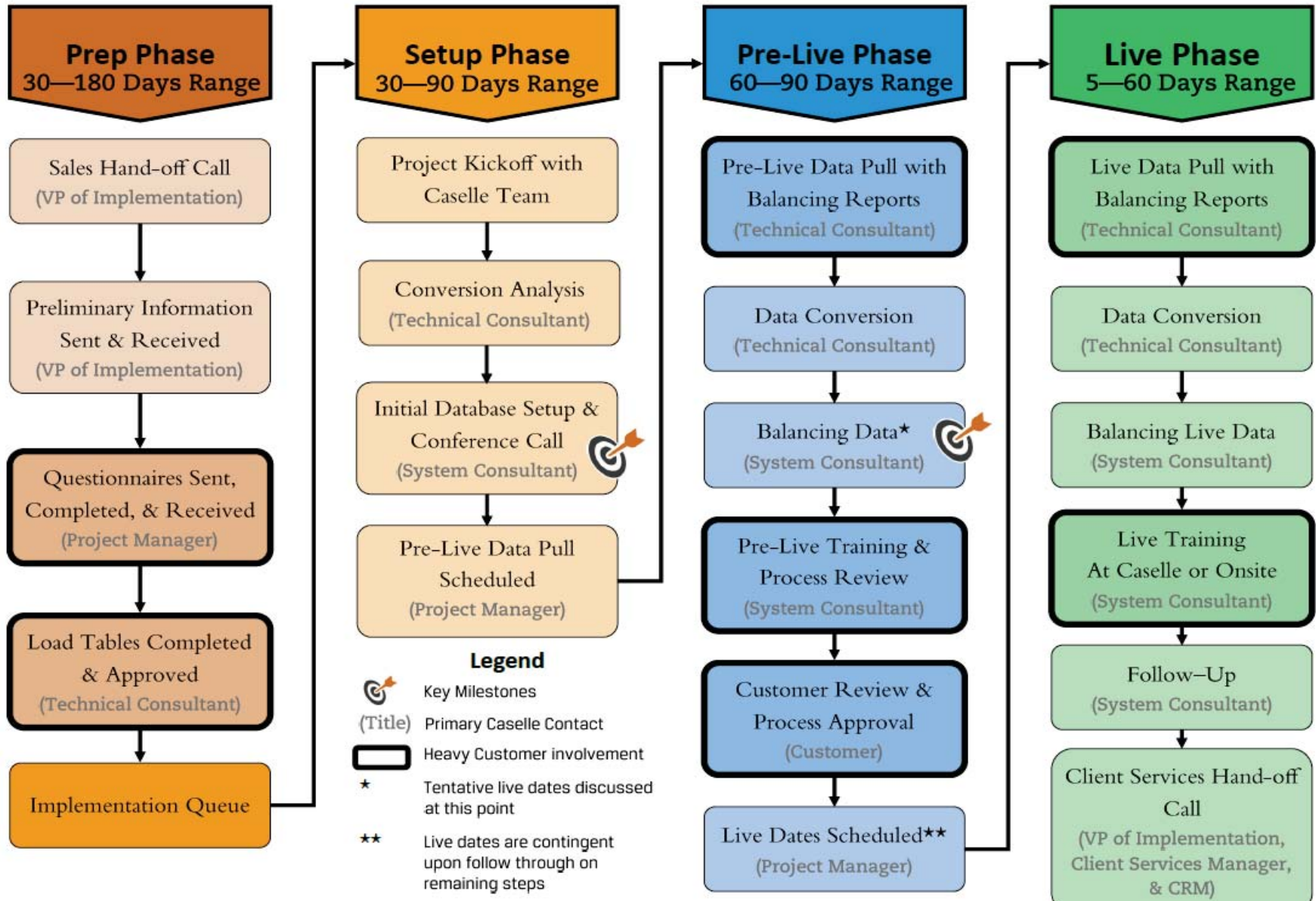


Support Availability

- 24 HOUR SUPPORT
- UNLIMITED CALLS TO SUPPORT
- ONLINE CUSTOMER INCIDENT MANAGEMENT SYSTEM (CIMS)
- CPA'S ON STAFF
- ONLINE KNOWLEDGE BASE



CASELLE Implementation Process

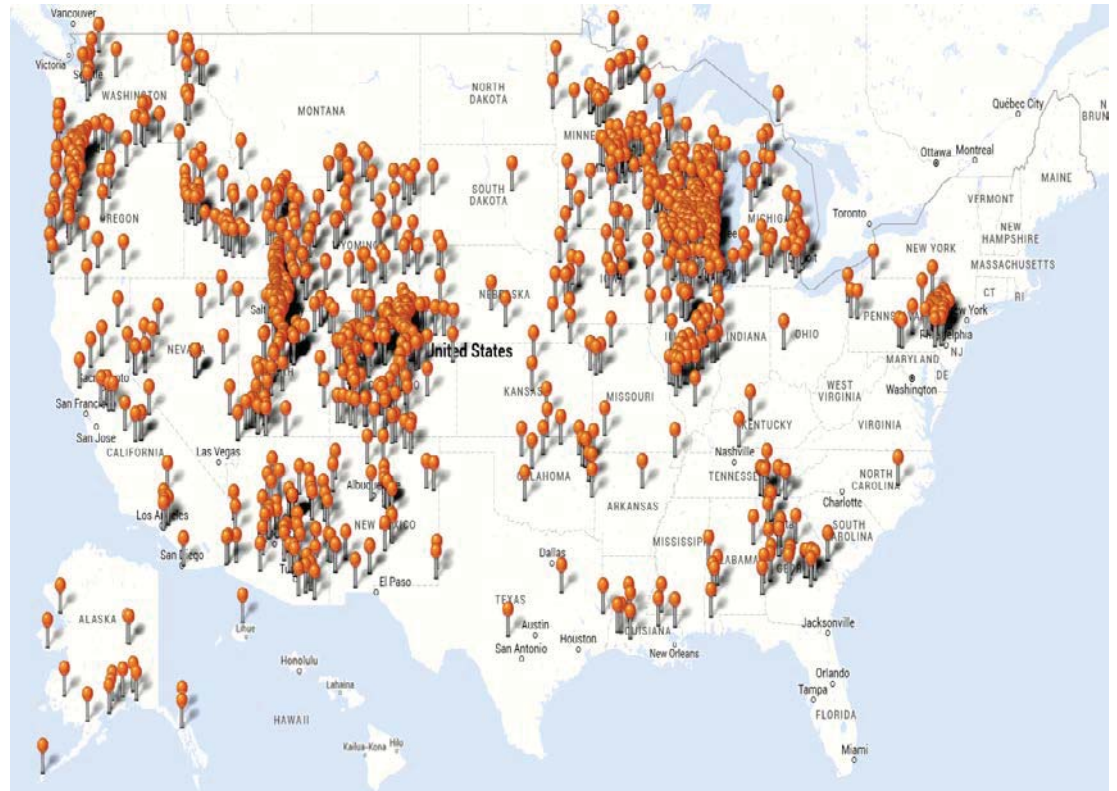


Additional Education

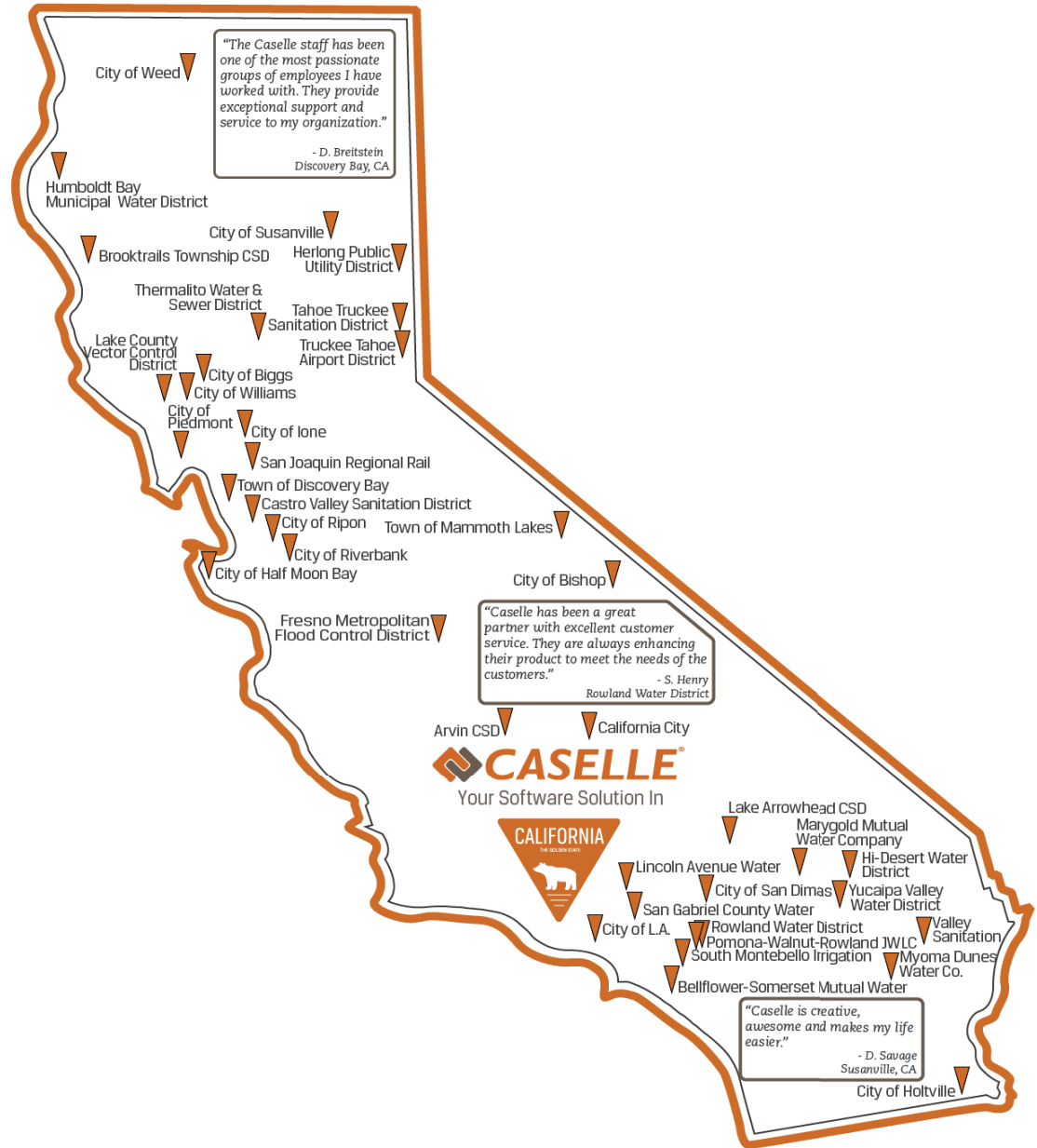
- ANNUAL CONFERENCES
- USER GROUPS
- WEBINARS
- KNOWLEDGE BASE



Customer Map



California Map



California References

- SUSANVILLE, CA
- RIVERBANK, CA
- TOWN OF MAMMOTH LAKES, CA
- SAN DIMAS, CA
- RIPON, CA
- DISCOVERY BAY, CA
- LAKE ARROWHEAD CSD, CA
- ROWLAND WATER DISTRICT, CA
- TRUCKEE TAHOE AIRPORT, CA
- LINCOLN AVENUE WATER DISTRICT, CA
- FRESNO METRO FLOOD CONTROL DISTRICT, CA
- SOUTH MONTEBELLO IRRIGATION, CA
- BELLFLOWER-SOMERSET MUTUAL WATER COMPANY, CA





Caselle® Hosted Software & Services Proposal

Lake Shastina Community Services District, CA

April 15, 2021
(Valid for 90 days)

From:

Wade Walker, Territory Manager
pww@caselle.com

Caselle[®] Hosted Software & Services Proposal
Lake Shastina Community Services District, CA
April 15, 2021

Proposal Summary

License Type	Hosted
Total Training	16,900
Total Setup	15,200
Total Conversion	11,734
Total Investment	\$43,834

A deposit of 50% of the total proposal price is required with order. The remaining balance will be due upon completion of training.

Monthly Hosted Maintenance & Support will be \$2,452.

I have read and agree to all terms & conditions proposed herein. I understand if Lake Shastina Community Services District is unable to provide data to Caselle in the requested format, additional fees will apply.

Signature

Printed Name & Title

Date



Caselle® Hosted Software & Services Proposal
 Lake Shastina Community Services District, CA
 April 15, 2021

Proposal Detail

<i>Caselle</i> ® Application Software	License Type	Training	Setup	Conversion	Total
General Ledger	Hosted	\$2,250	\$700	\$780	\$3,730
Budgeting	Hosted	Included	-	-	-
Bank Reconciliation	Hosted	Included	-	500	500
miExcel GL	Hosted	Included	1,000	-	1,000
Payroll/Direct Deposit	Hosted	3,375	1,750	1,054	6,179
Timekeeping	Hosted	1,100	500	-	1,600
Online Pay Stubs/W2's	Hosted	-	3,000	-	3,000
Accounts Payable	Hosted	550	500	1,300	2,350
AP Direct Pay	Hosted	Included	-	-	-
Accounts Receivable	Hosted	1,100	500	200	1,800
Utility Management	Hosted	3,375	1,500	7,400	12,275
Utility Tax Certification	Hosted	Included	-	-	-
Utility Service Orders	Hosted	550	500	-	1,050
Online Mapping	Hosted	-	-	-	-
Cash Receipting	Hosted	550	500	-	1,050
Online/Electronic Payments Bundle	Hosted	-	-	-	-
Cash Receipting Web Services	Hosted	-	-	-	-
Utility Management Web Services	Hosted	-	-	-	-
XpressBillPay – Online Payments Setup	Hosted	500	2,250	-	2,750
Asset Management	Hosted	550	500	500	1,550
Caselle Document Management	Hosted	3,000	2,000	-	5,000
Three (3) Concurrent User Licenses	Hosted	-	-	-	Included
Grand Total	Hosted	\$16,900	\$15,200	\$11,734	\$43,834

Notes:

1. The training will take place at Caselle.
2. Monthly credit card and electronic payment transaction fees are billed separately by Xpress Bill Pay.
3. Online Paystubs includes 50 employees paid bi-weekly and annual W2's. Software Assurance will be adjusted if the number of employees exceeds this estimate.
4. The subscription based Caselle Document Management includes: Full Text Search, Encryption, Drag and Drop, Role-Based Security, Versioning, Document Retention, Audit Trail, OCR (10,000 pages/month), three (3) Concurrent User Licenses, three (3) Advanced Workflow Licenses and the Caselle Integration.



Caselle® Hosted Software & Services Proposal
Lake Shastina Community Services District, CA
April 15, 2021

Implementation Services

Data conversion is an involved, sometimes complicated procedure that must be completed with a high level of accuracy and precision. To make this process run smoothly, Caselle requires your assistance in providing the required materials for preliminary data conversion, offering clarification as needed during the conversion process, and supplying updated materials for the final data conversion. ***Please read the following information carefully.***

Gathering Preliminary Data

Assemble the following information and send it to Caselle.

- Complete the **Information Worksheets** during each phase of the conversion.
- Provide **data to be converted**.
 - You may need to clarify the data, as needed, during the conversion process.
 - Caselle will not convert the prior period detail during data conversion unless optional history conversion is specified in the contract.
- Send **printed or PDF reports** to verify account balances at the time data is sent to Caselle for preliminary conversion and again for final data conversion.

Submitting Conversion Data

You will be provided a file layout for each application that will have data conversion. The file layout details the required and/or optional fields that Caselle will need to provide the conversion. The cost of conversion quoted in this proposal is based on your submission of the necessary data in the requested formats. If data cannot be supplied in this format, additional costs will be billed to get your existing data into the desired formats ready for conversion, and could delay any proposed timeline. We may also need file layouts or descriptions of tables and where all of the necessary information is located within your existing data to complete the conversion.

Data Conversion Timeline

The timeline begins when the requested data and all required preliminary information has been received by Caselle. The timeline to complete an accurate data conversion can range from 120 – 180 days. This is dependent upon the condition of the data and the client's willingness to review the preliminary information for accuracy, including information requested in the discovery phase of the conversion.

Scheduling Training

Important! Training will only be scheduled after Caselle has completed the mock conversion and the customer has reviewed and approved the conversion.

After training is scheduled, a representative from the Implementation team will review the remaining steps to ensure a successful implementation, prior to going Live on Caselle.

Caselle[®] Hosted Software & Services Proposal
Lake Shastina Community Services District, CA
April 15, 2021

Software Setup & Data Conversion

This section contains the items, per directory, that will be setup and converted in each module. Since estimating the exact quantity may be difficult, we will adjust the calculated conversion cost if the actual number of items converted is greater than or less than 25% of the original estimate.

Data conversion requires that data be submitted in the required format. It is the responsibility of the customer to provide data to Caselle. Conversion services to retrieve or modify your data to the required formats are available at an additional cost. These services will be billed at Caselle's current hourly rate and are not included in this proposal.

General Ledger Setup

- Set up the control table in the General Ledger and Account Masks with the appropriate segments for funds, departments, revenue sources, object codes, and other account classifications.
- Modify the existing chart of accounts to utilize the advanced reporting features available with Caselle, if needed.
- Format five standard financial statements:
 - Balance Sheet with Revenue/Expenditures compared to budget
 - Allocation Reconciliation
 - Income Statement (All Funds)
 - Balance Sheet (All Funds)
 - Fund Summary Income Statement

Note: Additional fees may be required to set up additional financial statements.

- Establish all necessary journals for interfaced subsystems to allow the subsystems to update transactions to the General Ledger.
- Create a custom Checklist to document your organization's daily, monthly, and fiscal year-end steps; as well as budget procedures.

Data Conversion

- The current year-to-date trial balance and budget will be entered and balanced to your existing system. Caselle will provide supporting reports that document the balance sheet accounts, revenues, and expenditure balance for auditing purposes. A trial balance period will be established and all periods from that period forward will contain detail transaction information, if provided.

390 accounts are included

**Bank Reconciliation
Data Conversion**

- Bank reconciliation for the desired cash accounts with outstanding deposits and checks will be established. A bank reconciliation will be completed and balanced to cash for the appropriate beginning period.

1 bank accounts are included



Caselle[®] Hosted Software & Services Proposal
Lake Shastina Community Services District, CA
April 15, 2021

Payroll/Direct Deposit Setup

- Set up necessary pay codes for gross pay, deductions, taxes, and benefits.
- Set up check formats for the Employee Payroll Check and Vendor Remittance for applicable deductions.
- Create a custom Checklist to document all necessary payroll procedures for pay periods and year-end.
- Set up default reports for all necessary payroll reporting, including:
 - Transmittals
 - Standard State/Federal Reporting
- Set up header and batch information with the appropriate ACH/NACHA file information.
- Set up bank file with all necessary employee bank routing information.
- Format one direct deposit voucher and one transmittal voucher.
- Additional form set up, such as timesheets will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Data Conversion

- Each employee's information will be converted. This information includes the employee name, address, Social Security number, exemptions, and worker's compensation status.
- Each employee's wage distribution for salary and benefits will be established.
- Employee pay codes for all wages, deductions, taxes, benefits, and reimbursements will be converted.
- Payroll YTD information will be entered and reviewed to ensure W-2 information is accurate at year-end.
- Payroll processing to verify data conversion is accurate will be completed.
- Payroll YTD totals, leave time, hours, and benefits will be balanced to the existing system if supporting reports are provided.
- Caselle will provide reports of the converted data for auditing purposes.
- Each employee file will be set up with the employee's bank routing account information for full ACH compatibility. A pre-notification test file will be generated and verified to ensure accuracy.

62 employees are included

Timekeeping Setup

- Establish activity codes and appropriate payroll overrides.
- Set up and define task codes, including descriptions and General Ledger override accounts, if necessary.
- Set up employee defaults for tasks, activities, and shifts.
- Set up applicable FLSA shifts.

AP Direct Pay Setup

- Set up header and batch information with the appropriate ACH/NACHA file information.
- Set up vendors with necessary routing and account numbers.
- Format one direct pay voucher.

Caselle[®] Hosted Software & Services Proposal
Lake Shastina Community Services District, CA
April 15, 2021

Accounts Payable Setup

- Establish vendor defaults.
- Format one check form with requested stub detail.
- Create a Checklist to document Accounts Payable procedures, including the printing of 1099's.

Data Conversion

- Each vendor's information will be converted. This information includes the vendor name, street address, mailing address, remittance addresses, city, state, zip code, and 1099 status.
 - Exception: 1099 balances can be established, if provided.

650 vendors are included

Accounts Receivable Setup

- Set up the appropriate billing categories and penalty rates.
- Format standard reports for reporting and balancing of customer accounts.
- Format one of each of the following: statements, invoices, and delinquent notices.
- Create a Checklist to document Accounts Receivable procedures.
- Additional form layouts for statements, invoices, and delinquent notices will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Data Conversion

- Each customer's account information will be converted. This information includes the customer's name, street address, mailing address, bill to information, city, state, and zip code.
- Customer balances will be converted.

100 accounts are included

Utility Management Setup

- Set up services, taxes, rate tables, and other fees for billing.
- Format one form for each of the following: utility bills, delinquent notices, and shut-off notices.
- Set up default reports for billing, meter proofing, and reviewing customer information.
- Create table lists to generate customer labels, reports for new connects, terminated customers with credit balances, and terminated customers with a zero balance.
- Create a Checklist to document daily, monthly, and billing procedures.
- Additional forms will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Data Conversion

- Each customer's information will be entered and verified. This information depends on what is provided. Information will be converted as is and normally includes the customer number, name, service address, mailing address, city, state, zip code, telephone numbers, meter number, location, balances, and previous reads.
- All appropriate transactions for balancing the billing will be converted.
- Balancing totals, billing totals, receivable by service totals, if provided, will be balanced to the existing system using supporting reports.
- Caselle will provide reports of the converted data for auditing purposes.

3,700 meters or customers are included

Caselle® Hosted Software & Services Proposal
Lake Shastina Community Services District, CA
April 15, 2021

Utility Electronic Reading Interface Setup

- Create the appropriate import/export formats and test with the interfaced meter reading equipment.

Service Orders Setup

- Set up the Service Order options (including user, department, and actions).
- Customize Service Order data entry screens.
- Format three Service Order form layouts.
- Set up the Utility Management interface.
- Additional form layouts will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Cash Receipting Setup

- Set up the General Ledger accounts for bank deposits and standard receipting revenue.
- Set up category and distribution codes.
- Set up payment types, for example, check, cash, and credit card, and associated reports for balancing.
- Create default reports to assist in daily operation.
- Create a Checklist to document procedures for daily cash receipting transactions, updates, and posting of receipts.

Online/Electronic Payments Setup

- Set up Online and Electronic Payment Processing (credit cards, electronic funds transfer, and online bank bill pay consolidation).
- Set up Utility Direct Pay.
- Set up Xpress Bill Pay, Caselle's authorized electronic payment vendor, including online bill presentation, online bill history, automatic recurring payments, and payment wallets with full integration to Cash Receipting.

Asset Management Setup

- Establish the default depreciation frequency and method, with the asset number format.
- Set up departments, classifications, and asset types.
- Create a Checklist to document procedures, including the asset creation and General Ledger updates.

Data Conversion

- Asset number, description, department, classification, and type will be converted. The depreciation start date, life, and method of depreciation will be converted for each asset, if provided.
- Accumulated depreciation can be converted to ensure an accurate beginning balance.





Caselle® Software & Services Proposal

Lake Shastina Community Services District, CA

April 15, 2021
(Valid for 90 days)

From:

Wade Walker, Territory Manager
pww@caselle.com

Caselle[®] Software & Services Proposal
Lake Shastina Community Services District, CA
April 15, 2021

Proposal Summary

Total Software License	\$53,300
Total Training	16,900
Total Setup	15,200
Total Conversion	11,734
Total Investment	\$97,134

A deposit of 50% of the total proposal price is required with order. The remaining balance will be due upon completion of training.

Monthly Software Assurance will be \$1,593.

I have read and agree to all terms & conditions proposed herein. I understand if Lake Shastina Community Services District is unable to provide data to Caselle in the requested format, additional fees will apply.

Signature

Printed Name & Title

Date

Caselle® Software & Services Proposal
 Lake Shastina Community Services District, CA
 April 15, 2021

Proposal Detail

<i>Caselle®</i> Application Software	License Fees	Training	Setup	Conversion	Total
General Ledger	\$5,500	\$2,250	\$700	\$780	\$9,230
Budgeting	Incl. w/GL	Included	-	-	-
Bank Reconciliation	Incl. w/GL	Included	-	500	500
miExcel GL	1,000	Included	1,000	-	2,000
Payroll/Direct Deposit	9,200	3,375	1,750	1,054	15,379
Timekeeping	2,700	1,100	500	-	4,300
Online Pay Stubs/W2's	-	-	3,000	-	3,000
Accounts Payable	5,500	550	500	1,300	7,850
AP Direct Pay	2,700	Included	-	-	2,700
Accounts Receivable	5,500	1,100	500	200	7,300
Utility Management	5,500	3,375	1,500	7,400	17,775
Utility Tax Certification	2,700	Included	-	-	2,700
Utility Service Orders	2,700	550	500	-	3,750
Online Mapping	-	-	-	-	-
Cash Receipting	4,500	550	500	-	5,550
Online/Electronic Payments Bundle	2,500	-	-	-	2,500
Cash Receipting Web Services	Incl. w/bundle	-	-	-	-
Utility Management Web Services	Incl. w/bundle	-	-	-	-
XpressBillPay – Online Payments Setup	-	500	2,250	-	2,750
Asset Management	3,300	550	500	500	4,850
Caselle Document Management	-	3,000	2,000	-	5,000
Three (3) Concurrent User Licenses	Included	-	-	-	Included
Grand Total	\$53,300	\$16,900	\$15,200	\$11,734	\$97,134

Notes:

1. The training will take place at Caselle.
2. Monthly credit card and electronic payment transaction fees are billed separately by Xpress Bill Pay.
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4. The subscription based Caselle Document Management includes: Full Text Search, Encryption, Drag and Drop, Role-Based Security, Versioning, Document Retention, Audit Trail, OCR (10,000 pages/month), three (3) Concurrent User Licenses, three (3) Advanced Workflow Licenses and the Caselle Integration.



Caselle[®] Software & Services Proposal
Lake Shastina Community Services District, CA
April 15, 2021

General Information

In order to further define and clarify the various products and services offered in this proposal, the following notes will apply based on the software applications and/or services quoted:

- Hardware, Network, & Database Software Requirements** It is the responsibility of the customer to meet the attached Caselle System Requirements. Prior to the implementation, your SQL Server installation must be complete. Customers requesting additional assistance with Microsoft SQL Server installations are asked to contact Executech, Caselle's authorized contractor at (801) 253-4541. Charges will be billed at the rate of \$105 per hour upon approval by the customer. You will be invoiced by Caselle for these services.
- Source Code** Source code is held in escrow with InnovaSafe, Inc. Technology Protection Services and requires a beneficiary enrollment form, available upon request. An annual fee of \$200 will apply.
- Software License Fees** The price quoted is based on the number of concurrent users listed in the proposal. Additional concurrent user licenses are \$2,000 each.
- Training** Unless otherwise quoted, training will take place at Caselle's Education Center, located in Provo, Utah. Your staff will be trained on your data. Approximately one half of the training time will be spent reviewing and validating your converted data files. Training hours are from 8:30 a.m. to 4:30 p.m., Monday through Friday.
- On-site Implementation Assistance** If on-site implementation assistance is quoted, this may include a pre-implementation customer process evaluation meeting. We will review your current processes and determine what is required to make a smooth transition to the Caselle software system. Additional on-site assistance days may be quoted to assist during and after the implementation. This ensures that you are utilizing the Caselle application features to the full benefit of your organization.
- Travel Expenses** If on-site training or implementation assistance is quoted, travel expenses will be estimated based on the number of days and trips required. Actual expenses will be invoiced when implementation is complete.



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April 15, 2021

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Software Setup & Data Conversion

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- Set up the control table in the General Ledger and Account Masks with the appropriate segments for funds, departments, revenue sources, object codes, and other account classifications.
- Modify the existing chart of accounts to utilize the advanced reporting features available with Caselle, if needed.
- Format five standard financial statements:
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 - Fund Summary Income Statement

Note: Additional fees may be required to set up additional financial statements.

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- Create a custom Checklist to document your organization's daily, monthly, and fiscal year-end steps; as well as budget procedures.

Data Conversion

- The current year-to-date trial balance and budget will be entered and balanced to your existing system. Caselle will provide supporting reports that document the balance sheet accounts, revenues, and expenditure balance for auditing purposes. A trial balance period will be established and all periods from that period forward will contain detail transaction information, if provided.

390 accounts are included

**Bank Reconciliation
Data Conversion**

- Bank reconciliation for the desired cash accounts with outstanding deposits and checks will be established. A bank reconciliation will be completed and balanced to cash for the appropriate beginning period.

1 bank accounts are included



Caselle[®] Software & Services Proposal
Lake Shastina Community Services District, CA
April 15, 2021

Payroll/Direct Deposit Setup

- Set up necessary pay codes for gross pay, deductions, taxes, and benefits.
- Set up check formats for the Employee Payroll Check and Vendor Remittance for applicable deductions.
- Create a custom Checklist to document all necessary payroll procedures for pay periods and year-end.
- Set up default reports for all necessary payroll reporting, including:
 - Transmittals
 - Standard State/Federal Reporting
- Set up header and batch information with the appropriate ACH/NACHA file information.
- Set up bank file with all necessary employee bank routing information.
- Format one direct deposit voucher and one transmittal voucher.
- Additional form set up, such as timesheets will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Data Conversion

- Each employee's information will be converted. This information includes the employee name, address, Social Security number, exemptions, and worker's compensation status.
- Each employee's wage distribution for salary and benefits will be established.
- Employee pay codes for all wages, deductions, taxes, benefits, and reimbursements will be converted.
- Payroll YTD information will be entered and reviewed to ensure W-2 information is accurate at year-end.
- Payroll processing to verify data conversion is accurate will be completed.
- Payroll YTD totals, leave time, hours, and benefits will be balanced to the existing system if supporting reports are provided.
- Caselle will provide reports of the converted data for auditing purposes.
- Each employee file will be set up with the employee's bank routing account information for full ACH compatibility. A pre-notification test file will be generated and verified to ensure accuracy.

62 employees are included

Timekeeping Setup

- Establish activity codes and appropriate payroll overrides.
- Set up and define task codes, including descriptions and General Ledger override accounts, if necessary.
- Set up employee defaults for tasks, activities, and shifts.
- Set up applicable FLSA shifts.

AP Direct Pay Setup

- Set up header and batch information with the appropriate ACH/NACHA file information.
- Set up vendors with necessary routing and account numbers.
- Format one direct pay voucher.

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Accounts Payable Setup

- Establish vendor defaults.
- Format one check form with requested stub detail.
- Create a Checklist to document Accounts Payable procedures, including the printing of 1099's.

Data Conversion

- Each vendor's information will be converted. This information includes the vendor name, street address, mailing address, remittance addresses, city, state, zip code, and 1099 status.
 - Exception: 1099 balances can be established, if provided.

650 vendors are included

Accounts Receivable Setup

- Set up the appropriate billing categories and penalty rates.
- Format standard reports for reporting and balancing of customer accounts.
- Format one of each of the following: statements, invoices, and delinquent notices.
- Create a Checklist to document Accounts Receivable procedures.
- Additional form layouts for statements, invoices, and delinquent notices will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Data Conversion

- Each customer's account information will be converted. This information includes the customer's name, street address, mailing address, bill to information, city, state, and zip code.
- Customer balances will be converted.

100 accounts are included

Utility Management Setup

- Set up services, taxes, rate tables, and other fees for billing.
- Format one form for each of the following: utility bills, delinquent notices, and shut-off notices.
- Set up default reports for billing, meter proofing, and reviewing customer information.
- Create table lists to generate customer labels, reports for new connects, terminated customers with credit balances, and terminated customers with a zero balance.
- Create a Checklist to document daily, monthly, and billing procedures.
- Additional forms will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Data Conversion

- Each customer's information will be entered and verified. This information depends on what is provided. Information will be converted as is and normally includes the customer number, name, service address, mailing address, city, state, zip code, telephone numbers, meter number, location, balances, and previous reads.
- All appropriate transactions for balancing the billing will be converted.
- Balancing totals, billing totals, receivable by service totals, if provided, will be balanced to the existing system using supporting reports.
- Caselle will provide reports of the converted data for auditing purposes.

3,700 meters or customers are included

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Utility Electronic Reading Interface Setup

- Create the appropriate import/export formats and test with the interfaced meter reading equipment.

Service Orders Setup

- Set up the Service Order options (including user, department, and actions).
- Customize Service Order data entry screens.
- Format three Service Order form layouts.
- Set up the Utility Management interface.
- Additional form layouts will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Cash Receipting Setup

- Set up the General Ledger accounts for bank deposits and standard receipting revenue.
- Set up category and distribution codes.
- Set up payment types, for example, check, cash, and credit card, and associated reports for balancing.
- Create default reports to assist in daily operation.
- Create a Checklist to document procedures for daily cash receipting transactions, updates, and posting of receipts.

Online/Electronic Payments Setup

- Set up Online and Electronic Payment Processing (credit cards, electronic funds transfer, and online bank bill pay consolidation).
- Set up Utility Direct Pay.
- Set up Xpress Bill Pay, Caselle's authorized electronic payment vendor, including online bill presentation, online bill history, automatic recurring payments, and payment wallets with full integration to Cash Receipting.

Asset Management Setup

- Establish the default depreciation frequency and method, with the asset number format.
- Set up departments, classifications, and asset types.
- Create a Checklist to document procedures, including the asset creation and General Ledger updates.

Data Conversion

- Asset number, description, department, classification, and type will be converted. The depreciation start date, life, and method of depreciation will be converted for each asset, if provided.
- Accumulated depreciation can be converted to ensure an accurate beginning balance.

Item 2. Proposed prepayment for Sewer Pond loan

VERBAL