

TO: Village Council and Mayor Brown
FROM: Finance Committee, Rob Bartlett - Chair
RE: Village Payroll/Accounting System and Direct Deposit
DATE: December 2, 2020

The Finance Committee met on Wednesday, December 2, 2020 at 2:00 pm via Zoom to discuss the Village's Payroll/Accounting system and the possibility of doing direct deposit for payroll. Present at the meeting were Finance Committee Chair Rob Bartlett, Finance Committee Members Joe Stelzer and Kelly Rankin, Mayor Bill Brown, Fiscal Officer Tony Borgerding, Joanne Van Pelt, Allison Uhrig, and Eli Wendler.

Currently, the Village uses CMI for Payroll/Accounting. The version we are running dates to the mid-2000's, and we will need to update soon. Ms. Wendler has obtained quotes, and the cost to update is significant (see Exhibit A). Ms. Wendler has also investigated the possibility of using Unified Accounting Network (UAN) instead. UAN was created and is maintained by the Ohio State Auditor, and automatically offers several capabilities that simplify preparing for an audit, as well as providing year end reporting required by Ohio. Over 70% of Ohio villages use UAN.

We have also reached out to neighboring communities to ask what accounting and payroll system they use, and if they use direct deposit for their employees. Exhibit B lists the findings. Mariemont banks with PNC. In talking with the other communities that bank with PNC and use UAN, they said it was very easy to upload the payroll data to PNC and then PNC does the money transfer. The cost to do direct deposit is roughly \$540/year. However, the savings from moving to UAN more than offsets this additional cost and it will still be a net savings for the Village.

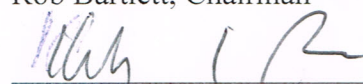
The Finance Committee recommends we convert to UAN in 2021 and begin using direct deposit. The committee also recommends the creation of a project team consisting of Ms. Wendler, Mr. Borgerding, Mrs. Van Pelt and Ms. Uhrig, with Ms. Wendler, in her role as Village IT Manager, the project leader. Our bi-annual audit will be in April-May 2021, so we recommend beginning the conversion some time after that. The project team will develop the detailed project timeline, and keep the Finance Committee apprised of its progress.

Finally, because we currently have no back ups for the accounting and payroll systems, the Finance Committee recommends Mrs. Van Pelt and Ms. Uhrig train on both the accounting and the payroll systems, so they can back each other up should either one have to be out for an extended period of time. UAN provides standard virtual training in a group setting that is free. However, individualized one-on-one training is also available, and can be in person if desired. Given the savings of moving to UAN and the challenges associated with changing software systems, the Finance Committee recommends allowing the team to spend up to \$10,000 on any necessary training.

If council agrees with these recommendations, the next step will be for the mayor and Fiscal Officer to sign the UAN Participation Agreement with the Auditor of State.

Respectfully Submitted,


Rob Bartlett, Chairman


Kelly Rankin, Vice-Chairman

Joe Stelzer, Member

Exhibit A:

Scenario	1 Year Cost	5 Year Cost
Convert to UAN	\$7,116	\$29,268
CMI updated on our own server	\$108,778	\$186,734
CMI updated renting a server	\$86,286	\$175,727

Exhibit B:

Municipality	Accounting/Payroll System	Bank	Direct Deposit
Fairfax	UAN	PNC	Yes
Newtown	UAN	Fifth-Third	Yes
Columbia Township	UAN	PNC	Yes
Terrace Park	UAN & Paycor	Paycor	Yes
Amberley Village	UAN	PNC	Yes

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 Director, Information Technology
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