

ACTION ITEM SUMMARY

DESCRIPTION	Approval of Consulting Agreement with Ines Andrade
Reason for Recommended Action	<p>Overview:</p> <p>Ines Andrade will provide the necessary support to input and implement the MIP Non Profit Fund Accounting software for ELC North Florida as needed.</p> <p>The scope of this work will include creating required reporting formats, reviewing data input, reversing entries that recorded twice during the implementation process and reviewing all general ledger entries with the Finance Manager.</p> <p>This contract shall be for the period of February 12, 2018 – March 9, 2018 at the rate of \$25.00 per hour, plus mileage and the contract value is not to exceed \$2,500.00</p> <p>If this is not done, the following would occur:</p> <ul style="list-style-type: none"> • ELCNF Finance Manager has not been trained on the creation of reports, reversing entries and budget input. This contract is more cost effective than the telephone support currently utilized and ELCNF will benefit to have an experienced MIP user reviewing all entries.
How the Action will be accomplished	Board Approval and signing of contract.