

**Kittitas County  
Board of County Commissioners**

**Agenda Staff Report**

**Agenda Date:** August 17, 2010

**Action Requested:** Request to have the Board of County Commissioners sign the Financial Assistance Agreement between The Washington Finance Officers Association and Kittitas County agreement KC20100817-Aud.

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**Background:**

The Washington Finance Officers Association (WFOA) contacted us to see if we would be able to hire an intern as there is a student at CWU that is requesting an internship as they offer a Scholarship/Internship Program. The agreement would reimburse Kittitas County an amount not to exceed \$5,000.00.

**WFOA SCHOLARSHIP/INTERNSHIP PROGRAM**

**Purpose**

In the last few years it has been increasingly noticeable that the market for governmental finance has been shrinking. As we all know, governmental finance is very diverse, stable, and also very rewarding. These are strong benefits which appear to be unknown or undervalued by the current and upcoming workforce. It is the desire of WFOA to encourage the path of governmental finance to college students by offering a scholarship and a paid internship to a select group of students each year.

**General Guidelines**

WFOA will set aside \$24,000 a year for four (4) scholarship/internships. Each successful applicant will be matched with a local entity for the internship of \$5,000 and \$1,000 to the successful applicant towards tuition.

**Mission of the Scholarship/Internship Program**

Mission of the Scholarship/Internship Program is to provide Washington public entities assistance in working towards sustainability in the governmental accounting workforce.

***Committee Goals or Desired Outcomes***

To promote the internship as a recruitment tool, assisting the college student to view governmental finance as a viable career opportunity.

To promote partnerships with local entities and Washington State's public and private colleges and universities to enhance the educational benefits of future governmental finance professionals.

To provide financial assistance to governmental entities for internships.

To promote college student involvement in government providing work them with work experience and promoting interest in government.

***Success Measurements***

Growth of applications from future governmental finance professionals to the Scholarship/Internship Program.

Annually place four program applicants to membership entities based upon region.

Increase awareness of program with governmental entities and government associated businesses.

Increase the educational experience for the program applicants.

### ***Project Phases and Timelines***

Initial program will begin January, 2010 by providing notice to state universities of the program and then every April of each following year.

Application deadline will be February 12, 2010 initially and then every May of each following year.

Application review will begin after application deadline.

Program award will be March 2010 initially and then every June of each following year.

Review of each applicant's monthly program status report through the term of the internship prior to authorization of program reimbursement to the partnered entity.

Prepare report of the prior year's program results for the WFOA Annual Report to the membership prior to the annual conference.

### ***Scholarship Procedures***

Upon successful acceptance by the applicant and entity of the internship program the applicant will submit proof of registration (tuition), name of university, and address to registrant's office for payment of scholarship directly to the university.

### ***Entity Responsibilities and Guidelines***

The internship program is designed to introduce the student to the financial operations of a governmental entity. One person should be assigned to work closely with the student to assist in developing their knowledge and to enrich their work experience. This person will also be responsible for the requirements of the financial assistance agreement. The student should experience at least the following activities, either through actual tasks, observation, and/or interviewing:

General Cash Receipting

Accounts Receivable

Accounts Payable

Budgeting

Financial Reporting

The financial assistance may be used as the entity sees fit, with the approval of the WFOA Scholarship Internship Program Committee. For example, an entity may provide one internship during the summer months that might last twelve weeks, or two internships during the school year that might last 24 weeks, depending upon the needs of the entity and the scheduling needs and qualifications of the internship candidates.

The student will be an intern of the entity and will be paid through the entity's payroll system.

The entity will be required to agree to the conditions of the financial assistance agreement.

### ***Region Description:***

To provide internship opportunity throughout membership of WFOA, internships will be awarded to each region annually. There will be four regions; King, East, Southwest, and Northwest. The regions were divided based upon equal portions of population.

*King* = Entities within King County (population of 1,909,300)

*East* = Entities within counties of Adams, Asotin, Benton, Chelan, Columbia, Douglas, Ferry, Franklin, Garfield, Grant, Kittitas, Klickitat, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman, and Yakima (population of 1,465,800).

*Southwest* = Entities within counties of Clark, Clallam, Cowlitz, Grays Harbor, Lewis, Mason, Pacific, Pierce, Thurston, Wahkiakum (population of 1,932,600).

*Northwest* = Island, Kitsap, San Juan, Skagit, Snohomish, and Whatcom (population of 1,360,500).

**Recommendation**

Request the Chairman sign the Financial Assistance Agreement between the Washington Finance Officers Association and Kittitas County.

**Interaction:**

Zera Lowe, Deputy Prosecutor  
Lisa Young, Interim Human Resource Director

**Handling:**

Return 2 originals to Judy and she will get signatures

**Attachments**

Resolution

**Lead Staff**

Judy Pless  
Budget & Finance Manager