

## BUSINESS TAX ANALYSIS

Organization: Lexington Fayette Urban County Government, KY  
Springbrook Consultant: Jamie Nawrocki, Laura Brown, and Ida Taylor  
Session Dates: TBD- Tentative Dates: March 4-7<sup>th</sup>

### On-Site Review:

An on-site review will be conducted by three Springbrook representatives. The purpose of the review is to determine specific requirements for the items on the RFP listed as needing development/customization. There will also be an in-depth review of portions of the application that are expected to be 'high volume' screens by the County. Additionally, there will be a reporting requirement review. Springbrook staff will write up the development findings that are required to complete the implementation as well as recommended features that Springbrook deems necessary to the County's success. The agenda for the trip is listed below. Please ensure the necessary staff is able to participate. The schedule is tentative and can be modified due to conflicts of schedule.

### Springbrook Review:

Springbrook will review development findings internally. Feature scope and an estimate of hours will be provided per item identified. The development findings and estimates will be reviewed with the client upon completion.

### Client Review:

The County will be given an opportunity to review the development findings and recommendations. The County will need to identify whether it accepts or rejects each item. A level of priority will also need to be assigned. This will assist Springbrook implementations when scheduling the appropriate time for the project. This can be further explained and discussed during the final review and acceptance.

### Day One

#### Business Tax Master File Maintenance

##### Review of each master file maintenance tab

Review of Tax Types

Review of Tax Type Schedules

Review of how history may be researched

Discussion of Parent/Child and/or Affiliate Company links

Insurance Tax Collections

Hotel/Motel Tax Collections

Franchise Fee Collections

#### Return Entry Process

##### Manual Return Entry Process

Discussion of License Entry (to be continued next day)

Discussion of Infraction Entry (to be continued next day)

Discussion of Penalty and Interest posting

Discussion of Deduction Entry

#### Interfaces identified in RFP

OnBase document management interface  
Lockbox  
Accounts Payable Interface to People Soft – Refunds  
General Ledger Interface to People Soft  
Remittance Processor

**Legacy System Review**

Data Conversion Discussion (To be joined remotely by Cory Perkins, Programming Manager)

**Day Two**

**Reporting**

Required Reports by County  
Required Reports by City  
Statistical Reports  
Daily Reporting

**Letters Process**

Required Letters Produced to Taxpayers  
Information on Letters (format)

**Infraction Processing / Reporting**

Production of Letters for Infractions  
Follow-up on Infraction Responses

**License Process**

Payment of License on Return (continued from Previous Day)  
Use of License Credit toward Tax Payment  
Process for Issuing License  
License Approval Process  
Unpaid License Process

**Day Three –**

**Delinquent Process**

Delinquent Notifications  
Past Due Penalty  
Interest Amount  
Non-Filed Returns Process / Notifications

**Refunds Process**

Current Process  
Forms Required  
Employee Refunds from Employer Taxpayer Accounts

**Web Portal Review**

Feature/Function Discussion  
System/Data Security and Backup Process (To be joined remotely by Ken Hoffmann, Enterprise Architect)

**Day Four**

8:30am – 12:00pm

**Reconciliation Process**

Discussion of Current Process / System Variance Analysis

Discussion of Delinquent Filers

**Adjustments Process**

Discussion of Current Process / System Variance Analysis

Redistribute Process

<b>Needs Analysis Review</b>	<b>\$6,450</b>
<b>System Enhancement Analysis</b>	<b>\$12,000</b>
<b>Estimated travel expenses</b>	<b>\$5,235</b>
<b>Total</b>	<b>\$23,685</b>

Payment for Analysis services is due upon signing. Travel is due as incurred according to Springbrook Travel Policy.

This Order Form shows Services Client has purchased and the amount charged for each. By signing the Order Form, Client is agreeing to purchase these applications under the umbrella of the Master Agreement and the associated Addenda in addition to any terms described in this agreement to be executed between Client and Vendor and to the prices contained herein. Pricing is based on standard contract. Deviations from standard contract terms may result in modified prices. Services do not include travel time or travel expenses. Electronic Signatures and Copies of Documents: The parties agree that this Agreement and any other documents memorializing agreements between the parties may be executed and/or delivered by electronic means, including, without limitation, electronic signatures, images of signatures, or copies of original signatures or documents, and may be delivered by electronic mail, facsimile transmission, or other electronic or non-electronic means. All documents executed and/or delivered by electronic means shall have the same force and effect as an original, signed document, for all intents and purposes, including, without limitation, all applications of statutes of frauds, the best evidence rule, and any similar rules, statutes, regulations, or other principles of law. The party receiving a document signed and/or delivered by electronic means may rely on and use such electronic document to the same scope and extent as if it were the original, hard copy document duly executed by the other party.

Vendor:

Client:

By: \_\_\_\_\_

By: \_\_\_\_\_

 Name (Print): Tim Rosener

Name (Print): \_\_\_\_\_

 Title: Vice President, Corporate Development

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

