

**FRESNO LOCAL AGENCY FORMATION COMMISSION (LAFCo)
EXECUTIVE OFFICER'S REPORT**

CONSENT AGENDA ITEM NO. 5-C

DATE: December 8, 2021
TO: Fresno Local Agency Formation Commission
FROM: David E. Fey, Executive Officer 
SUBJECT: Update on status of replacement of LAFCo bookkeeper

RECOMMENDATION: Receive and file; no action by the Commission is necessary.

With the retirement of LAFCo's long-time bookkeeper the executive officer has secured the services of a replacement bookkeeper, Tab's Bookkeeping Inc. Annual expense for this service is not expected to exceed \$3,000, as a result no action by the Commission is necessary. Pursuant to LAFCo's *Financial and Accounting Procedures*,

The Executive Officer is authorized to approve purchases and shall be responsible for purchases of, and contract execution for, materials, supplies, furnishings, equipment and professional services required by LAFCo in the performance of daily operations up to \$5,000 per transaction, not to exceed \$5,000 per fiscal year for any one service provider or vendor. Types of purchases the Executive Officer is authorized to approve include office supplies and equipment, copy machine leases, rental space, telephones, postage, incidental expenses directly related in support of CALAFCO, and administrative services. Supporting documents for said expenses will consist of actual invoices received for services.

The projected expense for a contract bookkeeper (in compliance with AB 8) corresponds to the current budget for a bookkeeper hired as a LAFCo employee.