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MEMORANDUM

To: Talisa R. Clark, Chief Procurement Officer
From: Dianne McNabb, Financial Consultant/Interim Chief Financial Officer
Thru: Zachary L. Williams, Executive Assistant/Chief Operating Officer
Date: May 17, 2017
Re: Funding Request/Utilization Justification for Robert Half Staffing®

This letter serves to justify our request for additional funding of temporary accounting personnel. Beginning in October, 2016, the Finance Department implemented a special project using Robert Half® team of highly specialized “career professionals”. They addressed the need for the timely preparation of bank reconciliations to ensure compliance with the County’s 2015 and 2016 Comprehensive Annual Financial Report (CAFR). The CAFR is used to report the County's financial condition to both external and internal stakeholders and facilitates a key county strategic objective of ensuring fiscal integrity.

In order to comply with the County's upcoming 2016 CAFR audit, timely and accurate bank reconciliations must be completed. The team plays an integral role in the work flow process by providing in-depth analysis, revision and completion of years of bank reconciliations required as a part of the audit. In an effort to ensure continuity of services and maintain efficiencies, the decision was made to extend the contract with the current Robert Half/Accountemps’ team through April 30, 2017.

Consequently, since the beginning of the project, we have hired three (3) of the temporary placements as full time County employees. As a result of this action, we have experienced cost savings based on reducing the need of the learning curve that is required when hiring new candidates for the vacancies that we were in the process of filling.

The aforementioned reasons prompt me to request the additional funding. If you have any questions or concerns, please feel free to contact me at 404-371-2764.

cc: Preston L. Stephens, Interim Assistant Finance Director
 Andria “Lisa” Williams, Interim Controller
 Delois Robinson, Procurement Manager – Team C