

KITTITAS COUNTY  
TREASURER'S OFFICE

**AGENDA STAFF REPORT**

**AGENDA DATE:** August 6, 2019

**ACTION REQUIRED:** Request to Approve Balanced Action CashTax Addendum #9 to the License Agreement

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**BACKGROUND:** The Kittitas County Treasurer's Office is requesting approval from the Board of County Commissioner's to add or change items within the CashTax software that will improve functionality and productivity.

- Sympro Interface: When it was approved to be a pooling county it was necessary to begin utilizing a software program specifically designed for investment tracking (Sympro). As we distribute accrual interest or collect fees from the pool participants, it is necessary to add information to CashTax to ensure the correct reporting of cash balances for all funds. it will save staff time and increase accuracy to have this automated via an interface between Sympro and CashTax.
- Receipt Date Modified Action: The Auditor's office has requested that information related to the date a receipt is created and/or modified by added to CashTax receipts. This will assist with backtracking for information as well as in auditing.
- G/L Report Format Change: The G/L Detail Reports printed from CashTax have grown to include data from many of the additional program modules acquired over the years. At this time, the data presentation has proven difficult for departments and junior taxing districts to understand and requires often significant training to interpret. We have asked Balanced Action to redesign these reports to be more readable. In addition to providing a clearer representation of month end balances for each fund, the new format also offers a summary page for quick reference.

**INTERACTION:** The Treasurer's office and Auditor's office have discussed the necessary changes to CashTax with the developer.

**RECOMMENDATION:** Request to Approve Balanced Action CashTax Addendum #5 to the License Agreement

**HANDLING:** 1 Original - Clerk of the Board  
1 Original - Treasurer's Office

**ATTACHMENTS:** Addendum #9 to License Agreement

**LEAD STAFF:** Amy Cziske, Treasurer