

PCDC Finance Transition: Processes and Timeline

April 1st – 30th

- Create fund and accounts in Munis
 - PCDC will use the same object codes that city uses for tracking expenses. Codes specific to PCDC operations will be added as well under the direction of the Executive Director.
- PCDC Staff set up as users in Munis (ERP System)
- Import vendors into Munis (add PCDC Tax ID)
 - Use PCDC's separate Tax ID number
- Add PCDC staff to the Employee Self-Serve and Time and Attendance systems
- Create workflows and approvals for Accounts Payable and Payroll
- Set up training for Munis in Accounts Payable and Payroll functions
- Approve signers to all bank accounts. (April 17, 2024)
 - Test the PCDC checks with the bank
 - Set up EFT payments for applicable vendors
- Establish PCDC fund in ClearGov
 - Create object codes in Munis and import codes into ClearGov
 - FY25 budget information entered into Munis by PCDC staff
- Consolidate and update PCDC Finance Policies (Finance Reserve and Budget Policy)
- Develop a PCDC-specific Purchasing Policy
- Provide cancellation notice to Bill.com (current accounts payable program)
- Post a Request for Proposals (RFP) for Audit Services to include City and PCDC funds in one service contract

May 1st – 31st

- Enter purchase orders or contracts as needed
- Analyze and archive information within Bill.com
- Import current financial data (Oct 2023 through May 24th) and no longer enter information into Quickbooks
- PCDC staff to solicit vendors' approval for Electronic Fund Transfer payments
- Update signers for investing purposes
 - Valley View has confirmed that the PCDC fund can be included in the City's existing Investment Policy under the same terms, eliminating the need for a separate PCDC contract.
- PCDC Board adoption of PCDC Finance Policies (Finance Reserve and Budget Policy and Purchasing Policy) and dissolution of the PCDC Investment Policy
- Update City's Investment Policy to include PCDC funds.
- Audit Services – review and provide a recommendation to the PCDC Board and City Council

June 1st – 30th

- Go Live! Begin entering transactions into Munis – Journals
- Begin processing invoices through Munis
- Order purchasing cards for PCDC staff
- Conduct training on financial reporting

July 1st – Sept. 30th

- Import prior two years of financial data into Munis
- Develop process for archiving additional historical data from Quickbooks
- Develop procedures for document sharing and records retention
- Move PCDC debt profile to City's Debtbook profile (eliminating extra agreement)