



April 23, 2020

## **ACTION ITEM**

**SUBJECT: DEPARTMENT OF GENERAL SERVICES, FISCAL SERVICES AGREEMENT APPROVAL**

## **SUMMARY OF THE ISSUE**

Staff seeks Commission approval to enter into an interagency agreement with the California Department of General Services (DGS) for accounting services.

## **RECOMMENDATION**

First 5 California (F5CA) staff recommends the Commission approve an interagency agreement with DGS for accounting services for up to \$215,000.00 for one fiscal year (July 1, 2020, through June 30, 2021).

## **BACKGROUND OF KEY ISSUES**

In the past, F5CA contracted with DGS to provide its accounting services. Although F5CA took over the accounting work a number of years ago, it is seeking to resume its relationship with DGS due to changes in the state fiscal reporting system and high turnover of its fiscal managers. Partnering again with DGS will enable F5CA to more efficiently perform the following services: Accounts Payables, Accounts Receivables, General Ledger and Maintenance within the Financial Information System of California (FI\$Cal), reconciliations for all of F5CA's funds, and preparation of financial statements at year end. F5CA's fiscal services liaison will work closely with DGS staff to ensure all of F5CA's accounting practices adhere to the State Administrative Manual (SAM), State Controller's Office policies, and other applicable state and federal laws.

## **SUMMARY OF PREVIOUS COMMISSION DISCUSSION AND ACTION**

The Commission last approved F5CA to contract with DGS for accounting services in fiscal year 2014–15.

## **FISCAL ANALYSIS**

The DGS accounting services contract will be paid with funds from the Administration account (0638).

## **ATTACHMENTS**

None.