



## LOWER PLATTE SOUTH natural resources district

3125 Portia Street | P.O. Box 83581 • Lincoln, Nebraska 68501-3581  
P: 402.476.2729 • F: 402.476.6454 | www.lpsnrd.org

### Memorandum

**Date:** December 11, 2020  
**To:** Each Director  
**From:** Paul D. Zillig, General Manager  
**Subject:** Finance & Planning Subcommittee Meeting Minutes

The Finance & Planning Subcommittee met at 10:00 am on Friday, December 11, 2020. Subcommittee members participating via video/teleconference included Dan Steinkruger, Greg Osborn, Luke Peterson, Tom Green, Ray Stevens, Bob Andersen and Gary Hellerich. Other Directors participating via video conference included Larry Ruth and Deborah Eagan. Others participating via video conference included Kathy Lewis of KLC Vision, Kathy Spence, Dave Potter, Connie Damrow, Nathan Kuhlman, and myself.

Steinkruger opened the meeting, welcomed all those participating and reported that the first item on the agenda was an update by Zillig on the progress since our last Subcommittee meeting (attached) in determining the future Administrative Assistant replacement needs. I reported on the progress and the need to first change the District's software.

Kathy Lewis of KLC Vision reported on her accounting and business background and proposal to assist with providing QuickBooks Online and Payroll Software (attached). The estimated cost for the initial work was \$7,060 with additional assistance acquired as needed.

It was moved by Andersen, seconded by Hellerich to recommend the Board of Directors approve the Proposal from KLC Vision for QuickBooks Online, Payroll Software, and services. Good questions and discussion followed concerning end of year transitioning, the saving of historical data from the current software, the ability to customize reports and use graphics to display information, mentioning that our current accounts payable are all imaged and currently available electronically, lots of good questions to be addressed and considered. The initial motion by Andersen, seconded by Hellerich was unanimously approved "**to recommend the Board of Directors approve the Proposal from KLC Vision for QuickBooks Online, Payroll Software, and services**".

I then reviewed the responsibilities outlined for many other accounting/financial needs concerning the audit, budget, Human Resources, and supervision.

I then reported that I've been in contact with Marcia Knuth of Grafton & Associates concerning their services to assist with the transition in hiring and training a new Administrative Assistant. The

Administrative Assistant job description has been modified some and will be listed in the near future. I expressed the need for a contingency plan that will be of assistance should we find ourselves in a similar situation in the future.

It was moved by Osborn, seconded by Stevens, and unanimously approved by the Subcommittee to authorize the General Manager to negotiate an agreement for additional potential accounting/budget/financial services for F&P review and Board action.

Osborn expressed his appreciation to be able to serve on this subcommittee during his tenure. He stated that during this transition it will require patience, it will take some time, and there will be some additional costs in order to make the improvements needed.

There being no further business the meeting adjourned at 11:20 am.

PDZ/pz

pc: Steve Seglin  
Corey Wasserburger

## Paul Zillig

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**Subject:** FW: Administrative Assistant Replacement Needs

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### Subcommittee Members:

As we all know Kathy Spence filled an important role at the NRD working on accounting, financials, payroll, auditing and other administrative duties. I've spent a majority of the past month reviewing the needs of the District and considering options to fill those needs. As you will recall in mid-November both the F&P and Executive Subcommittees met and I provided updates on what was a likely path forward utilizing HBE for additional accounting and payroll services. The reasons for exploring that option was that for about the same cost HBE would provide expert professional accounting services, provide new/user friendly software, and their expanded staff would still be able to provide services, should attrition occur.

F&P Chair Steinkruger and NRD Staff met with HBE and heard their draft proposal. It did fill several needs of the District but required several changes that were not positive for the NRD (NRD would "give up" management of our financial records, annual cost of \$90k plus one time software costs, current bookkeeping staff's work would be re-assigned, check/payment processing would be delayed, personalized payment letters wouldn't accompany checks to landowners and participants, and NRD checks would be issued from California). I don't believe this would be in the best interest of the NRD. I decided to re-evaluate our options.

There was agreement that the accounting/financial process we use now is very good, but a few improvements are needed. The biggest concern of the remaining staff is the difficulty of less experienced employees utilizing Microsoft Dynamics GP (Great Plains) software. This NRD has used this software since the 1990s and Kathy Spence is proficient utilizing the software. We do not feel the software is very "user-friendly" to other less experienced users. Small problems still arise and consultants would need to be hired to fix those problems, our experience is that those consultants are not readily available and they are expensive. Currently we are the only NRD that utilizes Dynamics GP software, we feel there is better software for our needs. We then looked into other software options and how our data in Dynamics GP could be transferred over to another software during the staff transition?

Staff (Zillig, Damrow, Kuhlman, & Potter) then met with Kathy Lewis of KLC Vision to find out more about better software options for the NRD. It was suggested that QuickBooks Advanced would likely meet our needs for accounting and payroll. We felt that Kathy Lewis is very knowledgeable, experienced, and KLC Vision is interested in assisting us evaluate this option. We discussed the services needed from KLC Vision and attached is a proposal for the necessary services to update our accounting/bookkeeping and payroll software. **I recommend the approval of this proposal from KLC Vision.**

Contracting with KLC Vision for software and services would then let us advertise to fill the Administrative Assistant position with a few changes (wouldn't require Dynamics GP experience, would stress importance of budget preparation). Listed below would be how we would move forward with the different accounting/financial responsibilities.

1. Annual Auditing would remain with HBE.
2. Accounts Payable would remain primarily with Connie Damrow, NRD Bookkeeper.

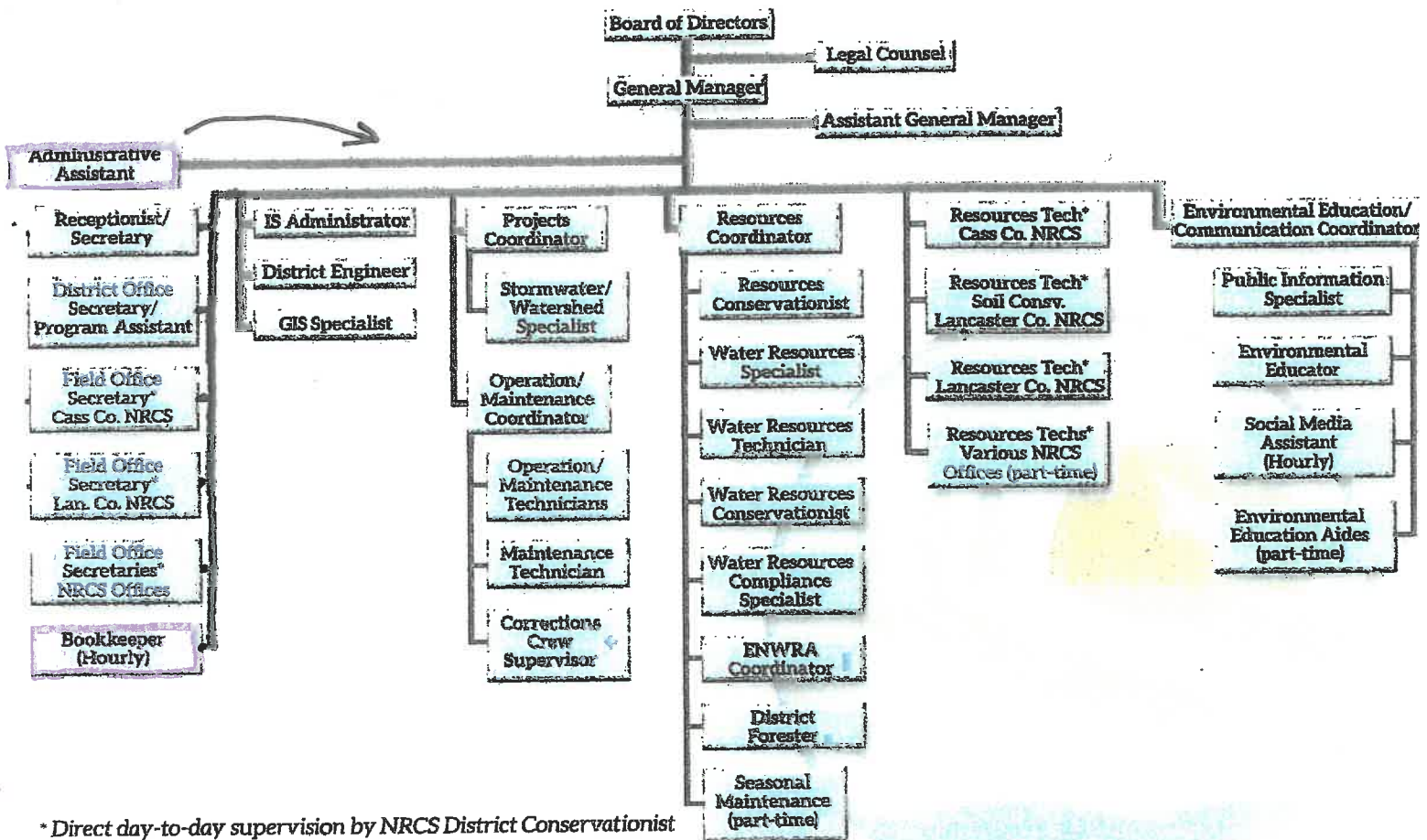
3. Accounting & Accounts Receivable would remain in house with the Bookkeeper and new Administrative Assistant.
4. Software would remain in-house under IT and operated by staff, minimal outside assistance would be required.
5. Payroll data would be compiled in-house in QuickBooks Payroll and outsourced/processed.
6. Budget preparation would remain with the newly hired Administrative Assistant.
7. State Budget form assistance would be coordinated by the Administrative Assistant with assistance from HBE.
8. Human Resources would remain with the Administrative Assistant, with assistance from Kathy Hauschild, NRD Receptionist/Secretary, where identified.
9. Supervision responsibilities in the Administrative Assistant area would be re-assigned during the transition (see NRD Organizational chart).

I am currently in discussions with another local accounting firm about being on a retainer for additional accounting services (the main focus would be on providing budget preparation assistance to the Administrative Assistant and other accounting/financial needs as they may arise). As you will recall our contract with HBE to conduct our audit limits what other services HBE can provide. I'd like to think we implement this plan and everything goes smoothly. I'm sure that's the case, until something doesn't go smoothly, we need to have some additional assistance readily available. At this point I don't have a proposal for Board consideration. I feel we need an option to quickly acquire additional accounting/budget professional services. **I hope to have this proposal prior to the Board Meeting. If I receive it, I will distribute it to the Board and F&P could Zoom sometime prior to the Board Meeting to prepare a recommendation.**

Some adjustments will be required for the NRD Bookkeeping position, and possibly a few others. Those proposed adjustments will go to the Executive Subcommittee in January.

Paul

# ORGANIZATIONAL STRUCTURE OF THE LOWER PLATTE SOUTH NRD



- \* Direct day-to-day supervision by NRCS District Conservationist
- Administration and supervision by Nebraska Forest Service
- Administration and supervision by UNL Conservation and Survey Division
- Contract with Nebraska Department of Corrections for two crews and two crew supervisors

7/2019



PO Box 667  
Valley, NE 68064  
402.677.5273  
KLCVision.com

December 10, 2020

Nathan Kuhlman  
Lower Platte South NRD  
3125 Portia St  
Lincoln, NE 68521

RE: QuickBooks Online and Payroll Software Proposal

Hi Nathan

Thank you for the opportunity to provide a quote to upgrade the Lower Platte South NRD accounting system from Great Plains to QuickBooks Online.

As requested, following is additional information on the qualifications for myself and our company KLC Vision.

Let's start with an introduction for me. My experience includes over 25 years in the construction industry. I have managed an accounting portfolio of 64 million dollars of revenue distributed over more than 25 companies. As a software and business consultant to the construction industry, my specialty is in assisting businesses in forecasting, planning, managing growth strategies, and refining business processes allowing clients to make the most of their software investment. I am a certified QuickBooks ProAdvisor, and my educational background includes 2 bachelor degrees from UNO the first in Business with emphasis in Accounting, and the second in Education with endorsements in Business and Psychology. To learn more about me, here is the link to my LinkedIn Profile <https://www.linkedin.com/in/klcvision/>.

I am blessed to have an amazing group of team members who are all dedicated to establishing customers for a lifetime. We promise dignity, integrity, honesty, prompt communication, and response in all service requests. We respect our relationships with each other, our clients, and our partners. We promise to make clear, clean, and complete commitments to our clients and outline what we can do, by when, and under what circumstances. To learn more about our company, here is the link to our website <https://klcvision.com/>.



To recap, our proposal includes the following:

1 year annual subscription to QuickBooks Online Advanced

1 year annual subscription to QuickBooks Online Payroll Premium including 35 employees per month– a full service payroll meaning QuickBooks will calculate paychecks and taxes, automated taxes and forms, provide workforce portal, manage garnishments and deductions, and federal and state payroll taxes including year-end filings are calculated, filed, and paid automatically. Additional employees over 35 are charged at a rate of \$8/month/employee. If employees require state withholding in a state other than Nebraska, there is an additional charge of \$8/month/employee.

10 hours of prepaid time for the implementation, setup, and training for QuickBooks Online Advanced and QuickBooks Online Payroll Premium. Prepaid block of time does not expire and is non-refundable. Additional training time can be purchased in 5 hour blocks of time for \$500. Attached is a Quickbooks Setup Checklist the outlines an example of areas of setup, implementation, and training that will be covered.

I look forward to participation on the Zoom call on Friday 12/11 at 10 to answer any additional questions you may have.

We are happy to provide references upon request.

Have a great day.

**Kathy Lewis**

Kathy Lewis  
KLC Vision

## QUICKBOOKS SETUP CHECKLIST

### Company Data

- Company legal name and address
- Federal EIN or social security number
- State employer ID number
- Fiscal year end
- QuickBooks start date
- Type of business
- Name of the income tax form that the client files (1120, 1120S, 1065, 990, 990-PF, 990-T, 1040)
- Accounting basis (cash or accrual)

### Chart of Accounts

- Names, numbers, and descriptions for the chart of accounts
- Financial statements as of the end of the prior tax year
- Trial balances as of the QuickBooks start date
- Numbers and balances (from the start date through today) for the following types of accounts: bank, credit card, loan, and lines of credit
- Value of assets (including original cost and accumulated depreciation for fixed assets)
- Equity information including all owner's contributions, plus retained earnings for each year the company has been operating
- Budget for the fiscal year, if any

### Customer/Job list

- Information to complete the Customer list: names, addresses, contact information, taxable status, etc.
- Customer payment terms
- Customer shipping methods
- Customer types
- Open balances or outstanding invoices as of the start date

### Vendor list

- Information to complete the Vendor list: names, addresses, other contact information
- List of 1099 vendors and their tax ID numbers
- Vendor payment terms
- Shipping methods
- Vendor types
- List of outstanding bills as of the QuickBooks start date

### Item list

- List of all inventory, non-inventory, service and other items to complete the Item list
- Price list for all items
- Inventory and inventory assembly numbering scheme
- Quantities on hand and values for inventory and inventory assemblies as of the start date
- Desired reorder points for all inventory items
- Taxable status for each item
- List of states in which the company pays sales tax
- Sales tax rates, sales tax agencies, and the sales tax liability as of the start date
- Frequency of sales tax reporting (monthly, quarterly, annually)
- Sales tax calculation basis (cash or accrual)
- Types of sales (wholesale, retail, out of state)

### Fixed Asset Item list

- List of all fixed assets
  - Purchase information (purchase cost, date, vendor, etc.)
  - Asset account
  - Depreciation information
- Employee list
- Information to complete the Employee list: names, addresses, telephone numbers, social security numbers, etc.

### Payroll Information

- Determine 941 deposits (monthly or each pay period), state withholding, local withholding and unemployment tax (FUTA, SUTA)
- YTD information for each employee as of the start date
- Accrued benefits including sick and vacation time for each employee as of the start date
- Earnings, additions, and deductions for payroll processing (SEP, union benefits, 401(k), reported tips, etc.)
- Employer federal, state and local tax identification numbers
- YTD payroll liability payment





PO Box 667  
 Valley, Nebraska 68064  
 402.677.5273 tel, (188) 844-1173 x7 fax  
**Case #3164**

**BILLING SUMMARY**

CUSTOMER
Lower Platte South NRD 3125 Portia St Lincoln, NE 68521 Nathan Kuhlman (402) 476-2729 (402) 470-1835 (mobile)

BILL TO
Lower Platte South NRD 3125 Portia St Lincoln, NE 68521

DATE CREATED	DATE CLOSED	TYPE	PO #	ASSIGNED TO
Dec 7,2020		New		

SERVICE NOTES
QuickBooks Online

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
12.00	Quickbooks Online Advanced Subscription - Annual Subscription (Item No.: Quickbooks Online Advanced Subscription)	\$150.00	\$1,800.00
12.00	Quickbooks Payroll Premium Monthly Fee-Annual Subscription (Item No.: Quickbooks Payroll Premium)	\$75.00	\$900.00
12.00	Quickbooks Payroll Premium Employee Fee - 35 Employees per month for 12 months. Additional employees over 35 is \$8/employee/month. Additional states per employee per month \$8. Actual billing based on active employees and states per month. (Item No.: Quickbooks Payroll Premium Employee Fee)	\$280.00	\$3,360.00
10.00	Implementation, setup, and training for Quickbooks Online Advanced and Quickbooks Online Payroll Premium. Prepaid block of time that does not expire and is non-refundable. Consulting is billed in 15 minute increments. Date: Dec 7, 2020 Time:	\$100.00	\$1,000.00
		SUBTOTAL	\$7,060.00
		(0.0%) TAX	\$0.00
		<b>TOTAL</b>	<b>\$7,060.00</b>

I hereby acknowledge the satisfactory completion of the above described work.

CUSTOMER SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_