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**Finance Department
Staff Report
January, 2020**

Department Update

The Washington State Auditor's Office (SAO) completed its onsite work for the 2017-2018 accountability audit and 2018 financial audit. Finance staff made itself available to assist SAO staff and answer any questions throughout their time onsite. The audit report is expected to be released in early February.

Staff worked with IT to draft an RFP for the Enterprise Resource Program (ERP) software replacement project. Staff continues to demo software and work with vendors ahead of the RFP's release.

Finance is providing increased support to the Parks and Public Works Department including assistance with monitoring and analysis of the 2017-2022 Utility CIP, 2020-2025 Non-Utility CIP, and ER&R refresh project.

Finance coordinately extensively with the Administrator, Council, department heads and facilitators in organizing and prepare materials for the Council retreat that took place in late January.

Finance staff has proposed a purchasing matrix to the Finance and Administration Committee as the core of the comprehensive Procurement Guide and Policy Document being drafted.