

ACCOUNTING AND FINANCE OPERATIONS CONTINGENCY PLAN

SCENARIO 1: TEMPORARILY UNABLE TO OCCUPY ICVB OFFICE

Primary back up location - Irving Arts Center

- ICVB accounting staff could operate on a temporary basis using Arts Center equipment with minimal interruption of financial operations until the ICVB IT Disaster Recovery Plan is implemented.

Secondary back up location - City Hall

- ICVB accounting staff could operate on a temporary basis using City equipment with minimal interruption of financial operations until the ICVB IT Disaster Recovery Plan is implemented. Finance, budget, and treasury staff could perform the same functions as Bureau accounting staff if necessary.
- Significant historic financial data resides in Banner and can be accessed from City Hall or IAC.
- Access to bank software can be done online from either location.

SCENARIO 2: CITY HALL IS DESTROYED; ABLE TO OCCUPY ICVB OFFICE

- Loss of the use of accounting software (Banner)
- Purchase accounting software (Peachtree, QuickBooks, Microsoft Small Business Accounting) or ledger paper to set up a manual system
- Purchase micro encoded protection check stock from an office supply store; any bank will accept this check stock.
- Banking functions (BOA Direct and Positive Pay) not affected.
- Payroll would be run by the City, using the prior run's bank data file.

SCENARIO 3: UNABLE TO OCCUPY ICVB OFFICE AND CITY HALL

- Loss of the use of accounting software (Banner) and time entry
- Purchase computer that has Excel, Access, internet; purchase a printer
- Purchase accounting software (Peachtree, QuickBooks, Microsoft Small Business Accounting) or ledger paper to set up a manual system
- Purchase micro encoded protection check stock from an office supply store, which can be used at any bank.
- Contact BOA regarding banking functions (BOA Direct and Positive Pay).
- Payroll would be run by the City, using the prior run's bank data file.

AMERICAN EXPRESS CARDHOLDERS

Maura A Gast - Primary Cardholder

Marianne Lauda & Mike Zumbaugh have access to online account

No spending limits on cards

24hr customer service - 1-800-492-8468

CONTACT INFO (updated 12/2017)

BANK OF AMERICA

(Bank of record as of 9/1/06)

Client Services - Valarie Nelson

PH: 888.715-1000 opt 3 ext 61741

FAX: 877.207.2394

dedicatedwgov@bankofamerica.com

Valerie.m.nelson@baml.com

Software Info - Bank of America Direct

PH: 888.589.3473

Software Info - Positive Pay

PH: 888.269.5266

BANNER (ACS)

Support - Debbie Bailey

PH: 859.219.9834

hotline@acs-inc.com

CITY OF IRVING

City Hall

825 W Irving Blvd, Irving, TX 75060

972-721-2600

Finance Department – 972.721.2401

Treasury Division - Resource for banking and investment info

Accounting Division - Resource for financial info, transactions and reports; hotel tax info

Purchasing – 972.721.2631

Resource for info on contracts, POs, bids

Human Resources – 972.721.2696

Resource for employee salaries, benefits, health care info

IRVING ARTS CENTER

3333 N MacArthur

Irving, TX 75062

972.252.7558

Financial structure set up similar to ICVB. ICVB accounting staff could operate on a temporary basis at their location using their equipment with minimal interruption of business