

**CITY OF WAUKESHA****Administration**

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Committee: Finance	Date: 3/20/2018
Common Council Item Number: ID#18-0457	Date: 3/27/2018
Submitted By: Nancy Faulk	City Administrator Approval: Kevin Lahner, City Administrator KML
Finance Department Review: Rich Abbott, Finance Director RA	City Attorney's Office Review: Brian Running, City Attorney BER
Subject: Review and Act on a request to purchase MBS cemetery software, amend the 2018 budget, authorize the City Attorney to review and finalize the contract and Mayor to sign the contract.	

Details:

Prairie Home Cemetery would like to amend the 2018 budget by \$16,467.00 for the purchase of Memorial Business Systems accounting and cemetery mapping software. The cemetery's present mapping software is 19 years old and does not directly have an accounting module. As per the cemetery study the recommendation was to move toward an automated system to ensure that proper information is accurately and timely captured. Both Cemetery and Finance staff looked into several options for software, however, this is a specialized type of software specifically for cemetery accounting. MBS was created by a Cemeterian and Accountant and the software fits our needs. The funding for the project will come from the Cemetery's Reserve Fund.

Options & Alternatives:

Option 1 – Approve the Budget Amendment (Recommended by Finance Director)

Financial Remarks:

The accounts to be impacted are listed below.

0850 7850 49990 Inter transfer Fund Balance (16,647+ expenses)

0850 7850 89260 Transfer to Enterprise funds 16,467+ expenses

0604 7800 49280 Transfer from Reserve fund (16,467+ expenses)

0604 7800 68290 Other Capital Improvements 16,467+ expenses

Cemetery Reserve Fund has sufficient funds for this project

Executive Recommendation:

The City Administrator recommends amending the budget and purchasing the Cemetery software

