

Fairs FlexNet ~ Payroll and accounting help with CFSA accountability

With Fairs FlexNet, you can do all of the work or have CFSA lend you a hand

What is Fairs FlexNet?

Fairs FlexNet is what we call our accounting and accounting-related computer services program. It's comprised of AccountNet, offering everything from accounts payable to general ledger and fixed asset service modules; and PayNet, which facilitates total payroll and human resources management.

We're proud to say that as of January 1, 2007, more than 30 California fairs are using individually tailored versions of FlexNet, which uses nQativ Solutions' (previously called CompuShare) fully-integrated, Windows-based proprietary software. This software is known for its flexibility and versatility, just like FlexNet!

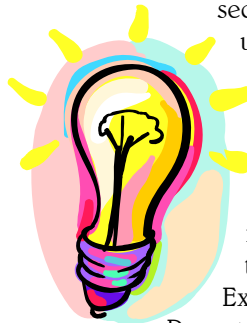
Fairs FlexNet is Customizable

You pay only for the modules and services you need ~ adding or subtracting as your needs grow or change. You also have the option of doing all of the work yourself or of having CFSA assist. Either way, your information will be safely stored on CFSA's network servers. For security, our servers are backed-up daily and backup tapes are stored offsite.

Here's another benefit:

AccountNet users don't need to report their PST withholdings to CFSA; we can pull the information off our servers. In addition, the Division of Fairs and Expositions, and the California

Department of Food and Agriculture's auditors are very familiar with nQativ, and your annual Year-end Statement of Operations (STOP) can be built directly into your program.



AccountNet Features and Benefits

When you subscribe to AccountNet, you pay only for the nQativ modules your fair uses. You can also choose to do all of the work yourself (Option One) or to have CFSA assist (Option Two). Both options provide you with full access to nQativ's most recent upgrades and helpful technical support from CFSA's experts so you know you're getting advice from people who understand your business and your questions.

AccountNet Modules:

- General Ledger
- Accounts Payable
- Accounts Receivable
- Fixed Assets
- Purchase Orders
- Payroll and Human Resources
- Additional specialized services

Through the use of nQativ's tailoring codes you can change the performance of each module, or the appearance of a screen so the report or database it represents conforms to your business requirements.

In addition, all of nQativ's modules are fully integrated. Entries into the Purchase Order module, for example, are automatically entered in Accounts Payable and General Ledger. Another plus, nQativ software is designed for the multiuser office, with built-in safeguards against two people working in the same file at the same time and limited access to menu selections that could damage data if run concurrently.

AccountNet ~ What's the Cost?

Option One: The Fair Does All the Work

When your fair does all of the accounting work using nQativ, your monthly fee is \$56 for nQativ support (from CFSA), plus \$22 per module. For example, the most commonly used modules are General Ledger, Accounts Payable and Accounts Receivable, Payroll and Fixed Assets. This adds up to \$166 a month. Training is available from CFSA for \$250 a day at CFSA or for \$500 a day at your fair.

Subscribe to the Payroll module and you can also use CFSA's direct deposit program. For \$15 per pay period transmission, CFSA will prepare the ACH file necessary for direct deposit into your employees' bank accounts. (\$30 per month for fairs paying twice a month.)

Option Two: CFSA Lends a Hand

CFSA charges \$50 an hour for accounting services (we also use nQativ) and we can do as much or as little as you like. (Someone at the fair will need to be responsible for providing us with accurate information.)

If your fair would like us to prepare bank reconciliation and monthly financial statements, for example, these tasks take between four and eight hours a month. Because CFSA would have direct control of your fair's General Ledger, there would be *no charge* for the General Ledger module (a savings of \$22 per month). There are dozens of variations for AccountNet; talk to CFSA to develop the best program for your fair.



The Story Behind PayNet

In response to requests from fair managers and their staffs for an alternative way to do payrolls, CFSA explored how the agency could step in and help. Our goal was to find a way that would be easier, more efficient and more cost-effective than the processes the fairs were then using.

After a significant amount of research by our Computer Services and accounting staffs, along with insightful input from pilot-program fairs, CFSA rolled out PayNet, a comprehensive payroll system offering fairs the opportunity to:

- 1) share the work with CFSA or
- 2) have CFSA handle everything related to the payroll process, including all monthly and annually required reports.

Best of all, because of our service-oriented, not-for-profit structure, we can provide all the same services as commercial payroll processing companies, but at a fraction of the cost.

In addition, as a pass-through agency for the Department of Personnel Administration (DPA) - we collect payments paid by the fairs and pass them on to the DPA - we're able to provide the specialized services California's fairs need to meet state agency requirements. These services include the Part-time, Seasonal, Temporary (PST) Employee Retirement Program and deferred compensation program administration, including deduction calculations and all reports.

You'll find all of PayNet's program options and prices on the back of this brochure.

Fairs PayNet is Flexible ~ You Can Do Some or None of the Work. Tell Us What You Want to Do, We'll Do the Rest

Because not all fairs have the same needs, PayNet is available in two versions:

Option One: Fair Participation

If your fair prefers to input its own personnel information into the PayNet database, this version is for you.

- **On a one-time basis**, you would enter the following for all current employees:
 - ~ personnel data: name, social security number, address, W-4 and salary information
 - ~ Direct deposit authorizations
 - ~ Employee W-4 deduction information
 - ~ All other relevant payroll deductions such as PST, deferred compensation, PERS and union dues
 - ~ All current-year employee payroll information for the months prior to your fair's enrollment in PayNet
- **On a bimonthly basis you'd enter:**
 - ~ All personnel timecard information
 - ~ Any personnel changes
- **CFSA will provide you with:**
 - ~ Printed paychecks and/or pay stubs for employees, plus copies for your records
 - ~ Completion of all direct deposits, tax withholding deposits, and related reports
 - ~ All quarterly and annual tax reports, W-2s, and deferred compensation and PST calculations and reports
 - ~ Bimonthly payroll payment journal and general ledger journal entries
 - ~ Bimonthly check register reports

Option Two: CFSA Does It All

All your fair needs to do with this version is to provide CFSA with pertinent information about each fair employee. We'll key it into the computer system for you.

As necessary, CFSA will also input all employee information for the current year prior to the time you enrolled in PayNet (for a small, one-time fee). Then, each pay period, working from the timecards you deliver to us, we'll input all the data and provide your fair with printed payroll checks and all related bimonthly, monthly, quarterly and annual financial reports, as applicable (everything you see listed in CFSA's provisions under Option One). Payroll data is available for your fair to review and/or print out. Check signing authority stays with the fair.

Price List

Monthly costs:

No. of fair employees	Fair participation	CFSA does it all
1-5	\$50	\$75
1-60	\$75	\$125
Each add'l employee	\$1.25	\$1.25

Initial set up:

- By 3/31/current year:
 - 1-60 \$100 \$150
- After 3/31/current year:
 - 1-60 \$200 \$300

Each additional employee: \$1.50

Please note: There may be additional costs to your fair such as long distance phone and fax charges from the phone company.

Fairs FlexNet:



Flexible

Accounting &

Payroll Assistance

If you have any other questions about Fairs FlexNet, AccountNet or PayNet, please call Rick Wood at 916/263-6147
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