

**BOARD OF PUBLIC WORKS AND SAFETY**  
**Agenda Request Form**

(Form B-01-2012)

*Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard. Please make sure that your contact information is accurate in case we need to get in touch with you. The Board of Works meets on the 1st and 3rd Monday of each month at 5:00 p.m. in City Hall located at 70 E. Monroe Street.*

<b>Date Submitted:</b>	03-26-15	<b>Meeting Date:</b>	04-06-15
<b>Contact Information:</b>			
<b>Requested by:</b>	Janet P. Alexander, Clerk Treasurer		
<b>On Behalf of Organization or Individual:</b>			
<b>Telephone:</b>	317-736-3609		
<b>Email address:</b>	<a href="mailto:jalexander@franklin.in.gov">jalexander@franklin.in.gov</a>		
<b>Mailing Address:</b>	70 E Monroe St. Franklin, IN 46131		
<b>Describe Request:</b>			
Approval to sign Key fund quote to upgrade current financial software from Key Budget to Key Fund. Quoted cost is \$9,250.			
<b>List Supporting Documentation Provided:</b>			
Quote Information sheet			
<b>Who will present the request?</b>			
<b>Name:</b>	Sharon Barnard	<b>Telephone:</b>	317-346-1164

*In order for an individual and/or agency to be considered for new business on the Board of Works agenda, this reservation form and supporting documents must be received in the Mayor's office no later than 4:00 p.m. on the Wednesday before the meeting.*

**QUOTE**

**CITY OF FRANKLIN**

**Ms. Janet Alexander, Clerk-Treasurer (317) 736-3609**

**Keystone Software Systems**

**February 12, 2015**

**SOFTWARE:**

<p><b>KEY-FUND</b> Program Upgrade                  For Fund Accounting with Indiana Gateway Interfaces                  This application includes four (4) days onsite for                  conversion, installation and training. Your current Keystone                  software maintenance agreement will transfer to this product.</p>	<p><b>\$9,250.00</b></p>
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<b>Total Cost</b>	<b>\$9,250.00</b>
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<p>I (We) intend to purchase the item(s) circled above.</p> <table border="0" style="width: 100%;"> <tr> <td style="border-bottom: 1px solid black; width: 70%;"></td> <td style="border-bottom: 1px solid black; width: 30%;"></td> </tr> <tr> <td style="text-align: center;">Signature</td> <td style="text-align: center;">Date</td> </tr> </table>			Signature	Date
Signature	Date			

Training days are defined as a minimum of four and maximum of six hours. Any onsite days in addition to the training days and/or conversion days listed above may result in billable charges at the current hourly rate, plus travel time portal to portal and in some circumstances, lodging, per diem and mileage. All onsite training days must be completed within six (6) months of the first training day. Any training days not completed in that time frame will expire.

The payment schedule to Keystone Software Systems is as follows: 50% of the total purchase price due and payable upon acceptance and execution of Keystone's Software System License Agreement. The remaining 50% will be due and payable immediately after our software is installed on your system.

All prices, terms and conditions specified in this quote, except as noted, shall be valid for 60 days from the date of this quote.

Respectfully Submitted,



Brian De Witt  
 Sales Representative  
 Boyce/Keystone/Komputrol



# Key-Fund - Fund Accounting for Government

Account No.	Description	Status
100	ELECTRICAL LIGHTING	
101	POLICE DEPT. PARTY CASES	
102	TRF. OF PUBLIC WORKS PARTY CASES	
200	PROP. CAPITAL PROJ.	
201	GENERAL CAPITAL PROJ.	
202	PROP. BOND INTEREST PROJ.	
203	PROP. BOND INTEREST PROJ.	
204	SEW. WASTEWATER PROJ.	
205	PROP. PROJ.	
206	SEWERAGE PROJ.	
207	SEWERAGE PROJ.	
208	SEWERAGE PROJ.	
209	SEWERAGE PROJ.	
210	SEWERAGE PROJ.	
211	SEWERAGE PROJ.	
212	SEWERAGE PROJ.	
213	SEWERAGE PROJ.	
214	SEWERAGE PROJ.	
215	SEWERAGE PROJ.	
216	SEWERAGE PROJ.	
217	SEWERAGE PROJ.	
218	SEWERAGE PROJ.	
219	SEWERAGE PROJ.	
220	SEWERAGE PROJ.	

**Key-Fund** is a comprehensive multi-fund accounting program that incorporates accounts receivable, accounts payable, purchase orders, bank reconciliation, budgeting, online reporting and many other features in one application. It is designed to track appropriated budgets and keep detailed records. It is user-friendly with clear navigation and laser printing. Customizable features create lower learning curves and allow users to easily master the program. Simple windows-based format utilizes a highly functional design model that's already familiar to users.

## Features and Benefits - Including Bank Rec and Real Time

- DLGF and SBOA Gateway Interface for Budget Forms and Annual Report
- Multiple and Remote Users
- Multiple Security Levels including Inquiry Only
- Key-Payroll, Key-Ledger, Key-Assets Interface
- Real Time Posting with Up-to-Date Balances
- Unlimited Archived Budget History
- Multiple Banks and Bank Reconciliation
- Drill-down Detail
- Automated Year-End Rollover
- Standard or Customized Chart of Accounts
- Project and Contract Tracking
- Online Updates
- Online Documentation/Help

**Serving:**

- Cities
- Towns
- Counties
- Libraries
- Utilities
- School Corporations



- Boyce Forms/Systems
- Keystone Software
- Komputrol Software



## Keystone Software

Toll Free: 800-875-1553  
 Phone: 317-664-7400  
 Fax: 317-664-7402  
 info@boycesystems.com  
 www.boycesystems.com  
 9401 Innovation Drive, Suite 400  
 P O Box 669  
 Daleville IN 47334-0669

### Accounts Receivable

- Multiple Investment Accounts with Automatic Update of Sales or Purchases
- Investment Interest Tracking
- Batch Receipt Printing with Receipt Journal
- Dedicated Receipt Printing to Separate Printer
- Remote Input
- Creates and Tracks Collection Invoices

### Accounts Payable

- Online Vendor Creation, History, and Tracking
- Purchase Order Encumbrance Tracking
- Overspending Alert at APV Input
- Laser-Printed AP Vouchers, Purchase Orders and Vendor Checks, Single Check or Batch Printing
- Automatic Corrections for Entries Posted to the Wrong Account
- Automatic Creation of Reversing Entries and Voided Checks
- Automatic 1099 Creation
- Remote Input
- Year-End Rollover of Outstanding Encumbrances

### Records and Reports

- Summary and Detail Reports of Funds, Appropriations, Encumbrances, Revenue, and Expenditures
- Report Breakout by Funds, Departments, Classification
- Report Sort and Group Options with Re-occurring Group Design
- Annual Report Creation with Indiana Gateway Interface
- Annual Budget Creation with Indiana Gateway Interface
- Date Range, MTD, YTD Reports with Print Preview
- Single page printing

