

WASHINGTON STATE
B A R A S S O C I A T I O N

Board of Governors Special Meeting
Meeting Materials

January 17, 2020
WSBA Conference Center
Seattle, Washington



**Board of Governors Meeting
WSBA Conference Center
Seattle, WA
January 17, 2020**

WSBA Mission: To serve the public and the members of the Bar, to ensure the integrity of the legal profession, and to champion justice.

PLEASE NOTE: ALL TIMES ARE APPROXIMATE AND SUBJECT TO CHANGE

ALL ITEMS ON THIS AGENDA ARE POTENTIAL ACTION ITEMS

To participate remotely: dial 1.866.577.9294, access code 52810#

FRIDAY, JANUARY 17, 2020

4:00 PM – CALL TO ORDER

PUBLIC SESSION

FY20 BUDGET REQUEST: BUDGETING SOFTWARE

4:15 PM - ADJOURN

WASHINGTON STATE
BAR ASSOCIATION

TO: WSBA Board of Governors
FROM: Dan Clark, Treasurer
DATE: January 16, 2002
RE: **Budget and Planning System**

ACTION: Approve the attached project as proposed by the Budget & Audit Committee.

Attached is a project proposal for implementing a Bar wide budgeting and planning system. This system developed by the company Adaptive Insights is an off the shelf system that will allow WSBA to streamline its current budget process, develop forecasting capabilities and enhance our reporting to both the BOG, the B&A Committee and most importantly to the operators of the business. The project includes a payback of under 12 months with both hard savings obtained through the more rigorous budgeting and planning practices as well as soft savings in productivity across WSBA.



BUDGET AND FORECAST TOOL

Adaptive Insights

EXECUTIVE SUMMARY

Elevate the role of finance to be more strategic:

- Free up finance capacity to focus on analysis vs. data prep
- Improve engagement of end users in planning
- Accelerate planning & reporting cycle times by at least 50-70%
- Makes performance data more trusted, granular, and accessible for end-users

Accelerate decision making:

- Enhance visibility into performance
- Strengthen continuous planning motions and forecast accuracy

Deliver on-demand what-if analytics to support operational and strategic decision making

TOP BUSINESS ISSUES

- **Increased Focus On**
 - **Forecast Accuracy**
 - **Improved Guidance**
 - **Validate Controls**
- **Organization Wide Initiative to Reduce Costs/Improve Profitability**
- **Board and CXO Driven Initiative to Improve Business Agility, Efficiency, and Governance Across Finance and the Organization**

TOP CHALLENGES

- **Finance Capacity is Stuck in in Data Aggregation and Validation**
- **Current Budget Process Takes too Long Forecasting is Non Existent**
- **Excel Based Planning is No Longer Scalable**
- **Legacy Planning Process Never Documented and Can't be Replicated**
- **Challenges with Data Accuracy, Multiple Versions of the Truth and Inconsistent Data**
- **Collaboration and Accountability of the Plan with Finance Is Less Than Optimal**

PROPOSED SOLUTION

- Easy to Use Tool That can Drive Adoption for Finance and Non-Finance Users
- Integrated to Import Data From Our Source Systems (G/L, ERP, CRM,HR)
- Flexible and Scalable Solution Adaptable to the Changing Needs of the Business

SELECTION PROCESS

- We Evaluated 3 Systems
 - Centage
 - Jedox
 - Adaptive Insights
- Criteria
 - Viability for Successful Implementation
 - 8 to 12 Weeks – Cost – Ongoing Support
 - Complete Suite of Services
 - Budgeting, Forecasting, Planning, Reporting
 - Ease of Use for Both Finance and Non Finance Personnel
 - Cost/Value Proposition

PRODUCT COMPARISON

CRITERIA	Centage	Jedox	Adaptive
Price	\$ 84,000	\$ 96,000	\$ 93,000
Functionality	4.0	4.5	4.5
Ease of Use	4.0	4.0	4.5
Customer Support	4.5	4.5	4.5
Features and Functionality	4.0	4.4	4.5
Value for Investment	4.2	4.4	4.6

**All values represent 3 year commitments plus 1st year fixed cost for implementation and 17 total seats
Scores represent both internal evaluation and industry benchmark from current users**

ROI ANALYSIS

	Conservative	Pragmatic	Aggressive
Finance Productivity	\$ 101,250	\$ 151,875	\$ 202,500
Business User Productivity	\$ 27,417	\$ 36,556	\$ 45,695
Cost Control/Margin Improvement	\$ 137,200	\$ 274,400	\$ 411,600
Future Cost Avoidance	\$ 84,620	\$ 84,620	\$ 84,620
TOTAL	\$ 350,487	\$ 547,451	\$ 744,415

Productivity improvements are “soft savings”, Cost Control/Margin Improvements are potential “Hard Savings”
Cost Avoidance is based on adding one additional head to the finance team

RECOMMENDATION

- Our Informed recommendation is to enter into a 3 year commitment with Adaptive Insights
- We are requesting an addition to the 2020 budget of \$47,848 (\$50,000) for the first year of the 3 year commitment this amount includes 25K for implementation.