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**VILLAGE BOARD MEETING**

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**VILLAGE OF HARRISON****From:**

Alissa Van Eperen, Finance Director/Treasurer

**Meeting Date:**

April 28, 2026

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**Title:**

New Village of Harrison Enterprise Resource Planning (ERP) Software.

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**Recommended Action:**

Motion to approve the proposed contract with Civic Caselle for a new ERP software for \$85,720.

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**Issue:**

None.

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**Background and Additional Information:**

In 2025, staff conducted demonstrations of two separate software platforms, Civic Systems (Caselle) and BS&A, to evaluate potential upgrades to the Village's current accounting system, Workhorse. While Workhorse has served the Village's needs to date, it has become increasingly evident that, as the organization continues to grow, more modern solutions offer enhanced compatibility, more robust reporting, improved workflow, and expanded module integration.

The goal of this evaluation process was to identify a comprehensive system that could address multiple operational needs across the organization, not only for financial management and utilities, but also for areas such as building permits, work orders, and special assessments.

Following a thorough review of both options, Civic Systems (Caselle) was determined to be the preferred solution based on overall value and pricing. In addition to offering a scalable and well-supported platform, Civic Systems is a larger, established provider with a strong presence in Wisconsin, which offers the added benefit of localized support.

Transitioning to this system will allow the Village to streamline processes through a fully integrated platform, where all modules function cohesively. This represents a significant improvement over the current environment, where modules must be managed and synchronized separately, resulting in increased administrative effort and reduced efficiency. Overall, this upgrade will better position the Village to meet its current and future operational demands.

In preparation for this transition, staff have already begun preliminary system cleanup efforts within the current software. This includes reviewing and updating accounts receivable records, vendor data in accounts payable, and planning for upcoming work on the chart of accounts. Taking a proactive approach to these tasks will better position the Village for a smooth implementation by ensuring data is accurate, organized, and ready for migration.

Beginning this work in advance also allows sufficient time to carefully evaluate and structure these elements, rather than rushing through them during the implementation process. This thoughtful approach will contribute to a more efficient and effective transition.

Additionally, the Village will evaluate the use of pooled cash within the new system. Under this approach, Village funds are effectively consolidated, with the accounting system automatically managing the necessary interfund entries. This would simplify cash management, reduce manual processing, and potentially decrease the number of bank accounts required, further improving operational efficiency.

Staff has shared the contract with our attorney, and we are working to finalize a few edits to the contract prior to signing and submitting it back to the vendor.

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**Budget Impacts:**

A new ERP system was budgeted as a capital item in the 2026 budget for \$175,000, of which \$122,500 will be the Village portion.

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**Attachments:**

- Quote