

Financial Affairs  
Eduardo A. Alfaro, Interim Chief Financial Officer

**SUBJECT: CAPITAL ACCOUNTING SOLUTIONS, INC. – CONTRACT TO PERFORM ACCOUNTING RELATED ACTIVITIES IN RELATION TO THE PREPARATION OF THE FLORIDA EDUCATION FINANCE PROGRAM COST REPORT FOR THE FISCAL YEAR-ENDED JUNE 30, 2003**

**COMMITTEE: BUSINESS AND FINANCIAL SERVICES**

In order to assist Miami-Dade County Public Schools with the fiscal year-end closing, Capital Accounting Solutions, Inc. is being recommended to participate and perform accounting-related activities in relation to the preparation of the Florida Education Finance Program Cost Report (the "Cost Report") for the fiscal year-ended June 30, 2003. The Cost Report is a sophisticated highly technical report that must be completed every year by a certain date and filed with the State of Florida Department of Education (DOE).

Capital Accounting Solutions, Inc.'s recommended compensation will be in accordance with an hourly rate of \$140 up to a maximum of \$22,400. Services will be provided on an as needed basis and may result in an amount less than the maximum amount requested.

Capital Accounting Solutions, Inc. shall submit monthly progress billings, which shall indicate a breakdown of hours worked. The progress billings shall be in agreement with the fee reflected above. Each progress billing shall be paid upon completion of services and approval of the billing by the Controller or designee. This proposal was reviewed by the Professional Services Contract Committee meeting on June 19, 2003. A waiver was granted by the committee based on specific expertise in accordance with School Board Rule 6Gx-13- 3F-1.021.

Ms. Ana Someillan is the President and owner of Capital Accounting Solutions, Inc. Ms. Someillan, a former employee of the District, was responsible for the preparation and submission of the Cost Report during the last three years. Her knowledge and familiarity of the Cost Report System will ensure the timely completion of this critical report that must be submitted to the Florida Department of Education by September 11, 2003. A new employee is in the hiring process and will commence these duties during the month of July. The person selected and approved by the Board will receive extensive training from Ms. Someillan. This new employee, after becoming familiar with the system, will be in charge of preparing the Cost Report and will be responsible for its completion for the fiscal year ending June 30, 2004.

The appropriation for this item will be included in the General Fund of the 2003-2004 Tentative Budget to be recommended for adoption in July 2003 under Fund 0100, Object 5310, Location 9151, Program 7600, Function 7500.

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**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, authorize the Superintendent to enter into a contract, at an hourly rate of \$140 for a total amount not to exceed \$22,400, with Capital Accounting Solutions Inc. to participate and perform accounting related activities in relation to the preparation of the Cost Report for the fiscal year-ended June 30, 2003.

The appropriation for this item will be included in the General Fund of the 2003-2004 Tentative Budget to be recommended for adoption in July 2003 under Fund 0100, Object 5310, Location 9151, Program 7600, Function 7500.

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