

**PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of July 17, 2012**

ITEM TITLE:

Consider approval of Christopher Akhidenor, CPA contract addendum

SPECIFIC BOARD ACTION REQUESTED:

Approve contract addendum with Christopher Akhidenor, CPA to provide general ledger and bank reconciliation services.

ITEM SUMMARY: (PLEASE DISCUSS THIS ITEM)

Consider approval of contract addendum with Christopher Akhidenor, CPA. The previous contract ended on June 30, 2012 and was for a not-to-exceed amount was \$40,000. This addendum would extend the end date to July 31, 2012 and increase the not-to-exceed amount by \$20,000. The new total not-to-exceed cost of the contract would be \$60,000.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

UNRESTRICTED GENERAL FUND

BACKGROUND/ANALYSIS:

Last fall the District utilized the accounting services of Mr. Akhidenor to assist with bank reconciliations, fixed asset accounting, construction accounting and various other fiscal year end closing accounting activities. Many of these services were provided by FCMAT during the fiscal year end June 30, 2010 closing. The existing contract with Mr. Akhidenor began on July 1, 2011. Since that time, Mr. Akhidenor's firm has successfully assisted the District with completing various reconciling activities that has resulted in meeting external reporting deadlines and audit deadlines.

As the June 30, 2012 fiscal year has arrived, we are again making preparations in the event we need to utilize Mr. Akhidenor's services during June 2012 and July 2012.

The District is in the process of hiring an Accounting Technician that, when filled, will be responsible for these duties on an ongoing basis.

DELIVERABLES/SCOPE OF WORK:

Accounting services to meet critical audit and external reporting deadlines.

ANTICIPATED COMPLETION DATE:

July 31, 2012

ALTERNATIVES/OPTIONS:

Not applicable

EVALUATION AND RECOMMENDED ACTION:

Approval of contract addendum with Christopher Akhidenor, CPA to provide general ledger and bank reconciliation services.

OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):

YES _____ **NO** **X**

COMMENTS:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? (VICE CHANCELLOR)

VICE CHANCELLOR GERHARD

(*****Board contract approval is subject to negotiation and execution by the Chancellor.)

DOCUMENT PREPARED BY:

Prepared by: *Sarah C Schrader*
Sarah C Schrader, Acting AVC for Finance

Date: 6/26/12

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: *Ronald Gerhard*
Ron Gerhard, Chief Financial Officer

Date: 6/27/12

FINANCE DEPARTMENT REVIEW

Finance review required Finance review *not* required

If Finance review is required, determination is: Approved Not Approved

If not approved, please give reason: _____

Signature: *Ronald Gerhard*
Ron Gerhard, Chief Financial Officer

Date: 6/27/12

GENERAL COUNSEL (Legality and Format/adherence to Education Codes):

Legal review required Legal review *not* required

If Legal review is required, determination is: Approved Not Approved

Signature: _____
Thuy T. Nguyen, General Counsel

Date: _____

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda Not Approved, but Place on Agenda

Signature: *José M. Ortiz*
José M. Ortiz, Chancellor

Date: 7-10-12