

## Staff Report

TO: Chair and Board Members  
Yolo County Habitat JPA

FROM: Maria Wong  
Executive Director

DATE: July 19, 2010

SUBJECT: Authorize JPA staff to access and perform accounting functions under the auspices of the Yolo County Auditor-Controller's office.

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### ***Requested Action:***

1. Authorize the Executive Director and JPA administrative support personnel to receive monthly fiscal reports, and other communication related to accounting, budget, and payroll processed by the Yolo County Auditor-Controller's offices on behalf of the JPA; and
  2. Authorize the Executive Director and JPA administrative support personnel limited access to the County's GENLED System to perform limited standard accounting functions on behalf of the JPA related to payroll, budget, and accounting services; and
  3. Authorize the full Board of Directors to execute the "Special Districts and Other Agencies Authorization Form" (Attachment A).
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### **REASON FOR REQUESTED ACTION:**

The Yolo County Auditor-Controller's office requires Special Districts to identify fiscal contacts and GENLED users and to submit authorization forms related to fiscal functions that the Auditor-Controller's office carries out for the special district.

### **DISCUSSION**

Yolo County recently completed a reorganization to facilitate a balanced FY 2010-11 budget. The reorganization eliminated the Parks and Resources Department, which provided office space and support services to the JPA. The JPA is now, for organization purposes only, attached to the CAO's office. Consequently, certain functions formerly provided by Parks staff are no longer available to the JPA. During the transition JPA staff was advised that the County Auditor-Controller's office requires submittal of the attached forms.

In order to efficiently carry out the JPA's day to day operational tasks staff proposes that the Executive Director and one administrative support position be identified as fiscal contacts for the JPA, that the Executive Director be authorized full access to staff level accounting functions in GENLED, the County's accounting system; and that the designated administrative support position be authorized limited access to those functions. Attachment A depicts the specific authorizations requested. The Auditor-Controller's office would continue to maintain fiscal oversight and accounting controls for the JPA's two funds.

Attachment A: *Special Districts and other Agencies Authorization Form – FY 2010-11, District Fiscal Contact(s) Information Form, and Part B: GENLED System Access Form - FY 2010-11*

Special Districts and Other Agencies Authorization Form - FY 2010-2011

COUNTY OF YOLO  
 AUDITOR-CONTROLLER'S OFFICE  
 P.O. BOX 1268  
 WOODLAND, CA 95776  
 (530) 666-8190

Fund: 366 , 364  
 District: Yolo Natural Heritage Program  
 Address: 120 West Main Suite C Woodland  
 Phone number: 530 406-4893  
 Contact: Maria Wong

1	2	3	4	5	6	7	8	9	10	11	12	AUTHORIZED SIGNATURE OF EMPLOYEE
X	X	X	X	X	X	X	X	X	X	X	X	Signature: Print: Maria Wong
		X	X	X		X		X				Signature: Print: Kate Montieth
												Signature: Print:
												Signature: Print:
												Signature: Print:
												Signature: Print:
												Signature: Print:
												Signature: Print:

FOR USE BY SPECIAL DISTRICTS ONLY:

The persons listed above are authorized to perform the above duties on behalf of our governing board as approved in our Minutes recorded at a regular district meeting.

Board Chairman Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Helen Thomson \_\_\_\_\_  
 Print Name: \_\_\_\_\_

Board Member Signature: \_\_\_\_\_ Date \_\_\_\_\_  
 Stephen Souza \_\_\_\_\_  
 Print Name: \_\_\_\_\_

Board Member Signature: \_\_\_\_\_ Date \_\_\_\_\_  
 Matt Rexroad \_\_\_\_\_  
 Print Name: \_\_\_\_\_

Board Member Signature: \_\_\_\_\_ Date \_\_\_\_\_  
 Wes Beers \_\_\_\_\_  
 Print Name: \_\_\_\_\_

Board Member Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Tom Stone \_\_\_\_\_  
 Print Name: \_\_\_\_\_

Board Member Signature: \_\_\_\_\_ Date \_\_\_\_\_  
 Martie Dote \_\_\_\_\_  
 Print Name: \_\_\_\_\_

Board Member Signature: \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_  
 Print Name: \_\_\_\_\_

Board Member Signature: \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_  
 Print Name: \_\_\_\_\_

**PART B**

**GENLED SYSTEM ACCESS FORM – FY 2010/11**

This supplemental form is used to detail the access authorized on the Auditor-Controller Authorization Form Part A, for the fiscal year and authorize changes during the year. For new users, both Part A & Part B are required.

1. Department Yolo Natural Heritage Program 2. Network logon MWong

3. Name Maria Wong 4.  Existing User  New User  
Existing GenLed User Logon \_\_\_\_\_

5. Preferred Network Printer N/A

**6. Budget Unit Access:**

- All Budget Units authorized for this user are listed below. Use this for initial FY authorization and new user.
- or
- Change Budget unit access as described (Add 1051 or delete 1056). Use this for changes during the year.

List BUs in box below

364, 366
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**7. Menu Options:**

- All menus/options authorized for this user are checked below. Use this for initial FY authorization and new user
- or
- Only change access options as checked below. (Add/delete the options checked below) Use this for changes during the year.

**MENUS**

- |   |  |
|---|--|
| Inquiry Only <input type="checkbox"/>                 | TCS401 Approval Menu <input type="checkbox"/> (includes entry/inquiry) |
| Budget Menu <input checked="" type="checkbox"/>       | TCS402 Entry Menu <input type="checkbox"/> (includes inquiry)          |
| CWR Menu <input type="checkbox"/> (DESS only)         | Treasurer Deposit <input type="checkbox"/> (Treasurer only)            |
| PWKS Work Orders <input type="checkbox"/> (PWKS only) | Purchasing Menu <input type="checkbox"/> (Purchasing only)             |
| CAO Approvals <input type="checkbox"/> (CAO only)     | Vendor Update <input type="checkbox"/> (Limited DESS only)             |
| CMS <input type="checkbox"/> (Treasurer only)         | GenLed Report Writer <input checked="" type="checkbox"/>               |

**Menu application/screen options:**

**ENTRY**

- Journal Entries
- Deposits
- Claims
- PO/Requisitions
- Appropriation Transfers
- Encumbrances
- Contracts

**APPROVAL**

- Journal Entries
- Deposits
- Claims
- Requisitions
- Appropriation Transfers
- Encumbrances
- Contracts

**UPDATE**

- Revenue
- Encumbrance

8. The signature below is required only if the Authorization Form (PART A) is not attached.

Department Head/Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes:
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**PART B**

**GENLED SYSTEM ACCESS FORM – FY 2010/11**

This supplemental form is used to detail the access authorized on the Auditor-Controller Authorization Form Part A, for the fiscal year and authorize changes during the year. For new users, both Part A & Part B are required.

1. Department Yolo Natural Heritage Program 2. Network logon KMontieth

3. Name Kate Montieth 4.  Existing User  New User  
Existing GenLed User Logon \_\_\_\_\_

5. Preferred Network Printer N/A

**6. Budget Unit Access:**

- All Budget Units authorized for this user are listed below. Use this for initial FY authorization and new user.  
or  
 Change Budget unit access as described (Add 1051 or delete 1056). Use this for changes during the year.

List BUs in box below

364, 366

**7. Menu Options:**

- All menus/options authorized for this user are checked below. Use this for initial FY authorization and new user  
or  
 Only change access options as checked below. (Add/delete the options checked below) Use this for changes during the year.

**MENUS**

- |                  |   |                      |   |
|------------------|---|----------------------|---|
| Inquiry Only     | <input type="checkbox"/>                  | TCS401 Approval Menu | <input type="checkbox"/> (includes entry/inquiry) |
| Budget Menu      | <input checked="" type="checkbox"/>       | TCS402 Entry Menu    | <input type="checkbox"/> (includes inquiry)       |
| CWR Menu         | <input type="checkbox"/> (DESS only)      | Treasurer Deposit    | <input type="checkbox"/> (Treasurer only)         |
| PWKS Work Orders | <input type="checkbox"/> (PWKS only)      | Purchasing Menu      | <input type="checkbox"/> (Purchasing only)        |
| CAO Approvals    | <input type="checkbox"/> (CAO only)       | Vendor Update        | <input type="checkbox"/> (Limited DESS only)      |
| CMS              | <input type="checkbox"/> (Treasurer only) | GenLed Report Writer | <input checked="" type="checkbox"/>               |

**Menu application/screen options:**

**ENTRY**

- Journal Entries   
Deposits   
Claims   
PO/Requisitions   
Appropriation Transfers   
Encumbrances   
Contracts

**APPROVAL**

- Journal Entries   
Deposits   
Claims   
Requisitions   
Appropriation Transfers   
Encumbrances   
Contracts

**UPDATE**

- Revenue   
Encumbrance

8. The signature below is required only if the Authorization Form (PART A) is not attached.

Department Head/Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_